



Joint Council
for Qualifications

General, Vocational and Diploma Qualifications

Instructions for conducting examinations

1 September 2008 to 31 August 2009

Produced on behalf of:



At least one copy of these Instructions must be available in each examination room

The Joint Council for Qualifications has written these Instructions for conducting examinations in examination centres.

These Instructions are for use in all General and Vocational Qualifications, which include GCSE, GCE, AEA, ELC, Basic Skills, Key Skills and Functional Skills examinations, as well as Principal Learning units within a Diploma. They apply to written and on-screen examinations as well as practical and oral examinations, controlled tests and any other examinations as the JCQ awarding bodies may decide, (unless an awarding body specifies otherwise).

These instructions are for examinations held between 1 September 2008 and 31 August 2009.

Contents

Introduction	1
Preparation for the examination	
1. Keeping question papers and other examination materials secure	2
2. Timetabling of examinations	4
3. Using calculators	8
4. Resources for examinations	8
5. Accommodation	9
6. Invigilation arrangements	11
At the beginning of the examination	
7. Identifying candidates	15
8. The people present	15
9. Question papers, stationery, materials and other equipment	16
10. Starting the examination	18
During the examination	
11. Supervising the candidates	20
12. Candidates who arrive late	20
13. Completing the attendance register	22
14. Leaving the examination room	22
15. Malpractice	23
16. Emergencies	23
At the end of the examination	
17. Finishing the examination	24
18. Collecting scripts	25
After the examination	
19. Packing scripts	26
20. Sending scripts	26
21. Unused stationery	27
22. Applications for special consideration	27
Supplements	
23. Supplements – checklists	27

Appendices

- Appendix 1** A suggested wording for the invigilator's announcement at the beginning of an examination
- Appendix 2** Warning to Candidates – written examinations (A3 poster format)*
- Appendix 3** Warning to Candidates – on-screen tests (A3 poster format)*
- Appendix 4** Notice to Candidates – written examinations (A3 poster format and A4 format)*
- Appendix 5** Notice to Candidates – on-screen tests (A3 poster format and A4 format)*
- Appendix 6** Mobile Phone poster (A3 poster format)*

*Please note that additional copies of these documents are included in the JCQ September despatch to centres.

Introduction

In these *Instructions* an examination or assessment centre (the centre) is a school, college, or other educational establishment, a training organisation, or a large or small company, approved and registered by one or more of the JCQ awarding bodies for the entry or registration of candidates to its examinations/tests/assessments and for the conduct of those examinations/tests/assessments. A centre may be a single agency, or a 'controlling' agency with one or more associated sites, called satellites, which may include franchise agreements.

The head of centre is the Head of a school, the Principal of a college or the Chief Officer of an institution which is approved by one or more of the JCQ awarding bodies as an examination/assessment centre. The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted to instructions and the qualification specifications issued by the awarding bodies.

These *Instructions* should be read in conjunction with the JCQ publication *General Regulations for Approved Centres, 1 September 2008 to 31 August 2009* which brings together the terms and conditions between the JCQ awarding bodies and schools, colleges and other educational institutions registered to enter candidates for general and vocational qualifications. You should also refer to the JCQ publication *Instructions for conducting coursework, 1 September 2008 to 31 August 2009* which details the regulations and procedures for the completion of coursework components in general qualifications.

Awarding bodies may issue supplementary instructions which are qualifications specific, to which you should refer.

Where a centre conducts on-screen external assessments the head of centre is responsible for ensuring that the awarding body requirements for downloading software and test/examination materials are met. Centres must also ensure that all technical requirements have been met. Some technical requirements should be met in advance of the test/examination.

This document takes account of BS 7988 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

The JCQ awarding bodies have agreed regulations and procedures under which you may make access arrangements for candidates sitting general qualifications examinations and assessments as set out in the JCQ booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, 1 September 2008 to 31 August 2009* (www.jcq.org.uk/). You **must** follow those regulations and procedures carefully if candidates have been allowed to use an oral language modifier, a practical assistant, a prompter, a reader/computer reader/live speaker, a Sign Language Interpreter, a scribe/voice input system or a word processor.

For City & Guilds examinations and assessments please refer to *Access to assessment and qualifications* (www.cityandguilds.com).

You should send all correspondence relating to the examinations directly to the awarding body concerned and not to the examiner (unless the awarding body directs otherwise).

The JCQ Centre Inspection Service visits centres when examinations are being held, although an inspector may visit to check your centre's secure storage (as defined in section 1.3) at any time. You **must** co-operate with any visit from an inspector, including giving access to your secure storage.

You are warned that any breach of these instructions can constitute malpractice as defined in the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009* (www.jcq.org.uk/), to which you should refer for further information.

Advice: City & Guilds have their own documentation in relation to access arrangements, post result services and special consideration. Centres taking City & Guilds examinations and assessments **must** refer to the appropriate City & Guilds document (www.cityandguilds.com).

Preparing for the examination

1. Keeping question papers and other examination materials secure

1.1 The following instructions apply to all confidential materials relating to the administration and delivery of either written examinations, on-screen external assessments or controlled tests.

- Centres **must** be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.
- Centres **must** make appropriate arrangements to ensure that confidential materials are delivered only to those authorised by the head of centre.
- Electronic test/examination materials **must** be stored securely at all times.
- The test/examination materials **must** only be accessed in accordance with the awarding body's specific instructions.
- Confidential material (including discarded print-outs) **must** be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).
- Centres **must** maintain the confidentiality of candidate responses and candidate details.
- Centres **must** have the expertise to access, administer and support the test/examination.
- Centres **must** have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations having unauthorised external communication with other users of computers/laptops.
- Centres **must** ensure that all timed Art assignments are stored securely between examination sessions and once completed.

1.2 Checking question papers

- On receipt, check the question paper packets and examination material carefully. Inform the awarding body **immediately** if there are any problems, e.g.
 - it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
 - there are any differences between the material received and the despatch/delivery note;
 - the material has been significantly damaged in transit;
 - the material appears not to meet your requirements.
- All materials should be checked immediately they are received and **must** be put into secure storage facilities (the requirements for which are set out in section 1.3) approved by the JCQ Centre Inspection Service until the day of the examination.
- If question papers cannot be checked immediately upon receipt, they **must** be locked away in secure storage until an authorised member of staff is available to make the necessary checks. It is for your centre to set out the appropriate terms of authorisation for members of staff.

Advice: Check the question paper packets against the timetable and arrange them in timetable order to reduce the possibility of opening a packet at the wrong time.

Advice: Remember to check for modified question papers which may arrive separately from your main despatch of question papers.

Advice: Centres are advised to keep a record of all confidential materials received.

Some awarding bodies' question papers may be colour coded to help identification.

1.3 Conditions for storing question papers in secure storage

Question papers **must** be stored securely conforming to the requirements below:

Requirement	Note
<ul style="list-style-type: none"> ○ Strong safe; or ○ Security cabinet; or ○ Metal cabinet with locking bar, bolted to wall or floor; ○ 2 or 3 key holders only. 	<ul style="list-style-type: none"> ○ Small safes should be fixed securely in place.
<ul style="list-style-type: none"> ○ Secure room in fixed building; i.e. not a Portakabin™ or similar; ○ Walls, ceiling and floor of strong, solid construction. 	<ul style="list-style-type: none"> ○ Preferably on an upper floor with no windows.
<ul style="list-style-type: none"> ○ Solid door or reinforced door; ○ Strong secure hinges; ○ Security lock, e.g. 5 lever mortise lock or coded keypad lock; ○ 2 or 3 key holders only; ○ Where question papers are stored in a room with external windows, bars must be fitted or the room alarmed. If the room has a glass panel in or above the door, e.g. for health and safety reasons, the glass must be toughened safety glass; ○ Where the volume of question papers is too great for secure storage in one room, you must use additional rooms within the centre which also meet the requirements for secure storage. 	<ul style="list-style-type: none"> ○ A hollow panel door would require extra reinforcement.

Suitable alternative for a centre with large numbers of question papers to store

Requirement	Note
<ul style="list-style-type: none"> ○ Secure, locked, walk-in store; (Metal security screen i.e. roll down shutter; must be used in front of door, or in front of open shelving.) ○ Solid door with added metal reinforcement; ○ Heavy duty hinges; ○ 5 lever mortise lock or coded keypad lock ; ○ No direct access from a corridor; ○ 2 or 3 key holders only. 	

1.4 **You must tell the awarding body immediately if the security of the question papers or confidential supporting instructions is put at risk.** Any natural disaster, fire, theft, loss, damage or any other circumstances which render the existing accommodation or secure storage of examination materials at risk must be reported to the awarding bodies immediately.

1.5 It is expected that all question papers will be stored at the centre's registered address unless alternative storage arrangements have been made. You should contact the JCQ Centre Inspection Service in the first instance to seek alternative storage arrangements. You **must not** open the packets of question papers and other examination materials until the time appointed for the examination concerned, unless the awarding body tells you otherwise. **You must not open packets prior to the examination under any circumstances.**

Advice: You should keep question papers in their sealed packets and open them in front of candidates where possible. If you are using a number of rooms on one or more sites for the same examination, you may open the packets of question papers immediately before the examination so that you can make them up into appropriately sized sets for the different rooms. If you must open some packets before the examination, you should open as few as possible and **within one hour of the published start time on the day of the examination.** Centres following this approach should note that prior awarding body approval is **not** required.

- 1.6 Where confidential materials such as live assignments are required to be opened in advance of the examination and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened.
- They **must** be issued only at the time of assessment and **must** be collected at the end of the assessment session.
 - They **must not** be removed from the centre and when not in use **must** be kept secure under the conditions described on Page 3.
 - Each copy should be checked regularly to ensure that it is clean and free from pen or pencil annotations or amendments.
 - Live assessment material **must not** be used as practice material for any qualifications.
- 1.7 If confidential material is recorded on CD ROMs or tapes, you **must** follow any instructions the awarding body has issued.
- 1.8 You **must** store examination stationery and materials securely at all times so that no unauthorised person has access to them.
- 1.9 You **must** make sure that a system for recording when material is taken from or returned to the secure storage is used throughout the time the material is confidential (**see sections 2, 8-12, 14 and 18** regarding when materials are confidential).
- 1.10 **Where an individual candidate requires one of the following access arrangements:** alternative accommodation/venue away from the centre, Sign Language Interpreter, photocopy a question paper on coloured paper or scanning papers for voice output software prior Jcq awarding body approval **must** be sought for the opening of question papers up to 1 hour before the scheduled starting time of the examination, as published in the final timetable. Further information may be obtained from the Jcq booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).

2. Timetabling of examinations

- 2.1 You **must** follow the awarding bodies' **final** published timetables, except as allowed in paragraphs 2.5 to 2.7.

The published starting time of all general qualifications morning examinations is **9.00am**, and the starting time of all afternoon examinations is **1.30pm**. These are known as the morning and afternoon sessions. Other timings apply to vocational qualifications and Key Skills examinations.

These are UK times (either GMT or BST as appropriate) current on the examination date, so centres outside the UK **must** adjust their local starting times to begin at the same time as UK centres.

Where vocational exams are scheduled to commence at other times, the same arrangements for timetable clashes apply.

Where an electronic test/examination is scheduled for a specific date or examination window, centres with large numbers of candidates entered for the test/examination should refer to the appropriate awarding body's subject-specific instructions.

Advice: By using the online Examinations Timetable centres can produce a complete final examination timetable several months before the information is available in MIS systems. This enables advance planning for rooms, invigilation and resolving timetable clashes. Further information may be obtained from:
http://www.naa.org.uk/examsoffice/online_tools/index_interboard_timetable.html

- 2.2 The JCO awarding bodies allow centres in the UK to start examinations by **up to thirty minutes earlier than, or later than, the published starting time for the session, without obtaining permission beforehand**. Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates **must** be supervised as if the specified starting time had been in place.

To maintain the security of the examination, all candidates for general qualifications examinations **must** start question papers scheduled for a morning session no earlier than 8.30am and no later than 9.30am, and for an afternoon session no earlier than 1pm and no later than 2pm (unless they have a timetable clash or are involved in arrangements for the circumstances described in paragraph 2.5).

If your centre is outside the UK and you want to start examinations at times other than the published starting times, you must ask for the awarding body's permission each series.

- 2.3 You **must not** vary the timetable if there is a clash between papers of different awarding bodies in the same subject, or between subjects that cannot be taken together (for example, Biology and Human Biology).
- 2.4 You **must not** vary the timetable if a timetabled examination clashes with any of the following:
- work experience;
 - a school function or closure;
 - field trip;
 - sporting events below international level;
 - holidays and weddings.
- 2.5 If candidates are taking two or more examinations in a session, you may decide the order in which to hold them. You may also give candidates a **supervised break** between unit tests within a session. You **must** follow all arrangements for invigilating candidates during and between examinations and **must** ensure the security of question papers set out in paragraph 2.6. Any references to "supervision" require that a member of **centre staff** shall be in the same room as the candidate(s). Supervisors **must** adhere to the same requirements as for invigilation (**see sections 10 – 16**).

Advice: If the examination with the largest number of candidates is held first, this will reduce the level of disruption.

An example of examination supervision arrangements for GCE candidates with more than one AS paper scheduled in a session:

A centre commences its morning examinations at 8.30 am. Most candidates are taking 3 x 1 hr English units but some are taking just one or two. (This example applies to current (legacy) GCE specifications.)

Candidates taking all three units

TIME	ACTIVITY
8.30 am - 9.30 am	Unit 1 exam
9.30 am - 9.40 am	10 minute supervised period for collection of completed Unit 1 worked scripts, followed by issue of question papers for Unit 2.
9.40 am - 10.40 am	Unit 2 exam
10.40 am - 10.50 am	10 minute supervised period for collection of completed Unit 2 worked scripts, followed by issue of question papers for Unit 3.
10.50 am - 11.50 am	Unit 3 exam

Candidates taking one or two of the three units

CANDIDATES TAKING ONE UNIT ONLY	CANDIDATES TAKING TWO UNITS
8.30 am - 9.30 am Unit exam	8.30 am - 9.30 am Unit exam
9.30 am - 10.00 am Candidates must remain supervised	9.30 am – 9.40 am 10 minute supervised period for collection of completed worked scripts, followed by issue of question papers for second unit.
10.00 am Candidates leave	9.40 am - 10.40 am Unit exam
	10.40 am Candidates leave

- Candidates sitting Unit 1 only must remain supervised until 10.00 am.
- Candidates sitting Unit 2 and /or Unit 3 but not Unit 1 must be supervised from 9.30 am until commencing their examinations.
- Alternatively, such candidates can commence their examinations at 8.30 am but must remain supervised until 10.00 am if doing Unit 1, Unit 2 or Unit 3 only.

2.6 If candidates are taking **two or more** papers timetabled in a session and the total time is more than three hours, the awarding bodies allow centres to hold examinations in a later or earlier session than the published time **within the same day, without permission beforehand**. However, the security of the examination **must** still be maintained. You **must** follow all arrangements for invigilating candidates during and between examinations and **must** ensure the security of question papers as set out below.

- **Candidates who take an examination earlier than the published starting time shown on the awarding body's timetable must stay under supervision (which you must arrange) until one hour after the published starting time for that examination.** Also, you **must** make sure that question papers used by those candidates are kept in secure storage until one hour after the published starting time for that examination. For examinations that last less than one hour, candidates **must** be supervised and question papers **must** be kept in secure storage until the normal finishing time of the examination.
- **Candidates who take an examination later than the published starting time shown on the timetable must be kept under supervision from 30 minutes after the published starting time for the paper concerned until they begin the examination.**
- If some candidates are allowed to take an examination in a different session from other candidates at your centre, you **must** seal all copies of the question paper used in the earlier session in an envelope and return them to secure storage in your centre.

2.7 When candidates are entered for **three or more examinations** timetabled for the same day and the total duration for those papers is **significantly more than:**

- six hours for Level 3 qualifications or;
- five and a half hours for Level 1 and 2 qualifications;

candidates may be allowed to take an examination in the earliest possible session on the next day including Saturdays.

Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

2.8 Candidates who take an examination on a later day than that published in the timetable **must** either be sitting examinations or under supervision from 30 minutes after the scheduled starting time for the delayed examination until they begin their examination. This is to make sure there is no contact with other candidates. The centre **must** appoint a member of centre staff to supervise the candidate **at all times** while she/he is on the premises.

The supervision of a candidate on journeys to and from the centre and overnight may however be undertaken by the candidate's parent/guardian/carer or centre staff. The centre should determine a method of supervision which ensures the candidate's well being.

2.9 In all such cases, you **must**:

- complete the **JCQ form *Application for a timetable variation and Confidentiality Declaration for Overnight Supervision*** two weeks before the start of the examination series;
- ensure that each form is signed by the respective date so that those involved understand their responsibilities;
- inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the application of penalties and sanctions to the candidate's examinations taken in the relevant series as detailed in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*;
- be satisfied that the arrangements meet the awarding body's requirements in terms of maintaining the integrity and security of the examination;
- keep all completed forms available in your centre for inspection until the closing date for Enquiries About Results has passed;
- inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate.

Your head of centre **must** be satisfied that any arrangement for overnight supervision of a candidate is necessary and accepts full responsibility for the security of the examinations throughout.

Advice: The candidate may be offered the opportunity to sit all of the examinations on the scheduled day. You should submit a request for special consideration to the relevant awarding body for the final paper sat.

The **JCQ form *Application for a timetable variation and Confidentiality Declaration for Overnight Supervision*** may be downloaded from the JCQ website: www.jcq.org.uk/

Deadlines for the completion of the **JCQ form *Application for a timetable variation and Confidentiality Declaration for Overnight Supervision***:

November 2008 examinations	22 October 2008
January 2009 examinations	10 December 2008
June 2009 examinations	27 April 2009

Please note that City & Guilds centres do not need to complete JCQ form *Application for a timetable variation and Confidentiality Declaration for Overnight Supervision*. However, a letter of application to vary the timetable **must** be sent to the Assessment Programme Manager, Policy and Regulation, at City & Guilds. The candidate **must** complete a *Declaration of no prior knowledge* form, obtainable from City & Guilds (www.cityandguilds.com).

- 2.10 You **must** re-arrange any examination that cannot be taken on the scheduled day for the earliest possible session on the next day.
- 2.11 If some candidates are allowed to take an examination on a later day than other candidates at your centre, all copies of the question paper used on the earlier day **must** be sealed in an envelope and returned to secure storage until all candidates at your centre have taken that examination.
- 2.12 City & Guilds on-screen examinations may be taken within a time period set within the system for each candidate. The candidate **must** be informed of the date, time and place of his/her test.

3. Using calculators

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

Candidates should be told these regulations beforehand.

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered.	Calculators must not: <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet.● be borrowed from another candidate during an examination for any reason; *● have retrievable information stored in them - this includes: -<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition.	

Advice:* An invigilator may give a candidate a replacement calculator.

4. Resources for examinations

- 4.1 Candidates may be allowed to use resources other than calculators for some examinations, as set out in the instructions on the question paper/on-screen test. These include dictionaries and editions of set texts.
- 4.2 You **must** give candidates prior notice that they are responsible for bringing with them any materials needed for the examination. If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances you should refer to the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).
- 4.3 In examinations where resources are not shown on the question paper, or on the on-screen test, or on the stationery list (including those where calculators are not allowed) you **must** warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.
- 4.4 Where centres are undertaking electronic tests, centres must ensure that sufficient work stations are available, including at least one replacement computer (and printers where required). The equipment must be fit for purpose and must be checked by a competent person before use.
- 4.5 There should be appropriate policies and procedures in place to protect the security of the hardware and software which is used to deliver electronic tests, hold candidate assessment outcomes and the network in which it operates. The centre's management of the secure test environment in which on-screen tests operate must be robust.

Advice: Ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test, where required.

- 4.6 For Art examinations, appropriate art materials and design media, materials and technology **must** be provided by the centre.

5. Accommodation

- 5.1 Centres **must** ensure an appropriate assessment environment.
- 5.2 All candidates must sit for the examination at the centre unless you have received permission from the awarding body beforehand for candidates to take the examination elsewhere (for example, under transferred candidate arrangements). As long as all requirements for accommodation in paragraphs 5.3 to 5.19 are met, you may arrange to use other local accommodation off-site for any examination. The awarding bodies still treat that accommodation as being 'at the centre' for the purposes of the examination.

For awarding body timetabled examinations, you **must** inform the JCQ Centre Inspection Service using the **JCQ Alternative Site form** at least six weeks before the examination(s). (The **JCQ Alternative Site form** can be downloaded from the JCQ website: www.jcq.org.uk/)

November 2008 examinations	24 September 2008
January 2009 examinations	27 November 2008
March 2009 examinations	19 January 2009
June 2009 examinations	30 March 2009

The address of the other accommodation, the dates it is to be used and the maximum number of candidates likely to be involved must be given. If, owing to unforeseen circumstances, you cannot meet the six-week deadline, you should give the JCQ Centre Inspection Service the necessary information as soon as it becomes available.

Question papers **must** remain in the secure storage facilities approved by the JCQ Centre Inspection Service until one hour before the published starting time on the day of the examination.

- 5.3 Any room in which an examination is held **must** provide candidates with appropriate conditions for taking the examination. You should pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.
- 5.4 Practical examinations **must** be held under conditions that will give all candidates the chance to carry out their tasks and to display their true levels of attainment in the subjects concerned.
- 5.5 Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates **must not** be visible in the examination room. You must take particular care with examinations held in laboratories or libraries.
- 5.6 A reliable clock **must** be visible to each candidate in the examination room. The clock must be big enough for all candidates to read clearly.

Advice: You should carry out regular checks to make sure all clocks used in the examination room are in good working order and show the same time.

- 5.7 The **JCQ Warning to Candidates (Appendix 2 or Appendix 3 as appropriate)** and the **JCQ Mobile Phone poster (Appendix 6)** **must** be displayed in a **prominent** place **both** inside **and** outside the examination room.
- 5.8 The poster version (A3 size) of the **JCQ Notice to Candidates (Appendix 4 or Appendix 5 as appropriate)** **must** be displayed in a **prominent** place outside the examination room.
- 5.9 A board **must** be visible to all candidates showing the centre number and the actual starting and finishing times of each examination.
- 5.10 The seating arrangements **must** prevent candidates from overlooking (intentionally or otherwise) the work of others. **In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.** You should prepare a seating plan which records the location of each candidate and the direction in which he/she was facing.

5.11 Wherever possible, for written examinations:

- all candidates should face in the same direction;
- each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with, other candidates;
- candidates who are working on a drawing board set on an easel or other non-horizontal surface must be arranged in an inward-facing circle or in some similar pattern;
- if you want to use accommodation with screened booths (such as language laboratories) less than 1.25 metres apart, you **must** send details of the proposed accommodation to the awarding body for approval.

5.12 The arrangement of workstations for on-screen tests and the position of the invigilator's desk should facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.

5.13 The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room, centres must consider the following limitations:

- the distance between the screens as defined in section 5.14;
- the division of the work space to allow any permitted additional materials to be used;
- the use of booths, screens or partitions whether temporary or permanent;
- impact on invigilation requirements;
- ratio of invigilators.

5.14 Each work station **must** be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens.

5.15 Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by others, and exams officers **must** take appropriate steps to ensure that this can be achieved.

5.16 Where computers are used for assessment purposes the head of centre is responsible for ensuring that health and safety laws are followed.

5.17 Any candidate suffering from an infectious or contagious disease **must** take the examination in a separate room in which all instructions for conducting examinations can be applied. You **must** keep the candidate's script separate from other scripts from the centre. You **must not** despatch it until you have asked for advice from the awarding body.

5.18 Candidates should normally be seated in candidate number order.

5.19 Any other **written external examination** may be held in the examination room at the same time, as long as it does not cause any disturbance.

Advice: Centres are advised to create seating plans for each exam series and assign rooms for all examinations as part of pre-exam planning.

Advice: When preparing your examination rooms you should consider making provision for candidates to securely store their personal belongings outside the room. If this is not possible, determine how bags and other items could be stored within the examination room so that they are out of reach of candidates and access to them can be monitored by the invigilator.

Advice: The National Assessment Agency (NAA) has produced an exam day checklist which exam officers may find useful when preparing the exam room. This document may be downloaded from www.naa.org.uk/downloads/Exam_DayChklist.pdf

6. Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

6.1 Invigilators **must**:

- be familiar with these **Instructions** ;
- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- be familiar with the **JCQ Notice to Candidates**, the **JCQ Warning to Candidates** and any specific instructions relating to the subjects being examined;
- inform the head of centre if they are suspicious about the security of the examination papers. (In such cases, the head of centre **must** inform the awarding body immediately and send a full written report within 7 days of the suspicion arising.)

6.2 Invigilators **must not**:

- carry out any other task (for example, marking) in the examination room.

Advice: Centres should prepare a handbook for invigilators incorporating appropriate sections from this booklet and hold a training session and/or an update meeting. Consideration should be given to the appointment, if possible, of senior invigilators. Invigilators should always be provided with badges so that they have authority.

Advice: Invigilators should arrive 30 minutes before the starting time of the examination.

Advice: Where a candidate believes that there is an error or omission on the question paper the invigilator **must not** make any comment but refer the matter immediately to the exams officer. If a candidate thinks that the question paper has a section missing or that he/she has not been prepared for the set texts or options being tested by the paper, the invigilator **must** report the problem to the exams officer immediately. The exams officer should check that the candidate has the right paper or has been entered for the correct option/tier.

6.3 The head of centre, or exams officer, or quality assurance co-ordinator **must**:

- make these *Instructions* available to each invigilator in the examination room;
- appoint invigilators to make sure that the examination is conducted according to the following requirements:
 - at least one invigilator must be present for each group of 30 candidates or fewer taking written examinations;
 - at least one invigilator for each group of between 15 and 20 candidates taking on-screen tests. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are in view at all times;
 - at least one invigilator for each group of between 15 and 20 candidates sitting Art examinations. The timed test should normally be invigilated by an Art and Design teacher. As the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators may be deployed at the exams officer's discretion to ensure supervision of candidates is maintained at all times;
 - invigilators may be changed, as long as the number of invigilators present in the examination room does not fall below the required number;
 - when one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates;

Advice: There is a range of acceptable ways to meet this requirement, including using a mobile phone or a two-way radio. Mobile phones are only allowed in the examination room for this purpose. Any mobile phone used in this situation should be switched off to prevent any incoming calls or messages which may disturb candidates.

If a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or ask for help.

- make sure that all invigilators are suitably qualified and experienced adults who **must not** be current students at the centre. Although you may decide who is suitably qualified and experienced, any relative of a candidate in the examination room **must not** be the sole invigilator;
- make sure that invigilators are appropriately trained in their duties;
- make sure that a teacher who has prepared the candidates for the subject of the examination during the academic year of the examination **is not** the sole invigilator at any time during a written examination in that subject;
- make sure that for general qualification Science practical tests, there is one invigilator for each group of 15 candidates or fewer. In these examinations it is essential that a teacher of the subject should also be present in the examination room at the start of the test (and as necessary after that) to deal with technical difficulties that may arise, including matters of safety, and to help with the invigilation in general;
- technical help should be available throughout on-screen tests in case of hardware/software problems and to assist with the invigilation;
- where assignments are to be carried out under controlled conditions teachers of the subject may be the sole invigilator;
- keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records, so you should keep them until the deadline for enquiries about results has passed (the deadlines for general qualification examinations are stated in the JCO document: *Post-Results Services, Information and guidance to Centres 1 August 2008 to 31 July 2009* (www.jcq.org.uk/)).

Advice: The National Assessment Agency (NAA) has produced a three step guide to the invigilation process. The booklet may be downloaded from the NAA website: www.naa.org.uk/downloads/Invigilation.guide.pdf

6.4 Invigilation arrangements for candidates with access arrangements

Oral language modifier

- Candidates requiring the use of an oral language modifier may need to be accommodated in another room, in which case a separate invigilator will be required.

Practical Assistant

- Candidates using a practical assistant in externally set practical or written examinations may need to be accommodated separately, in which case a separate invigilator will be required.

Prompter

- Where a candidate requires a prompter, the invigilator may act as a prompter. If the prompter is additionally acting as a reader or scribe, different invigilation arrangements **must** apply.

Read Aloud

- Centres whose candidates are not permitted a reader may wish to accommodate candidates separately so that they may read aloud to themselves, particularly where this is their normal way of working. Separate invigilation will be required.

Reader/Computer reader

- The centre is responsible for ensuring that if a candidate and reader are not accommodated separately, other candidates cannot overhear what the reader is saying and are not disturbed by their presence. **If the candidate and reader are accommodated separately, a separate invigilator will be required.**
- If several candidates require only occasional reading assistance, they may be accommodated as a separate group with a reader and an invigilator.

Scribe/Voice input systems

- The centre is responsible for ensuring that a candidate dictating to a scribe cannot be overheard by, or distracts, other candidates. **If the candidate and scribe are accommodated separately, a separate invigilator will be required.**

Separate Invigilation

- Where candidates are subject to separate invigilation, the regulations and guidance within this booklet **must** be adhered to at all times. This is particularly so in relation to accommodation and invigilation arrangements.

Sign Language Interpreter

- Candidates requiring the use of a Sign Language Interpreter may need to be accommodated in another room, in which case a separate invigilator will be required.

Word Processor

- Candidates requiring a word processor must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. **Where a candidate using a word processor is accommodated separately, a separate invigilator will be required.**

Exam officers **must** ensure that both invigilators and those acting as an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter fully understand the respective role and what is and what is not permissible in the examination room.

Additionally, exam officers **must** ensure that those acting as a practical assistant, an Oral Language Modifier, a scribe or a Sign Language Interpreter are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the course of the examination and accurately reflect the activities performed by the practical assistant/Oral Language Modifier/scribe/Sign Language Interpreter, as appropriate.

<p>Advice: A training session should be organised for invigilators and those facilitating an access arrangement for a candidate under examination conditions.</p>
--

For further information on access arrangements for general qualification examinations please refer to the JCQ booklet *Access Arrangements, Reasonable Adjustments and Special Consideration 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).

For City & Guilds examinations and assessments please refer to the document *Access to assessment and qualifications* (www.cityandguilds.com).

At the beginning of the examination

7. Identifying candidates

- 7.1 It is important that invigilators are able to establish the identity of all candidates sitting exams. The head of centre **must** make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.
- 7.2 A private, external or transferred candidate who is not known to the school, college authorities or training provider **must** show documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.
- 7.3 In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a female member of staff and taken to a secluded area where they should be politely asked to remove the veil for identification purposes. Once identification has been established, the candidate should replace the veil and proceed as normal to sit the exam.

Advice: Some awarding body qualifications may have additional qualification specific requirements. In large institutions it is advisable that candidates carry some form of identification.

Advice: Centre staff **who have been authorised by their head of centre** may be present at the start of the examination for the purposes of assisting with identification of candidates but **must not** advise on which questions are to be attempted.

8. The people present

- 8.1 The head of centre has a duty at all times to maintain the integrity of the examination.
- 8.2 The invigilators **must** carry out their duties as defined in **section 6**.
- 8.3 The members of centre staff approved by the head of centre to be present at the start of the examinations may:
- identify and settle candidates and instil discipline;
 - check that the candidates have been issued with the correct question papers for their subject/component and tier of entry;
 - check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
 - using information provided by the exams officer or subject teacher, identify whether the candidates have been prepared for the set texts highlighted on the question paper.
- 8.4 Centre staff should **not** provide advice to candidates if they suspect an error on the paper, without the permission of the awarding body.
- 8.5 Centre staff who are called upon to enter the examination room during the course of the examination (because a candidate has identified a possible problem which the invigilator is unable to resolve) **do not** need prior authorisation by the head of centre. **If they leave the examination room they may only take the examination paper with them if they need to check a possible problem with the relevant awarding body.**
- 8.6 The requirements in 8.1 to 8.5 apply additionally to City & Guilds assessors, trainers and colleges, training providers and any other centres approved by City & Guilds.
- 8.7 For Art examinations **only** those members of staff acting as invigilators or other members of staff as authorised by the head of centre and the candidates actually sitting the timed test must be present in the examination room.
- 8.8 The JCQ Centre Inspection Service and awarding body representatives have the right to visit centres during the examinations (and at other appropriate times before and after the examinations) to inspect the arrangements made for the security of examination material and for conducting the examinations.

9. Question papers, stationery, materials and other equipment

9.1 The invigilator **must** take all reasonable steps to make sure that the following conditions are met.

- The correct examination question papers are available to be issued to candidates.
- The official examination stationery, including additional answer sheets, for the particular unit/component must be issued to candidates. No other stationery, including paper for rough work, can be provided.
- In the examination room candidates **must not** have access to items other than those clearly allowed in the instructions on a question paper, the stationery list or the specification for that subject. **This is particularly true of mobile phones and other electronic devices** such as iPods, MP3 players, pagers, reading pens and any other products with text or digital facilities. This means that:
 - ideally, all unauthorised items are left outside of the examination room;
 - any pencil cases taken into the examination room must be see-through;
 - any unauthorised items that have been taken into the examination room **must** be placed out of reach of the candidates (and not under their desks) **before** the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Food and drink may be allowed in the examination room at the discretion of the head of centre, however, this is on the condition that the food is free from packaging and all labels are removed from drink containers.
- Following the invigilator's announcement (**see Appendix 1**) any mobile phones or other unauthorised items found in candidates' possession **must** be handed to the invigilator prior to the examination starting.
- If candidates have access to unauthorised items in the examination room this may be considered as malpractice and they could be subject to sanctions and penalties in accordance with the relevant JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).
- In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. You should also check that the sheets relate to the subject and the component concerned.

Advice: By making provision for personal belongings to be stored outside of the examination room you will help to reduce the risk of candidates contravening the malpractice regulations.

Advice: The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

9.2 For on-screen tests, unless permitted by the awarding body's subject specific instructions, there should be **no**:

- access to the internet, e-mail, data stored on the hard drive, or portable storage media e.g. floppy disks, CDs, memory sticks;
- access to pre-prepared templates.

- 9.3 For City & Guilds on-screen tests, the invigilator **must** check the identity of each candidate and then ensure that the correct ID and password are issued. The invigilator **must** oversee the input of the ID and the password for each candidate and check to see that the name on the test screen matches the name of the candidate. If, in spite of these checks, either the invigilator or candidate becomes aware that the candidate is sitting a test in a different candidate's name, then the test **must** be stopped. City & Guilds **must** be notified immediately. The test results should still be uploaded.

If a candidate sits an examination in another candidate's name (whether or not this is intentional), this may constitute malpractice.

- 9.4 For Art examinations candidates may take into the examination room any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done in the period of the timed test. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator **must** ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

10. Starting the examination

- 10.1 An examination is treated as in progress from the time the candidates enter the room until all the scripts have been collected. **Candidates must be under examination conditions from the time that they enter the room in which they will be taking their examination(s).**
- 10.2 **The JCQ considers the introduction of unauthorised material into the examination room where the examination is to be held (including coaching, subject specific PowerPoint™ presentations or any other subject specific material), by either candidates or staff, as malpractice, and those who have done so may be subject to sanctions and penalties in accordance with the relevant JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).**

Advice: The packets of question papers must normally stay sealed so that they may be opened in front of the candidates. However, there are special circumstances when this procedure is not possible (for example, where because of the large numbers of candidates, it would be more sensible to put question papers face-up on desks before candidates enter the room, or because a number of rooms are being used for the examination).

- 10.3 Before candidates are allowed to start work in the examination, the invigilator **must always:**
- make sure that candidates are seated according to the set seating arrangements; (see section 5 of these *Instructions*);
 - tell the candidates that they must now follow the regulations of the examination;
 - open the packets of question papers and give the papers to the candidates;
 - check that candidates have the correct paper and all the material they need for the examination;
 - tell the candidates to read the instructions on the front of the question paper, and **ask them to check that they have been given the examination paper for the correct subject, unit, component and/or tier, if appropriate;**
 - tell the candidates about any erratum notices;
 - instruct candidates about emergency procedures.

Invigilators **must also** give candidates the following information **before the examination.**

- You must write in black ink, unless the instructions on the front of the question paper say otherwise.
- Write your name as it appears on your statement of entry (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklets.
- Fill in any other details as necessary.
- You must do all work, including rough work, on examination stationery unless otherwise stated.
- You must write your answers in the designated sections of the answer booklet.
- You should neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner.
- You must do any rough work for multiple-choice papers in the question book.

You must not use:

- correcting pens, fluid or tape;
- reading pens;
- blotting paper;
- highlighter pens in your answers (although you may use them to highlight questions within the question paper or question/answer booklet);
- pale-coloured gel pens in your answers.

The invigilator **must**:

- announce clearly to the candidates when they may begin to write their answers;
- specify the time allowed for the paper(s);
- remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- remind candidates sitting timed Art examinations that the work produced during the timed test period **must** be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room. The timed Art examination **must** be carried out under formal examination conditions.

The invigilator **must not**:

- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice;
- offer any advice or comment on the work of a candidate.

Advice: The awarding bodies have given wording in **Appendix 1** for invigilators to use, if they wish.

During the examination

11. Supervising the candidates

- 11.1 Invigilators **must** supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- 11.2 Invigilators are required to move around the assessment area quietly and at frequent intervals.
- 11.3 During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination. However, all other regulations within this booklet apply.
- 11.4 During an on-screen test, work stations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates **must** be closely supervised so as to ensure they have access to only their own work.

Advice: For on-screen tests at least one invigilator should have a reasonable level of IT competence, as they will need to ensure that candidates submit only their own work and need to be assured that candidates are not colluding in any way.

12. Candidates who arrive late

- 12.1 For general qualifications, a candidate who arrives after 9.30 am for a morning examination or after 2.00 pm for an afternoon examination may be allowed to enter the examination room and to sit the examination. However, the candidate should be warned that the awarding body has the right not to accept the script.

For vocational qualifications with other scheduled starting times, the equivalent arrangements for late arrivals and early leavers apply.

Advice: When deciding whether to accept any of the work done by a candidate who arrives late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained, particularly up to the time candidates leave the examination room and question papers are no longer confidential (normally one hour after the published starting time of the examination).

- 12.2 A candidate who arrives after the start of the examination may be allowed the full time for the examination, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.
- 12.3 If a candidate is late for a good reason (for example, sudden illness or transport difficulties), the awarding body will accept the work the candidate has done in the whole of the examination (including that completed in any additional time allowed to compensate for arriving late). However, the awarding body must be satisfied that the security of the examination has been maintained.
- 12.4 In cases where a candidate is allowed into the examination room within one hour of the published starting time, you **must**:
- send the script to the examiner/awarding body in the normal way;
 - warn the candidate that the awarding body may not be prepared to accept the work;
 - **keep a record of all candidates arriving late (between 9.30 a.m. and 10.00 a.m. or 2.00 p.m. and 2.30 p.m.) using the JCQ/LA Form – *List of Candidates Arriving Late (between 9.30 a.m. and 10.00 a.m. or 2.00 p.m. and 2.30 p.m.)***;
 - **retain Form JCQ/LA on your centre's files until the closing date for Enquiries about Results for the examination series concerned.** (Form JCQ/LA may be downloaded from the JCQ website: www.jcq.org.uk/.)

You must **not** send reports or Form JCQ/LA to examiners.

Please note that City & Guilds centres do not need to complete Form JCQ/LA. A report giving full circumstances of the candidate's late arrival **must** be sent to the Assessment Programme Manager, Policy and Regulation, at City & Guilds and the candidate **must** complete a *Declaration of no prior knowledge* form obtainable from City & Guilds.

12.5 In cases where a candidate arrives more than one hour after the published starting time for an examination of more than one hour's duration you **must**:

- send the script to the examiner/awarding body in the normal way;
- send a full written report to the awarding body on form **JCQ/VLA-Report on Candidate Admitted Very Late to Examination Room** as soon as possible, and in any event within 7 days from the date of the relevant examination. (Form JCQ/VLA may be downloaded from the JCQ website: www.jcq.org.uk/.) The report must contain the following information:
 - the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
 - the actual starting and finishing times of the examination;
 - the time the candidate started the examination;
 - the time the candidate finished the examination;
 - a statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination;
- warn the candidate that the awarding body may not be prepared to accept the work.

You must **not** send reports or Form JCQ/VLA to examiners.

Please note that City & Guilds centres do not need to complete Form JCQ/VLA. A report giving full circumstances of the candidate's very late arrival **must** be sent to the Assessment Programme Manager, Policy and Regulation, at City & Guilds and the candidate **must** complete a *Declaration of no prior knowledge* form obtainable from City & Guilds.

12.6 **Candidates arriving after the examination**

- If any candidate arrives after the scheduled finishing time, you **must** record the candidate as 'absent' and should not allow the candidate to take the examination. In such cases, you **must** tell the candidate that he or she will not be awarded marks for the component.
- If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with any candidate who sat the paper earlier. The awarding body will then decide whether or not to accept the script.

13. Completing the attendance register

Centres must pay close attention to the completion of the attendance register as failure to do so will impact upon an awarding body's ability to deliver an accurate set of results.

The invigilator **must**:

- accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present or absent;
- write on the attendance register the details of candidates who came to the examination but are not shown on the register. The exams officer must make formal entries to the awarding body as soon as possible, if this has not already been done;
- cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register;
- write 'transferred to (centre number)' on the attendance register for a candidate who is sitting the relevant unit/component at another registered centre under transferred candidate arrangements;
- ensure that a separate attendance register is completed for a candidate who is sitting the relevant unit/component at the centre under transferred candidate arrangements;
- follow the instructions on the ICM for City & Guilds examinations and assessments.

<p>Advice: Complete the attendance register before the end of the examination so that a cross-check can be undertaken against the collection of scripts.</p>

14. Leaving the examination room

14.1 Candidates **must** stay under supervision until one hour (or a period equal to the length of the examination, if less than one hour) after the starting time shown on the awarding body's final examination timetable.

For City & Guilds examinations where the duration of the examination is one hour or less, candidates **must** remain under supervision for a period equal to half the length of the examination.

14.2 Candidates who are allowed to leave the examination room temporarily **must** be accompanied by a member of staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

14.3 Candidates who have finished their work and have been allowed to leave the examination room early must hand in their work before they leave the examination room. Those candidates **must not** be allowed back into the room.

14.4 If papers have been re-scheduled in a morning or afternoon session or to the following day for one or more candidates, the question papers **must not** be released until:

- the published finishing time for the paper concerned; or
- **all** candidates within the centre have completed the paper concerned; or
- the end of the examination session in the centre, **whichever is later**.

14.5 Question papers **must not** be removed from the examination room until the end of the examination session in the centre. In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation (**see section 2.6**), the invigilator **must** collect all examination papers including question papers and **must not** release them until after the normal finishing time for the afternoon session.

14.6 City & Guilds centres **must** return or destroy all question papers, unless otherwise advised.

15. Malpractice

- 15.1 Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination.
- 15.2 The head of centre **must** report to the awarding body as soon as possible all cases of suspected or actual malpractice in connection with the examination. The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.
- 15.3 The head of centre has a duty to monitor and report potential malpractice by invigilators.
- 15.4 If candidates commit malpractice, the awarding body may decide to penalise or disqualify them. Candidates should be warned of the possible penalties an awarding body may apply. **See sections 4.2 and 4.3.**

Advice: In such circumstances please refer to the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).

16. Emergencies

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Make sure that all question papers and scripts are left in the examination room.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and retain on file until the relevant date for Enquires about Results.
- City & Guilds centres **must** send a report immediately after the examination to the Assessment Programme Manager, Policy and Regulation.

For on-screen tests, centres should refer to any software specific instructions to safeguard:

- BS17.1a the security of assessment content and responses (for example by locking an assessment room which has been evacuated without closing down software);
- BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;
- BS17.3 procedures for restarting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:
- a) controls the restart;
 - b) re-sets the timing, where necessary;
 - c) ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

Advice: In dealing with emergencies you should be aware of your centre's policy and the expectations of your Local Authority, where appropriate.

Advice: Where the integrity of the examination or the candidates' performance may have been affected, a report should be sent to the appropriate awarding body.

At the end of the examination

17. Finishing the examination

17.1 At the end of the examination invigilators **must**:

- tell the candidates to stop working;
- allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time and tell them to stop working after the extra time allowed has passed;
- instruct candidates taking written examinations to:
 - make sure they have put all the necessary information on their scripts, including any loose sheets;
 - make sure their answers are correctly numbered;
 - put any loose sheets in the order they answered the questions, and then to fasten them and any supplementary answer sheets to the back of their answer booklets with a treasury tag. Paper clips or staples must not be used.
- For examined vocational qualifications complete the invigilation certificate, if one is provided.

Advice: Make sure that candidates with additional time allowances carry on for the necessary additional time.

Advice: You may give candidates a reminder that the examination is due to finish in 5 minutes time.

Advice: Where a candidate has been granted the use of a word processor, at the end of the examination the candidate should be present when the script is printed off so as to verify that the work printed is his or her own.

17.2 For on-screen tests:

- centres **must** ensure that all candidates' work is saved and secure from unauthorised access;
- all other examination material, including copies of candidates' work, additional print-outs and question papers **must** be collected by the invigilator and stored in a secure place;
- any common user areas accessible to candidates **must** be cleared of all work saved during the examination immediately after each session;
- candidates' user areas should be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Particular care should be taken where networked stations are used to prevent work being accessible via shared folders. Different passwords must be set up for each session, if more than one session is required. It is not sufficient to rely on candidates keeping their passwords secret;
- invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so, though **must** be supervised at all times.

18. Collecting scripts

Invigilators **must**:

- collect all the scripts/objective test sheets before candidates are allowed to leave the examination room;
- check that there is a script/objective test sheet for every candidate marked as present on the attendance register;
- check that the names on the scripts match the details on the attendance register;
- put the scripts/objective test sheets in the order shown on the attendance register;
- check that candidates have used their correct centre and candidate numbers;
- give the scripts/objective test sheets to the person responsible for despatching them to examiners/awarding bodies;
- collect any question papers which remain confidential for future use and pass them to the Exams Office for return to secure storage or destruction, as directed by the awarding body.

<p>Advice: When checking that the names on the scripts match the details on the attendance register, if a mismatch of names is identified a note should be made on the attendance register.</p>
--

Please note: scripts are confidential between the candidates and the awarding body. No-one may read them or photocopy them before they are sent to the examiner/awarding body, unless the awarding body has stated otherwise, or the candidate has been granted the use of a transcript.

After the examination

19. Packing scripts

You **must**:

- check that you have enough large plastic envelopes to despatch all your scripts. Call the relevant awarding body if you think you may need more;
- use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts you have to send;
- ensure that every script or objective test sheet from the exam has been included;
- ensure that all scripts/objective test sheets for a unit/component are collected together including those for any candidates who have been accommodated separately;
- enclose the relevant attendance registers with the scripts or objective test sheets as appropriate; (The attendance register **must** still be completed and sent even when there are no scripts due to all candidates being absent or withdrawn.)
- ensure cover sheets accompany scripts, where appropriate, for those candidates granted access arrangements;
- use the pre-addressed labels provided by the awarding bodies, ensuring the correct label is used for each component and that the most up to date label is always used;
- always use the whole address label, stick it securely to the largest face of the package and ensure it is flat and crease free;
- fasten envelopes securely, but do not use staples, string or brown tape.

You **must not**:

- include any correspondence with the examination scripts sent to the examiner, including requests for special consideration;
- identify your centre in any way to the examiner (for example, through compliments slips or franking machines), in order to ensure the marking process is anonymous;
- combine packages, even where scripts for more than one exam are going to the same address; (If you have too many scripts from one exam to fit into one envelope, the awarding body will send extra labels so that you can split the scripts into separate packages.)
- overfill packages as they may split open during transit;
- write on labels or alter them in any way.

20. Sending scripts

You **must**:

- despatch scripts and accompanying attendance registers to the address provided on the same day of the exam wherever possible;
- ensure that any scripts that cannot be despatched on the scheduled day of the examination are despatched no later than the next working day;
- retain scripts in secure storage if kept within the centre overnight.

You **must not**:

- retain scripts in secure storage over the late Spring Bank Holiday half term break. If scripts from the afternoon session of Friday 22 May 2009 cannot be despatched that afternoon they must be despatched no later than Tuesday 26 May 2009.

A secure track-trace service is provided to exam centres in England for the collection and delivery of examination scripts, externally marked coursework and language tapes for general qualifications. Further information can be obtained from www.naa.org.uk/examsoffice/despatch/index.html

Advice: Where there is an examination window for an exam, centres must make sure that all scripts are despatched by the end of that period.

Centres not involved in the NAA Secure Script Carriage Service:

- **must** obtain proof of postage/despatch for each packet of scripts, which should be retained on the centre's files until the results are published, in case of loss or damage; (Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.)
- **must** use a method of despatch which is reliable and ensures prompt delivery.

21. Unused stationery

The invigilator **must**:

- collect all unused stationery in the examination room;
- check it for any loose sheets which candidates may have missed;
- return it to the exams officer.

The exams officer **must**:

- return unused stationery to secure storage until needed for a future examination;
- destroy confidentially any out of date stationery.

22. Applications for special consideration

If a candidate sits an examination under adverse circumstances and you want to put forward an application for special consideration, you must make the application in line with the procedures set out in the JCQ booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, 1 September 2008 to 31 August 2009* (www.jcq.org.uk/).

City & Guilds centres should refer to the City & Guilds document *Access to assessment and qualifications* (www.cityandguilds.com).

You must never send any letters asking for special consideration to the examiner.

Advice: Ensure paperwork for malpractice, very late arrivals and special consideration is completed in a timely manner (where required).

23. Supplements – checklists

On Page 28 a checklist is given as a good practice guide for centres in relation to the Disability Discrimination Act (DDA) 1995 and the conduct of examinations.

On Page 29 a checklist for invigilators (written examinations) is given to support these *Instructions for conducting examinations*. This checklist should help to remind invigilators what they need to do when conducting written examinations and must only be used in conjunction with the instructions in this booklet.

On Page 30 a checklist for invigilators (on-screen tests) is given to support these *Instructions for conducting examinations*. This checklist should help to remind invigilators what they need to do when conducting on-screen tests and must only be used in conjunction with the instructions in this booklet.

Checklist for heads of centre and examination officers – DDA and conduct of examinations:

The Disability Discrimination Act 1995 (DDA) was amended to cover general qualifications as from 1 September 2007. A fundamental part of the DDA is that barriers which may prevent candidates from accessing opportunities and achieving their full potential are removed.

The following checklist, which is not an exhaustive one, has been produced as a good practice guide for examination centres. Heads of centre and examination officers are advised that the Equality and Human Rights Commission's Code of Practice should be studied.

A Training invigilators	
1	Ensure that invigilators are made aware of the requirements of the DDA and are trained in disability issues.
2	As part of the training process make sure that invigilators are aware of policies and procedures relating to emergency evacuation and medication, especially where they relate to candidates with a disability.
3	Ensure that invigilators are aware of alternative means of communication, especially in the exam room when conveying information to disabled candidates.
B Information for candidates	
1	Ensure that information supplied to candidates with a disability, such as JCQ notices, are suitably sized and adapted.
C Seating arrangements	
1	Make sure that there are chairs available outside the examination rooms to enable those with a disability or those candidates who may simply be experiencing stress to sit and rest before they enter the examination.
2	Ensure that there is sufficient space between desks and chairs to enable a candidate (or an invigilator) who uses a wheelchair to enter and leave the room without difficulty.
3	If you know that a candidate may become unwell during the examination due to the nature of their disability, try to ensure that you seat them close to the exits to make them feel more comfortable and to limit any disruption caused to others within the examination room.
4	Ensure that the seating is both appropriate and comfortable for those who may have a disability which affects seating and posture.
D Candidates requiring access arrangements	
1	Where a candidate has been granted the use of an Oral Language Modifier, a reader or a scribe, ensure that those individuals who will be acting as an Oral Language Modifier, a reader or a scribe are introduced to the candidate prior to the examination(s) taking place. This is particularly important for those candidates with autism, who will find it difficult to relate to someone who is a stranger.
2	Where a candidate has been granted supervised rest breaks, try to ensure that the rest areas are suitably comfortable as well as maintaining the security of the examination. Supervised rest breaks will apply to those candidates who suffer from fatigue, hyperactivity, obsessive compulsive disorders or long term health conditions.
3	Where a candidate has been granted the use of a prompter, it is important that the person appointed to act as a prompter is aware of disability etiquette, particularly when touching the candidate's desk as a means of a prompt, or tapping the candidate's arm or shoulder. This will apply to those candidates with autism who may have difficulty with time.
4	For on-screen tests, ensure that hardware and software have been adapted for those candidates with a visual or aural impairment.
E Emergency evacuation procedures	
1	Invigilators and all other centre staff involved in conducting examinations should be aware of the emergency evacuation procedures in place for those candidates with a disability who may need assistance in leaving the building.
2	When evacuation and emergency procedures are being explained to candidates, attention should be given to those candidates with a disability, for whom such procedures may be different.

Checklist for invigilators (for written examinations held between 1 September 2008 and 31 August 2009)

This checklist summarises the most essential actions for invigilating written examinations. You **must** fully understand the *Instructions for conducting examinations* and should read the entire document.

A Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that you have the following on display: <ul style="list-style-type: none"> JCO Mobile Phone notice ; JCO Notice to Candidates (<i>written examinations</i>) ; JCO Warning to Candidates (<i>written examinations</i>) ; A clock that all candidates can see clearly; A board showing the centre number and the starting and finishing time of the examination(s).
3	Check that you have: <ul style="list-style-type: none"> A copy of the current JCO <i>Instructions for conducting examinations 1 September 2008 to 31 August 2009</i> ; Any subject-specific instructions and/or stationery lists issued by the relevant awarding body; A seating plan of the examination.
B Identifying candidates	
1	Make sure you know the identity of every candidate in the examination room.
2	Check the documentary evidence that private candidates or transferred candidates provide to show that they are the same people who were entered/registered for the examination/assessment.
C Before the examination	
1	Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries (see F below), anthologies and set texts.
2	Tell candidates that they must now follow the regulations of the examination and draw attention to: <ul style="list-style-type: none"> JCO Mobile Phone notice; JCO Notice to Candidates; JCO Warning to Candidates.
3	Warn candidates that they must give you any unauthorised materials, including iPods, mobile phones, MP3 players, pagers, reading pens and any other products with text/digital facilities.
4	Open the packet of question papers in the examination room.
5	Tell the candidates: <ul style="list-style-type: none"> To fill in the details on the front of the answer booklet and any supplementary sheets; To read the instructions on the front of the question paper.
6	Tell the candidates about any erratum notices.
7	Remind candidates to write in black ink and not to use highlighters and pale-coloured gel pens in their answers.
8	Remind candidates to write in the designated sections of the answer booklet.
9	Tell candidates when they may begin and how much time they have.
D During the examination	
1	Accurately complete the attendance register (see Section 13 of the <i>Instructions for conducting examinations</i>).
2	See section 12 of the <i>Instructions for conducting examinations</i> if a candidate arrives late.
3	Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
4	Do not give any information to candidates about: <ul style="list-style-type: none"> Suspected mistakes in the question paper unless an erratum notice has been issued; Any question on the paper or the requirements for answering particular questions.
5	Make sure that no candidate leaves the examination room until at least one hour after the published starting time.
6	Make sure that no question paper is removed from the examination room during the examination.
7	Make sure that a member of staff is available to accompany any candidates who need to leave the room temporarily.
8	In an emergency see section 16 of these <i>Instructions</i> and any separate instructions issued by your centre.
9	Tell candidates to stop writing at the end of the examination.
E After the examination	
1	Check and sign the attendance register.
2	Tell candidates to check that they have: <ul style="list-style-type: none"> Written all the necessary information on their scripts including supplementary sheets; Crossed out rough work or unwanted answers; Fastened any supplementary sheets, as instructed on the question paper or answer booklet.
3	Collect all scripts and all unused stationery before candidates leave the examination room.
4	Arrange scripts in the order candidates appear on the attendance register.
5	Make sure that scripts are kept in a secure place before being sent to the examiner or the awarding body.
F Use of Calculators and Dictionaries	
1	Candidates are allowed to use calculators, unless the specification for the subject says otherwise.
2	Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.
3	Candidates who meet the JCO awarding bodies' regulations may use bilingual dictionaries.
G Access Arrangements	
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.

Checklist for invigilators (for on-screen tests held between 1 September 2008 and 31 August 2009)

This checklist summarises the most essential actions for invigilating on-screen tests. You **must** fully understand the *Instructions for conducting examinations* and should read the entire document.

A Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that you have the following on display: <ul style="list-style-type: none"> • JQC <i>Mobile Phone notice</i>; JQC <i>Notice to Candidates</i> (on-screen tests); JQC <i>Warning to Candidates</i> (on-screen tests); • A clock that all candidates can see clearly; • A board showing the centre number and the starting and finishing time of the on-screen test.
3	Check that you have: <ul style="list-style-type: none"> • A copy of the current JQC <i>Instructions for conducting examinations 1 September 2008 to 31 August 2009</i>; • Any subject-specific instructions issued by the relevant awarding body; • A seating plan of the examination.
4	Check that sufficient work stations are available, including at least one replacement computer (and printers where required).
5	Where candidates are required to print their responses, ensure that stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test.
B Identifying candidates	
1	Check the identity of each candidate. If the awarding body requires you to do so, check that the correct ID and password is issued to each candidate sitting the on-screen test.
2	The awarding body may require you to oversee the input of the ID and the password for each candidate; check to see that the name on the test screen matches the name of the candidate.
C Before the examination	
1	Ensure that candidates are seated comfortably, (in their designated place if a seating plan has been prepared) with access to any assistive technology where approved by the awarding body.
2	Check, where appropriate, the front of the question paper for the exact requirements for authorised materials, particularly calculators and dictionaries (see 'F').
3	Tell candidates that they must now follow the regulations of the examination and draw attention to: <ul style="list-style-type: none"> • JQC <i>Mobile Phone notice</i>; JQC <i>Notice to Candidates</i>; JQC <i>Warning to Candidates</i>.
4	Warn candidates that they must give you any unauthorised materials, including iPods, mobile phones, MP3 players, pagers and any other products with text/digital facilities.
5	Unless otherwise stated by the awarding body's subject specific instructions, remind candidates that they must not have access to the Internet, e-mail, data stored on the hard drive or portable storage media (e.g. floppy disks, CDs, memory sticks or pre-prepared templates).
6	Where appropriate, open the packet of question papers in the examination room.
7	Tell the candidates to read the instructions on the front of the question paper.
8	Tell the candidates about any erratum notices.
9	Make sure that candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen.
10	Remind candidates when they may begin and how the test will be terminated.
11	Check that candidates know how to request technical assistance.
12	Check that all candidates have logged on successfully, or have been logged on by the centre.
13	Ensure that technical support is available throughout the on-screen test in relation to malfunctioning of equipment, software or the on-screen test itself.

D During the examination	
1	Accurately complete the attendance register (see Section 13 of the <i>Instructions for conducting examinations</i>).
2	See section 12 of the <i>Instructions for conducting examinations</i> if a candidate arrives late.
3	Be vigilant. Supervise the candidates at all times, including any planned or unplanned breaks, to prevent cheating and distractions.
4	Do not give any information to candidates about a specific question or the requirements for answering particular questions.
5	Make sure that no candidate leaves the examination room until at least one hour after the published starting time (or a period equal to the duration of the examination if this is less than one hour).
6	Make sure that no question paper is removed from the examination room during the examination.
7	Make sure that a member of staff is available to accompany any candidates who need to leave the room temporarily.
8	In an emergency see section 16 of these <i>Instructions</i> and any separate instructions issued by your centre.
9	Record and report any complaints from candidates relating to system delays or any other IT irregularities.
10	Record and report all emergencies and/or technical failures.
E After the examination	
1	Check and sign the attendance register.
2	Supervise the conclusion of the test, ensuring that candidates' responses are saved and secure from unauthorised access.
3	Ensure that the software is closed as necessary (some may close automatically).
4	Check that any necessary back ups have been made and stored securely.
5	Collect copies of candidates' work, additional print-outs and question papers before candidates leave the examination room.
6	Remove candidates' user areas at the end of the examination window or after each session if feasible.
7	If candidates are required to print work off outside the time allowed for the test, ensure that candidates are supervised at all times.
F Use of Calculators and Dictionaries	
1	Candidates are allowed to use calculators, unless the specification for the subject says otherwise.
2	Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.
3	Candidates who meet the JCQ awarding bodies' regulations may use bilingual dictionaries.
G Access Arrangements	
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.

A suggested wording for the invigilator's announcement at the beginning of an examination:

1.	"You must now follow the regulations of the examination.
2.	Only material listed on the question paper is allowed in the examination room. You must not have on or near you any other material.
3.	If you are found to have any material with you which is not allowed, even if you did not intend to use it , this will be reported to the awarding body. The normal practice in these circumstances is to disqualify the candidate from the paper or the subject.
4.	Check now in your pockets that you do not have on you any unauthorised material such as notes, books, papers, calculator case or lid, calculator instruction leaflets, reading pens, instruments which can capture a digital image and electronic devices (iPods, MP3 players, pagers) or mobile phones .
5.	(For examinations with books that are allowed, add "Check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check to ensure that you have the correct edition of the allowed set text(s)".)
6.	Hand in now to an invigilator any of these unauthorised items: iPods, mobile phones, MP3 players, pagers and any other products with text facilities. A mobile phone must not be brought into the examination room as the possession of unauthorised items constitutes malpractice and could make you subject to sanctions and penalties.
7.	Check that you have the right question paper for your subject, unit and level or tier .
8.	Check that you have everything you need to do the examination, including all the items listed on the question paper.
9.	Read the instructions on the front of the question paper.
10.	You must write only in black ink , except for drawings and rough notes.
11.	You must write in the designated sections of the answer booklet.
12.	You must write all rough work in your answer book and neatly cross it through with a single line. You should cross any mistakes through neatly with a single line. You must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens in your answers.
13.	For computer-marked multiple-choice papers, add "You should write rough work on the question paper."
14.	You may not communicate in any way with another candidate. You may not give help to another candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention.
15.	Now, fill in all the details needed on the front of your answer book or question paper.
16.	The examination will finish at
17.	You may start now."

AQA City & Guilds CCEA Edexcel OCR WJEC

Warning to Candidates

For written examinations held in the period 1 September 2008 to 31 August 2009

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember: you **must not** become involved in any unfair or dishonest practice in any part of the examination.
 - Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.
 - You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players and pagers. You **must not** have in your possession any instrument which can capture a digital image. Any pencil cases taken into the examination room **must** be see-through.
 - If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.
 - Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
 - You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.



3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the examination room.
4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.



AQA City & Guilds CCEA Edexcel OCR WJEC

Warning to Candidates

For on-screen tests held in the period 1 September 2008 to 31 August 2009

1. You **must** be on time for your on-screen test(s). You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. **Remember:** you **must not** become involved in any unfair or dishonest practice in any part of the examination; providing your ID and password to another candidate and allowing that person to sit the on-screen test under your name is gross misconduct and may amount to a criminal offence.
3. You **must not** have in your possession the following items which might give you an unfair advantage:
 - notes;
 - calculator cases/instruction leaflets;
 - bags;
 - personal TVs/stereos, reading pens, and electronic or radio communication devices, including mobile telephones, iPods, MP3 players, pagers or any other products with text/digital facilities.

Any pencil cases taken into the examination room **must** be see-through.
4. If you have any unauthorised items that need to be stored during the on-screen test, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the on-screen test starts.
5. Unless you are told otherwise, you **must not** have access to:
 - the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
 - pre-prepared templates.
6. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once the on-screen test has started.
8. At the end of the on-screen test you **must not** remove any examination material, such as printouts or question papers, from the examination room.
9. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct in the examination room.
10. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.


Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

AQA City & Guilds CCEA Edexcel OCR WJEC

Notice to Candidates

For written examinations held in the period 1 September 2008 to 31 August 2009

This notice has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic or radio communication devices, including mobile telephones , iPods, MP3 players and pagers. Any pencil cases taken into the examination room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification. 
6	Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
B Information – Make sure you attend and bring what you need	
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you will not normally be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Examination Instructions	
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.
E Advice and Assistance	
1	If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the examination if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F The end of the Examination	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.
You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.	
This poster must be displayed in a prominent place outside each examination room.	



AQA City & Guilds CCEA Edexcel OCR WJEC

Notice to Candidates

For on-screen tests held in the period 1 September 2008 to 31 August 2009

This notice has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	<p>You must not take into the examination room the following items which might give you an unfair advantage:</p> <ul style="list-style-type: none"> • notes; • calculator cases/instructions leaflets; • bags; • personal TVs/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players, pagers or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the on-screen test, you will not normally be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Examination Instructions	
1	Listen to the invigilator and follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and Assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F The end of the Examination	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
3	Do not leave the examination room until told to do so by the invigilator.
4	Do not take from the examination room any examination stationery, used or unused, rough work, printouts or any other materials provided for the examination.
<p>You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.</p> <p>This poster must be displayed in a prominent place outside each examination room</p>	

AQA

City & Guilds

CCEA

Edexcel

OCR

WJEC



**NO MOBILE PHONES,
IPODS, MP3 PLAYERS,
PAGERS OR ANY OTHER
PRODUCTS WITH TEXT
/DIGITAL FACILITIES**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether or not switched on.

This poster must be displayed in a prominent place both inside and outside each examination room