Secure Live Assessment and Administration Policy

Tests are an assessment of the learner's knowledge and understanding. The test papers and test items are Pearson copyright and should not be reproduced or published without prior written consent from Pearson.

The exams officer holds responsibility for test security and must ensure that the testing procedure is followed. Their responsibilities are:

- o downloading and printing tests from the secure website
- o completing test logs and ensuring the storage of test records
- o photocopying/scanning of the test answer sheets prior to returning the originals
- o ensuring safe storage and dispatch of test papers
- o preparing the invigilator to undertake their role in line with the testing procedure (this may also include confirming the identity of learners and checking eligibility for exemption from a test or training).
- o The Invigilator has the following responsibilities:
- o ensuring the test room meets the requirements specified in the procedure
- o distributing and collecting test papers and answer sheets to the learners on the test day
- o recording evidence of learners" identities
- o they do not need any knowledge of the syllabus or be a qualified trainer.
- o Test room selection and checking

All exam venues at Watford UTC comply with Joint Council of Qualifications (JCQ). Watford UTC complies with the requirements of the Disability Discrimination Act as specified in the relevant SIA Core Competency specification.

The exams officer undertakes regular audits of test rooms to satisfy themselves that they continue to meet the requirements. Invigilators undertake a pre-test check on each testing occasion when a new testing location is used.

Invigilator's Checklist
The invigilator is the person in the test room responsible for the conduct of a particular test session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the test. Invigilators are not to perform any additional task (e.g. marking) in the test room.

The Invigilator should ensure:
- o A reliable clock is visible to each candidate in the test room, other than the candidate's clock on their PC.
- o The *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications is displayed both inside and outside the test room.
- o The poster version (A3 size) of the *Notice to Candidates* issued by the Joint Council for General Qualifications is displayed in a public place outside the test room.

- o Any other test held in the test room at the same time, provides no disturbance.
- o Candidates do **not** have access to any materials including book and unauthorised software whilst they are sitting the test. Candidates are allowed dictionaries in English tests.
- o The invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test.

- Invigilators **must** collect all rough paper in at the end of the test and ensure that all materials are shredded/ securely destroyed.
- Candidates are warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items.
- When one invigilator is present, he/she can summon assistance easily, without leaving the test room and without disturbing the candidates.
- A teacher who has prepared the candidates for the subject of the test is **not** the sole invigilator at any time during a test in that subject.
- They can observe every candidate in the test room at all times.
- They are familiar with the onscreen testing software.
- That they keep signed records of the seating and invigilation arrangements for each test session.
- That they know how to contact an IT technician at any point during the test.
- That they can identify every candidate in the room during the test.
- That they do not offer any advice or comment on the work of the candidate.

Candidates are permitted to start work the invigilator must:

- Ensure that candidates are seated in accordance with the prescribed seating arrangements
- Inform the candidates that they are now subject to the regulations of the test and read out the relevant notices and warnings
- Warn candidates that any unauthorised material must be handed in (this should also include any food or drinks, which may only be allowed at the express discretion of the Head of Centre)
- Check that candidates have all the necessary material to enable them to complete the test
- Ensure that candidates start the examination in accordance with the specific instructions provided for electronic testing
- Draw the candidates' attention to the instructions on the screen at the beginning of the test and ask them to check that they have been provided with the correct test for the correct subject and level
- Inform candidates that they must not use the Quit button without first asking an invigilator
- Instruct candidates to enter the required information on their screen when prompted to do so at the start of their test
- Instruct candidates in regard to the instruction screens that will appear prior to the start of the test and ensure that all candidates understand how to use the onscreen tools. • Inform candidates about the instruction screens that will appear before the test
- Instruct the candidates that any scrap paper or pens they use (point 2.3.1) must be returned to the invigilator at the end of the test, and must not be taken out of the test room.
- Remind candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidate whilst they are in the examination room.

During the test:

- Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- In the event of an emergency such as a fire alarm or bomb alert, the invigilator must take the following action:
    - Evacuate the test room in accordance with the instructions given by the appropriate authority. This onscreen test session will have to be abandoned and rescheduled

- o   Note the time and duration of the interruption
- o   Make a full report of the incident by emailing your centre details and the candidates details to serviceoperations@edexcel.com You will then be informed whether the test results can be voided

The invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the test and make a note of the circumstances
Candidates who have completed the test may leave the room at the discretion of the invigilator, subject to ensuring that no disturbance is caused to other candidates and that the invigilator turns off the screens to ensure others cannot see them. Those candidates must not be allowed back into the room.

You should retain the signed and dated test room checklist.

Onscreen tests

The following procedure will be used in conjunction with the JCQ document General, Vocational and Diploma Qualifications - Instructions for conducting examinations available from www.jcq.org.uk supporting documentation is available on our website: www.edexcel.com/quals/tests/sia Downloading test papers.

Securely producing test papers:

- o   Download the test paper and answer sheet from the secure website and print the required number of copies.
- o   The test papers should be held securely
- o   Pearson test control sheet will be completed when printing of the papers.

A nominated individual (not involved in the provision of the training) will witness:

- o   the time the test file was downloaded, printed and deleted
- o   the copying of the required number of test papers
- o   the destruction of tests papers following the test.

Learner details and proof of learner identification will be written on the answer sheets in advance of the test to reduce errors in the processing of the answer sheets. The following details will appear:

- o   learner number, which is the Pearson learner registration number, created during the registration process. This is not a centre assigned number
- o   centre ID, this may include a suffix letter if you have sub-sites. Please include this
- o   date (the date the test is being taken) o proof of ID is the type of evidence seen, please see the section on checking learner ID.

Once you have printed/photocopied the correct number of test papers you need, the papers, answer sheets, test log, 'these will be stored securely, in a sealed envelope. Which will be kept in a locked safe in a lockable room. The test papers MUST NOT be opened until the time of the test and then only opened in front of the learners.

The Invigilator should be prepared for the invigilation, and have a copy of the 'Procedure for the Invigilation of Tests' and the 'Test Room Checklist' so they can document the invigilation.

If test papers are printed off in advance they will be locked away in a place of high security, ideally a strong safe. The safe or container must be in a securely locked room with access restricted to 2 or 3 authorised persons. There is adequate accommodation and facilities for seating the learners with consideration to features such as heating, lighting, ventilation and the level of noise.

Ensure that the seating arrangements prevent learners from overlooking, intentionally or otherwise, the work of others. The minimum distance in all directions from centre to centre of learners' chairs must be 1.25 metres.

Ensure that all learners face in the same direction and each learner has a separate desk big enough to accommodate test papers and answer sheets.

Follow the 'Instructions for Invigilators and learners'.

Guidance to the Test Manager

The Test Manager or nominated individual should ensure that suitably experienced people carry out invigilation. 'Experienced' is defined as people who thoroughly understand the 'How to Conduct and Run Tests' section of this document and all associated documents.

o   Make sure that sufficient Invigilators are appointed to ensure that the test is conducted in accordance with the requirements.
o   The Invigilator must be certain of the identity of every learner sitting the test. The Test Manager should ensure that the Invigilators are able to carry out checks on the identity of all the learners.
o   You must give learners enough time to check that the details on their answer sheet are correct. Any errors will result in delays to the processing of answer sheets and/or the SIA license application.
o   The Invigilator should give the answer sheets a visual check to ensure they are properly completed prior to the learners leaving the test room. ￼ The Invigilator should complete the „BTEC Test Log". Retain this document at your centre so it can be inspected by a Pearson auditor.
o   The Invigilator must separate out answer sheets and test papers, placing them in two envelopes and returning them to the nominated individual or Test Manager. The Test Manager should then destroy the test papers.
o   Returning the answer sheets to us for marking
o   The Test Manager should check that the answer sheets are all completed correctly.
o   Note that all fields must be completed.
o   Scan or photocopy the answer sheets, and store these copies securely.
o   Complete the "Test Paper Checklist" and include a copy with the answer sheets
o   Send the original answer sheets and the "Test Paper Checklist" to the following address: PECS Data Services Ltd, Midland House, 95A The Green, Darlaston, West Midlands WS10 8JP
o   You should send the test papers using recorded or special delivery within 48 hours of completion of the second test. Delays to this process will delay the marking of the tests, reporting of test results and license processing. We will check the length of time you take to return the test answer sheets and may consider delays as evidence of malpractice.
o   Each learners unit 1, unit 2 and unit 3 (if applicable) answer sheets should be submitted together. If there is a gap between the two tests, the answer sheets should be stored securely until they are ready to be returned to Edexcel for marking.
o   Informing the learner of their test results
o   The results available on Edexcel Online as soon as the results are processed.

- o There is an appeals procedure and a system in place to support learners who have not passed the test. This includes additional training and the opportunity to retake a different version of the test, as appropriate.

Administering re-sits

Unsuccessful learner to retake the test and the appropriate number of re-sits. Learners will be suitably prepared to retake the test and to identify any special requirements which may have led the learner to be unsuccessful in the first instance.

Learner sits a different test paper on the re-sit.