



Instructions for Conducting Tests



Contents

This document is divided into four sections which provide additional guidance regarding the invigilation of tests.

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This MUST be read and understood by ALL invigilators prior to invigilating any tests.

Introduction

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Introduction

The rules set out in this document must be adhered to during **all** tests. They apply to all tests.

All invigilators must be trained to carry out their role by the Provider. The Provider must undertake regular training/standardisation to make sure all invigilators are aware of any changes.

Employers/providers (test centre) must ensure that all software required is installed on all machines to be used during the tests. Should there be any problems in this regard please contact Exams officer

It is important that the test centre has in a place a plan to cover any disruption to test and how these plans are to be communicated to all concerned. This should include fire evacuation etc arrangements.

In the event of a security of a test Exams officer should be informed immediately.

The Apprentice EPA centre reserves the right to conduct unannounced audits to include test centre storage.

Any breach of the invigilation process will be dealt with by The apprentice EPA Centre in line with rules and regulations.

Section A

General Guidance for Conducting Tests

1.1 Invigilators

The role of the invigilator is to:

- Ensure the integrity and security of all tests, before, during and after the test.
- Prevent apprentice copying/collusion.
- Minimise the impact to the apprentice in the event of hardware failures.
- Make sure previously agreed adjustments are available.

The invigilator should have access to help easily available, without distribution to apprentices or leaving the test room. If necessary, the invigilator is allowed to have access to a mobile phone in the test room for emergency purposes only, however this phone must be on silent mode.

1.2 Preparing the Test Room

The test centre must ensure appropriate accommodation is used for **all** tests as below:

- The room must be of a suitable size.
- Apprentices must be seated a minimum of **1.25 metres apart** and facing in the same direction. Each apprentice must have a separate desk and be far enough away from other apprentices to ensure that no copying of each other's work is undertaken.
- Ventilation, heating, lighting and outside noise level must be controlled to enable apprentices to take their test comfortably.
- Any display material which might assist apprentices **must not** be visible.
- Ensure that there is a working clock visible to each apprentice.
- Make sure all relevant test signage is clearly displayed.
- The invigilator must have easy access to move around the room to be able to observe each at all times.

1.3 Before the test

Before apprentices are allowed to commence the test, the invigilators must always:

- Ensure photographic identification of each apprentice has been authorised as per the checklist.
- Advise apprentices that they must follow the regulations of the test on the day of the test.
- Complete a seating plan that exhibits the precise position of each apprentice in the test room.
- Advise of all emergency procedures to all apprentices.
- Remind apprentices that they are not permitted to communicate in any way with, or ask for help from or give help to another apprentice whilst they are in the test room.
- Advise apprentices that mobile phones/smart watches/tablets are not allowed in the test room. If this is not practical, an area within the test room must be allocated, out of reach of the apprentices, must be identified and monitored by the invigilator at all times.
- Advise the apprentices that they are to sign and write their name exactly as it appears on the attendance register.
- Identify any apprentices with special requirements and make sure that provision to aid these apprentices is in place.
- Ensure that you have the invigilation pack, if not contact Exams officer immediately.

- Make sure all apprentices are sitting down before the test starts and that they have been issued with the correct details for the test they are about to undertake.
- Ask each apprentice to confirm that they are sitting the test for the correct standard and level.
- Clearly advise the apprentices when they may commence the test and inform them of the length of their test.
- If a reader or scribe is required for the test, the invigilator must also be present to make sure that no other apprentices are disadvantaged by this arrangement; readers and/or scribes are not allowed access to the test paper prior to the commencement of the test.
- Late arrival of apprentices may be permitted to enter the test room and sit the test (at the invigilator's discretion).

1.4 During the test

The invigilator must:

- Supervise the apprentices for the duration of the test and give attention to this duty at all times.
- Be vigilant, observing for potential copying/collusion. Any irregularities **must** be noted on the invigilation/supervision report and exams officer **must** be advised immediately.
- Move around the test room quietly and at frequent intervals.
- Be able to watch apprentices.
- Any changes to seating arrangements made during the test **must** be noted on the seating plan; this must be available to exams officer upon request.
- Accurately complete the attendance register and invigilation/supervision report during the test, advising of any non-attendance.
- Adhere to the correct timings of the test.
- Make sure any disturbances/emergencies (if applicable) are dealt with appropriately, noted on the supervision report and notified to exams officer immediately.
- Ensure appropriate advice is available to apprentices if they suspect that there is an error on the test paper and contact exams officer immediately.
- Advise exams officer if any apprentices were allowed to vacate the room unaccompanied.

The invigilator must not:

- Direct apprentices to certain questions or particular parts of the question paper.
- Read a word or words printed on the question paper to an apprentice, other than instructions before the test.
- Undertake any other task, such as read or scribe during the test unless permission has been granted by exams officer.
- Allow the use of correction fluid or erasable pens by apprentices.
- Leave the room.
- Reword a question/word in the test.
- Offer any advice or comment on the work of an apprentice.

1.5 At the end of the test

- Clearly advise the apprentices to stop writing, reminding them that test conditions still apply.
- For paper based test, ensure all apprentices have entered their details correctly on their scripts and have included their name on all documents before submitting for marking.
- For paper based tests, make sure all test papers (used and unused), apprentice scripts and documents are collated prior to the apprentices departing the room.
- Make sure apprentices who were granted extra time continue their test.

1.6 After the test

- For on-screen tests, ensure the test has been submitted/uploaded.
- For paper-based tests, make sure all test papers (used and unused), invigilation records, apprentice scripts and documents are sent to exams officer immediately via a secure postal method, if you are not able to return them to exams officer immediately, make sure that they are stored in the centre secure location until no later than the following day.

1.7 Retaining invigilation records

The invigilator must keep signed records of the seating plan, attendance register and invigilation/supervision reports for each test sitting and return the data to exams officer within 48 hours. Where it will be retained for a minimum of 3 years from the date of the test sitting. As part of our quality assurance process, exams officer lead independent end-point assessors will sample these records.

Section B

Paper-based Tests

Paper-based test papers will be sent from exams officer to arrive at least one working day before the scheduled test.

1.1 Secure storage of paper-based test materials

Test centres must:

- Advise exams officer **immediately** if it appears that the security of the package has been breached in transit.
- Have a system in place to record the receipt and despatch of paper-based test materials.
- Once received, check the contents of the package carefully in the centre's secure storage facility, notify exams officer **immediately** if the contents do not meet your requirements.
- Once checked, **immediately** store all paper-based test materials in the test centre's secure storage facility (a lockable cupboard) until the day of the test. If you are not able to check the contents of the package immediately, it **must** be stored in the centre's secure storage facility.
- Make sure **only** authorised personnel have access to the centre's secure storage facility.
- Be able to demonstrate that secure systems are in place to prevent unauthorised access to the test materials.
- Make sure paper-based test papers are not left unattended at any time.

1.2 The test room

- A board/flipchart/whiteboard should be visible to all apprentices showing the:
 - Test title and level.
 - The actual start and finish times of the test.
- All apprentices should all face in the same direction.
- Each apprentice should have individual desk or table large enough to hold question papers and answer book (if applicable). Apprentices who are not working at individual desk must be at least **1.25 metres apart** so that their work cannot be seen by and contact be made, with other apprentices.

1.3 Finishing the test

At fifteen and five minutes before the end of a paper-based test, the invigilator should advise apprentices of the time remaining.

At the end of the test the invigilator must:

- Inform the apprentices that they must stop working.
- Ensure that apprentices have entered their details correctly on their scripts and included their name on all documents being sent for marking.
- Ensure that their answers are correctly numbered (if applicable).
- Collect all scripts before apprentices depart the room.
- Make sure that there is a script for each and every apprentice marked as present.
- Collect all rough paper notes before the apprentices leave the room.
- Complete the supervision report.

1.4 Packing and despatching test papers

- All test materials (scripts, answer books, test papers, attendance registers, supervision reports) **must** be sent to exams officer on the **same** day as the test where possible, and **in all cases no later than one working day after the test**. If test materials have to be kept overnight, they must be kept in secure storage.
- **Under no circumstances should unused test papers be kept or destroyed by the centre; they must be returned to exams officer.**
- Care must be taken when packing test materials, all items should be sent by recorded delivery. exams officer accepts no liability for test paperwork lost in transit.

Section C

Invigilating Apprentices with Access Arrangements

Exams officer has a Reasonable Adjustments and Special Consideration policy to prevent discrimination in the assessment of skills and knowledge, therefore allowing reasonable adjustments to assist apprentices in demonstrating competence. Visit our website to view the Reasonable Adjustments and Special Consideration policy and permission table exams officer. It is important approval is granted from exams officer where applicable.

It is important that the following invigilation rules are adhered to in relation to reasonable adjustments.

In cases where additional support is needed to facilitate access arrangements, the head of centre has the responsibility make sure that invigilators and those facilitating access arrangement ie readers, scribed and sign language interpreters understand their role and responsibility. All involved must be trained appropriate in their role.

1.1 Reader (approval required)

The invigilator is responsible for making sure that the reader and apprentice do not distract, or can be overheard by other apprentices. If the apprentice and reader are accommodate din a separate room to other apprentices, an additional invigilator will be required.

1.2 Scribe (approval required)

The invigilator is responsible for making sure that the scribe and apprentice do not distract, or by overheard by other apprentices.

It is normal practice for the apprentice and scribe to be in a separate room to other apprentices, an additional invigilator will be required.

1.3 Sign language interpreter (approval required)

The invigilator is responsible for making sure that the interpreter and apprentice do not distract other apprentices. Apprentices requiring a sign language interpreter may need to be in a separate room to other apprentices, an additional invigilator will be required.

1.4 Prompter (approval required)

A prompter may be requested if an apprentice loses concentration easily, has little or no sense of time, or is affected an obsessive-compulsive disorder, leading them to repeatedly go over a question, rather than moving onto another question.

A prompter:

- Must be the apprentices tutor, assessor, relative, friend or peer.
- Must be a responsible adult.
- Should keep the apprentice focused on the question in hand and them move him/her onto the next question.

- Has a different role to a reader, scribe and practical assistant, however the same person can conduct more than one role to support the apprentice if permission has been granted by exams officer.
- The invigilator may act as the prompter if no other apprentices are present.