

# Procedure for the invigilation of tests

## Please note that this process must be followed for all tests

1. One Invigilator is allowed to invigilate a maximum of 20 learners for onscreen and 30 learners for paper-based tests.
2. Invigilators should be aware of the process for latecomers as well as the process to follow in the event of malpractice.
3. Where there is a sole Invigilator he/she must have the facility to summon help without disturbing learners taking the test. An active use of a walkie-talkie or mobile phone is permitted only in this situation
4. Learners should be seated with a minimum gap of 1.25m between them.
5. For onscreen tests, the workstations should be set up to ensure that no learners' work can be seen by others e.g. Stations are a minimum 1.25 meters apart (or greater if required to support social distancing), positioned back-to-back/separated by dividers/protected by privacy screens.
6. Learners may only take pens into the examination room and any pencil cases must be transparent. Dictionaries are not permitted. Mobile telephones, pagers and other electronic equipment are not permitted.
7. When preparing your examination room you should consider making provision for candidates to securely store their personal belongings outside of 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 the reach of candidates and access to them can be monitored by the Invigilator.
8. Notices must be displayed outside the examination room with warning to candidates, no mobile phones.
9. Learners must be informed they are under exam conditions and learners have no prohibited items on them (AirPods; earphones/earbuds; iPods; mobile phones; MP3/4 players/similar devices, watches or smart glasses are not permitted in the exam room).
10. There must be a procedure for emergency evacuation of the examination room which is explained to learners before the start of the test.
  - This is to cover evacuating the examination room under exam conditions (including separation outside).

11. A seating plan should be completed for each test and retained for three years. The seating plan should also contain the names of the candidates sitting the qualifications.
12. A seating plan should be completed for each test, even if there is only one learner.
13. A reliable clock must be visible to learners at all times.
  - For onscreen tests only the computer clock can be used (if displayed)
14. The start and finish times must be written up clearly for all to see. Please refer to the times printed on the exam cover sheet (written paper).
15. Identification codes should be entered on the answer sheets after checking the identity of learners before they start the test.
16. Test answer sheets must be completed in black pen; test answer sheets completed in pencil are deemed invalid.
17. Invigilators are required to issue each learner with a reference number (Centre Managers are responsible for allocating reference numbers in the first instance). This number is entered on the test answer sheet and later on the Pearson BTEC Test Log. The test number should also be recorded on the Pearson BTEC Test Log. Invigilators must check and record the identity of all learners before they take the test.
18. Pearson BTEC Test Logs, seating plans, Test Room checklists, Test Control sheets must be retained for three years for audit purposes.
19. The Guidance to Learners relating to the test must be read out prior to the commencement of the test.
20. A copy of the JCQ Instructions for Conducting Examinations & Procedure for the Invigilation of Tests should be retained in the test room during the test.
21. The envelope must be opened immediately before the start of the examination, in the presence of the learners and be recorded on the Pearson BTEC Test Log.
22. Once the test has started learners may not ask questions about the test. In exceptional circumstances they may seek the attention of the Invigilator, for example if they need to use the toilet. Invigilators must not talk to or distract learners during the test.
23. If a learner wishes to leave the room for any reason and intend to return to continue their exam they must be accompanied. The Invigilator must remain with them at all times and ensure that they cannot access restricted material. The learners remaining in the exam room must continue to be invigilated.

24. Any issues of ambiguity as identified by the learner must be recorded on the Pearson BTEC Test Log. These issues must NOT be addressed with the learners at the time of the test.
25. No requests for help from learners in relation to the test can be dealt with during the test.
26. Learners arriving late for the test should be seated near to the door and the disturbance to other learners kept to a minimum.
27. Late learners must not be allowed entrance to the examination room if more than fifteen minutes late. In such cases, a Fail must be recorded.
28. Under no circumstances must the tutor / trainer that has prepared the learners for the test be the sole Invigilator.
29. Test Managers must not be the Invigilator. In cases where the Test Manager and Invigilator cannot be separate persons, centres should seek to combine their learners with those from other centres or 'swap' personnel with another centre for testing purposes.
30. For paper-based tests: Learners must be reminded verbally when there are only ten minutes of the test remaining.
31. For onscreen tests: Learners do not require a verbal reminder that there are only ten minutes left. A reminder will appear on their screen.
32. At the end of the test the learners must be told to stop writing and ensure that their answer sheet is correctly marked with their name and reference number.
33. Test papers and test answer sheets must be collected in immediately at the end of the test. The Invigilator must check that the learners have completed their details correctly before the learners have left the test room.
34. The Invigilator must put the test papers and test answer sheets into separate envelopes and then seal the envelopes.
35. The Invigilator has 2 envelopes: one for test papers and one for answer sheets. The test papers should be returned to the Test Manager for destruction and the answer sheets stored securely prior to dispatch to the address given in the Centre Management Handbook.
36. The test answers must not be changed, checked or altered in any way between the time of collection and dispatch for marking.
37. Where the centre has an issue with a question that is considered misleading or incorrect, this should be recorded on the Pearson BTEC Test Log and reported to Pearson as instructed on the Log.

38. When transporting test papers to and from an external location the test papers and answer sheets should be secured in a secure bag and retained at all times.
39. Completed papers should be securely stored until dispatched to Pearson.

Your adherence to this process will be checked by Pearson.