Instructions for Conducting Controlled Assessments

Pearson BTEC Qualifications for Essential Skills Wales
(Confirmatory Tests)

2024-2025

Contents

Introduction to the ESW qualification

Awarding bodies

The Essential Skills Wales qualification is a joint development between Pearson, Agored Cymru, City & Guilds and WJEC (CBAC).

The four awarding bodies will be using a common set of assessments to ensure consistency.

Please note that the qualification consists of a Controlled Task (externally set, internally verified and externally verified) and either a Structured Discussion (externally set, internally verified and externally verified) or a Confirmatory Test (externally set, externally marked).

The Controlled Task, Confirmatory Test and Structured Discussion are summative assessments. Candidates should take these assessments only when they have developed the relevant skills at the required level. Specific assessments can be taken only once, however a candidate may undertake a different Controlled Task, Confirmatory Test or Structured Discussion at another time if they do not pass.

1. Introduction

In these instructions, a centre is an institution approved by Pearson to deliver ESW qualifications.

1.1. Pearson expects the centre address provided during the approval process to be the main site for the downloading, storing and delivery of tests. Any other sites used for the delivery of tests must meet Pearson requirements, including those set out in these instructions. The Head of Centre is responsible for the delivery of tests and fair access to tests at all sites.

All sites used **must** be under the full control of the Head of Centre. Centres are not permitted to sub-contract responsibility for assessment delivery, or enter into franchise or other collaborative agreements with third parties for the purposes of assessment delivery. Centres are required to provide details of all sites used for assessment delivery to Pearson on request. Pearson reserves the right to inspect all assessment centres.

1.2. For the purpose of this document, the Head of Centre, Principal of the College or the Chief Officer is the named person, known to Pearson, who takes ultimate responsibility for quality assurance within the centre. All centres must have relevant approval from Pearson before offering any Essential Skills Wales qualifications.

1.3. The Head of Centre is responsible to Pearson for ensuring the proper conduct of the tests, although he/she may delegate certain tasks as necessary. Advice should be sought from Pearson by using the [Pearson Support Portal](#) in the event of a situation arising that is not covered by this document.

1.4. For procedural matters not covered by this document (e.g. how and when to make registrations) please refer to the [Information Manual](#).

1.5. Tests are permitted to be held on any date suitable to the centre. There are no requirements for centres to inform Pearson of the arranged assessment date beforehand.

1.6. Confirmatory Tests for Essential Application of Number Skills and Essential Communication Skills are available in either paper-based on demand or onscreen on demand. These options will be shown when a centre requests a Confirmatory Test using Edexcel Online.

1.7. This Instructions for Conducting Examinations document contains instructions for both paper-based on demand and onscreen on demand methods.

2. Scheduling tests

2.1. Tests may take place at any time and on any date.

2.2. The Head of Centre **must** take all reasonable steps to ensure there is no possibility of collusion between candidates taking tests at different times, or between candidates and anybody else with or without access to the question papers.

Re-sit tests

2.3. Candidates who do not pass the test and wish to sit it again, the centre must ensure that the candidate does not re-sit the same Confirmatory Test. A log must be kept of all tests taken including re-sits.

2.4. Re-sit tests **must not** take place any earlier than 14 days from the previous assessment date.

2.5. Centres **must** keep a log of which test each candidate sat in order to keep track of which version of the Confirmatory Tests were used. If there are no more sets it is advisable to re-assess whether the candidate has been entered for the correct level.

2.6. Standards Verifiers will ask for evidence of which test each candidate has sat or any re-sits taken.

3. Resources for assessments

3.1. The Head of Centre is responsible for ensuring candidates have or are provided with any equipment required to take the test, as well as for taking all reasonable steps to prevent candidates from having access to any unauthorised equipment or resources.

3.2. Candidates **must** have access to items specified below, and must not have access to anything that could compromise the integrity of the assessment. The requirements for each paper are as follows:

All resources marked ☑ or ✓ **must** be available for candidates' use during the assessment.

☑	Supplied on Edexcel Online by Pearson
✓	Must be available for use
±	Not required to complete the assessment
×	Must not be used

Essential Application of Number Skills Confirmatory Tests

	L1	L2	L3
Length of assessment	30 mins	45 mins	60 mins
Attendance list (or similar)	✓	✓	✓
Candidate Pack/Test Paper	☑	☑	☑
Pen(s) with black/blue ink	✓	✓	✓
Pencils	✓	✓	✓
Eraser	✓	✓	✓
Ruler marked with mm/cm	✓	✓	✓
Internet	×	×	×
Calculator	×	×	×
English/Welsh only dictionary	±	±	±
Bilingual Dictionary	±	±	±
Other electronic devices	×	×	×
Text books or similar	×	×	×

Essential Communication Skills Confirmatory Tests

	L1	L2	L3
Length of assessment	30 mins	45 mins	60 mins
Attendance list (or similar)	✓	✓	✓
Candidate Pack/Test Paper	☑	☑	☑
Pen(s) with black/blue ink	✓	✓	✓
Pencils	±	±	±
Eraser	±	±	±
Ruler marked with mm/cm	±	±	±
Internet	✗	✗	✗
Calculator	✗	✗	✗
English/Welsh only dictionary	✗	✗	✗
Bilingual Dictionary	✗	✗	✗
Other electronic devices	✗	✗	✗
Text books or similar	✗	✗	✗

3.3. Candidates **must** be informed that possessing any unauthorised equipment or resources during a test, whether intended for use or not, may result in disqualification.

3.4. In particular, candidates **must** be instructed to switch off any mobile phones and place them out of reach before the test begins. Ideally, all unauthorised items should be left outside of the assessment room.

3.5. Candidates should be made aware that additional paper is available and may be used for any rough notes. Candidates must not under any circumstances take any work or notes away with them after the assessment. Any notes must be handed into the assessor.

3.6. For onscreen tests there should be adequate back-up provision in case of equipment failure. Provision can include:
- spare workstations (of the required specification)
- spares of easily replaced items (e.g. mouse, screen).

3.7. Hardware should be maintained to minimise the likelihood of failure during a test.

3.8. Up-to-date virus protection measures should be in place.

4. Accommodation

4.1. The Head of Centre is responsible for ensuring that all test sites meet Pearson requirements, including those in these instructions.

4.2. All test sites **must** be under the full control of the Head of Centre.

4.3. The venue must be free from extraneous noise and enable candidates to work without disturbance or interruption for the duration of the test.

4.4. Any room in which a test is held **must** provide candidates with appropriate conditions for taking the assessment. You should pay attention to conditions such as lighting, heating, ventilation and the level of outside noise.

4.5. No display materials which might be helpful to candidates can be visible in the assessment room.

4.6. The seating arrangements in the testing room must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others, and with sufficient space to accommodate question papers and any other required materials.

4.7. Other tests may be held simultaneously in the same room provided no disturbance is caused.

5. Supervision arrangements

5.1. The tests **must** take place under supervised conditions, that is:

> **5.1.1.** candidates must be continually supervised by a reliable person
> **5.1.2.** all necessary facilities must be available to candidates
> **5.1.3.** any time restrictions must be complied with
> **5.1.4.** candidates' work must be independent and unaided.

5.2. The Head of Centre **must** ensure that suitably informed and briefed adults carry out invigilation of the tests. The Head of Centre should be fully aware of any potential conflict of interest between a candidate and Invigilator and take all reasonable steps to prevent any such conflict.

5.3. Invigilators **must** give their whole attention to the proper conduct of the test for the whole of the time it is in progress, and there must be a sufficient number of Invigilators in the room to monitor all of the candidates present. Good practice would have one Invigilator responsible for no more than 30 candidates for the Confirmatory Tests.

5.4. Where a test is being supervised by one person, the Invigilator must be able to summon assistance easily without leaving the testing room or disturbing the candidates.

5.5. The Head of Centre may choose to adopt more rigid procedures for the tests than those set out in this document. This is acceptable, although no candidate should be unfairly disadvantaged as a result.

6.   Identifying candidates

6.1. The Invigilator(s) **must** be satisfied as to the identity of every candidate attending the test.

6.2. 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.

6.3. All candidates **must** be registered with Pearson and/or entered for the test in advance. All candidates must have a registration number.

7.   Persons present at assessment

7.1. Whilst the test is taking place, only the candidate(s), Invigilator(s) and other authorised persons should be in the room.

7.2. If there is only one Invigilator present in the room they must not be the teacher or assessor of any of the candidates taking the Confirmatory Test.

7.3. Representatives from Pearson and regulatory authorities reserve the right to observe the assessment provided candidates are not disturbed. Otherwise, only persons authorised by the Head of Centre are to be allowed in the testing room.

Author: VQAM
Approver: FS Assessment
Page **9** of **26**
Classification: DCL 1
Version:1
Date: Sep 24

8.Paper-Based: Security of live test papers

To ensure the security of question papers please ensure the following steps take place.

8.1. The Confirmatory Tests are locked away in a secure place until the scheduled time of the test and after the test is completed.

8.2. All Confirmatory Tests are collected before the candidates leave the room to ensure that none are accidentally removed.

8.3. If the tests are taking place on more than one site, the Head of Centre is responsible for ensuring that the correct number of Confirmatory Tests are delivered to each site, and that security is maintained throughout.

8.4. The secure site terms and conditions are followed for Essential Skills Wales.

8.5. Only persons authorised by the Head of Centre, a maximum of two, may have access to the completed tests.

Conditions for transporting test papers

8.6. Test papers should not be moved until immediately before the scheduled test time.

8.7. Unless the test is scheduled for Monday 8am and as long as the sub-site is within reach, there is no problem with moving the test papers on Monday morning. If the sub-site is a considerable distance away, the test papers can be transported, provided that:
>   **8.7.1.** the alternative site has secure storage to keep the Controlled Tasks until the scheduled assessment session
>   **8.7.2.** test papers are sealed in a secure envelope
>   **8.7.3.** test papers materials are transported by a responsible member of staff who has sight/hold of the sealed envelope at all times during the transport.

8.8. A transport log is kept (there is no template given to centres, a spreadsheet or a Word table would be suitable, as long as the following information is captured):
>   **8.8.1.** names of all people handling the assessments
>   **8.8.2.** times when the tests were removed from secure storage
>   **8.8.3.** means of transport and security measures taken
>   **8.8.4.** time of arrival in sub-site and secure storage arrangements at the alternative site.

8.9. The Head of Centre **must** make sure that appropriate arrangements are in place so that live Confirmatory Test papers are returned to the centre/sub-site and stored securely after the test has taken places and at the end of the day.

9. Paper-Based: Conditions for storing assessment materials

9.1. Live test papers **must** be stored in a safe or cabinet in a securely locked room conforming to the requirements below (secure storage). This room must be a fixed building, preferably with no windows and on an upper floor.

Storage Requirement	Recommendation
Strong safe or security cabinet or metal cabinet with locking bar, bolted to wall or floor 2 or 3 key holders only	
Secure room in a fixed building	Preferably on an upper floor with no windows
Walls, ceiling and floor of strong solid construction	
Solid door	A hollow door would require reinforcement
Strong, secure hinges	
Security lock, e.g. 5 lever mortise lock with 2 or 3 key holders only	

9.2. The room **must not** have a door which directly leads out to the exterior of the building.

9.3. If the security of the test papers has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances Pearson must be notified immediately by using the Pearson Support Portal.

9.4. Test papers should be printed 24 hours before the date the tests are due to take place and be kept securely at all times.

9.5. Centres must make sure that the correct number of Confirmatory Tests are printed before each assessment, and the latest version is printed from Secure Tests and used at all times.

9.6. All live Confirmatory Test papers should be sealed inside envelopes after printing and stored securely.

9.7. Live test papers should not be opened until the time of the assessment and must only be opened in front of the candidates.
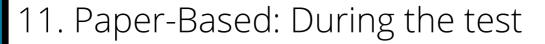
9.8. Centres **must** make sure that a system for recording when material is taken from or returned to secure storage is used throughout the time the material remains confidential.

9.9. Completed Confirmatory Tests must be treated as live material and therefore stored securely at all times before they are sent to be marked.

10. Paper-Based: Starting the assessment session

10.1. Before candidates are permitted to start the test session the Invigilator **must**:

> **10.1.1.** ensure that candidates are seated in accordance with the requirements set out in section 4.6.
> **10.1.2.** inform the candidates they are now under assessment conditions
> **10.1.3.** advise candidates that any unauthorised material must be handed in or kept out of reach (including MP3 players, smartphones, tablet computers and any electronics that would allow collusion between candidates).
> **10.1.4.** check that candidates have all the necessary material to enable them to complete the test in accordance with the requirements set out in section 3.2
> **10.1.5.** arrange for Confirmatory Tests to be handed out immediately before the start of the assessment.
> **10.1.6.** if necessary, report to the Head of Centre any grounds for suspicion about the security of the assessment and, where appropriate, the Head of Centre must immediately notify Pearson.
> **10.1.7.** draw to the candidates' attention the instructions printed on the first page of the Confirmatory Test including the time allowed, and ask them to check that they have been given the correct paper for the assessment. Centres are allowed to read these instructions to the candidates.
> **10.1.8.** ensure that details of any erratum notices, if applicable, are brought to the attention of candidates.
> **10.1.9.** instruct candidates to record their personal details according to Pearson's requirements.
> **10.1.10.** remind candidates that they must follow Pearson instructions on how to record and submit their work.
> **10.1.11.** remind candidates that they must not communicate in any way with, seek assistance from or give assistance to another candidate during the test.
> **10.1.12.** announce clearly to the candidates when they may begin the test.

10.2. The Invigilator **must not** give any information to candidates about suspected errors in the question papers unless an erratum notice has been received from Pearson.

11. Paper-Based: During the test

11.1. The test **must** take place under supervised controlled assessment conditions, that is:

>**11.1.1.** the whole time the test is in progress, candidates must be continually supervised by a reliable person who must give complete attention to this duty at all times
>
>**11.1.2.** all necessary facilities must be available to candidates.

11.2. The Invigilator **must** complete an attendance list for each assessment detailing the following:

- candidate name, date of birth and signature
- date and time of the assessment
- location of assessment centre
- version of the Confirmatory Test taken
- Invigilator(s) name(s) and signature(s).

Attendance lists **must** be held securely in centres for a minimum of three years following the completion of the assessment.

11.3. If a candidate arrives after the test has started, the candidate may be allowed to take the test provided that undue disruption is not caused to the other candidates and the security of the assessment is maintained.

11.4. Candidates who leave the testing room temporarily **must** be accompanied to ensure the integrity of the test is not compromised. In these circumstances candidates may be allowed extra time to compensate for their temporary absence.

11.5. Candidates should be regularly made aware of the time remaining whilst taking a test, either through a visible clock or the Invigilator providing periodic time- checks.

11.6. Guidance on providing special arrangements for candidates with particular assessment requirements has been agreed between accredited awarding bodies. Centres should refer to the Joint Council's document Access Arrangements, and

Reasonable Adjustments, General and Vocational Qualifications which is available to be downloaded from the JCQ Website.

Please contact Pearson by using the Pearson Support Portal with any queries on Access Arrangements and reasonable adjustments.

Please ensure that if approval is needed for a specific arrangement that this is obtained before the candidate sits the assessment.

If any candidate has been given additional help or support (in line with JCQ regulations) during the test, then details must be given on the cover sheet (the personal details) of the particular test paper(s).

12. Paper-Based: Ending the test

12.1. Candidates may be permitted to leave the room before the end of the test provided that no disruption is caused to the remaining candidates and the integrity of the assessments is not compromised. Candidates who have left a supervised environment may not be re-admitted to the testing room until the beginning of the next test session. The Head of Centre must consider any potential for the assessment to become compromised and ensure the Invigilator is advised of the centre's policy.

12.2. Candidates **must** be given their full time allowance even if they have arrived later than their scheduled start time.

12.3. The Invigilator should check that candidates taking Confirmatory Tests have completed all the necessary information on the front page of the candidate pack.

12.4. All Confirmatory Tests and answer sheets **must** be collected before the candidates leave the room to ensure that none are accidentally removed.

12.5. All scripts and unused question papers **must** be returned to the Examinations Officer within 24 hours of the assessment. It is the responsibility of the Examinations Officer to return all scripts, including all unused papers to Person immediately after receiving them from the Invigilator.

12.6. After the test, completed scripts should be sent to the examiner or Pearson processing centre for marking using the label required.

12.7. The papers will be marked within 10 working days of them being received by Pearson.

12.8. Answer sheets and Confirmatory Test papers should not be given to candidates after a test has been sat.

13. Paper-Based: Handling and disposing of materials

As all assessment materials will continue to be live until written confirmation has been given from Pearson confirming the release of the set as practice tasks, centres must continue to store all question papers securely.

14. Onscreen: Specific Invigilation Instructions

14.1. Invigilators **must** be familiar with the onscreen testing software.

14.2. It is essential that an IT technician is available at the start of the test. They do not need to be in the room thereafter but they must be in the vicinity of the test room and must be contactable by phone or pager to deal with any technical difficulties that may arise.

14.3. Either an IT technician or dedicated Administrator **must** be familiar with the software 'User Guide'. They must understand the procedures for logging on, uploading learner tests and exiting the tests as necessary. Either an IT technician or dedicated Administrator must set up the testing room. This involves switching on the PCs and opening up the software before learners enter the room.

14.4. It is a condition of accreditation to offer onscreen tests that suitable technical support is provided.

14.5. Invigilators **must** not allow a learner to login under the name of another learner. If the incorrect learner has been entered, staff can add a late entry to the test session, or the learner will have to be scheduled in for another time. Any learner entered under an incorrect name will have their results voided. This will be construed as malpractice.

Author: VQAM

Page **15** of **26**

Version:1

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15. Onscreen: Security of live test papers

To ensure the security of question papers please ensure the following steps take place.

15.1. Testing software **must** be securely managed at all times so that no unauthorized person has access.

15.2. The centre **must** be able to demonstrate that appropriate security systems and processes are in place to prevent unauthorised access to tests on the computer system.

These **must** include:

- only administrators having access to passwords which give access to the onscreen tests
- computers being set up so as to prevent access to any software not allowed by the test regulations whilst the test is in progress
- only learners who have been entered to take tests are permitted to do so.

15.3. Centres **must** have the available expertise to administer and access tests using secure uploading and downloading. They should also have the appropriate level of expertise to deal with any issues or technical difficulties that may arise during a test.

15.4. Centres **must** maintain the confidentiality of the test.

15.5. Test content should be protected from unauthorised access at all times, i.e. before, during and after the examination session.

15.6. The centre **must** inform Pearson immediately if the security of the test material is put at risk or has been breached (for example, by fire, theft, damage or through malpractice).

Author: VQAM

Page **16** of **26**

Version:1

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Classification: DCL 1

Date: Sep 24

16. Onscreen: Starting the test session

16.1. Before candidates are permitted to start the test session the Invigilator **must**:

16.1.1. ensure that candidates are seated in accordance with the guidance set out in section 4.6

16.1.2. inform the candidates they are now under assessment conditions

16.1.3. advise candidates that any unauthorised material must be handed in or kept out of reach (including MP3 players and any electronics that would allow collusion between candidates)

16.1.4. check that candidates have all the necessary material to enable them to complete the test in accordance with the guidance in section 3.2

16.1.5. if necessary, report to the Head of Centre any grounds for suspicion about the security of the question papers and, where appropriate, the Head of Centre must immediately notify Pearson

16.1.6. draw to the candidates' attention the instructions for completing the Confirmatory Test including the time allowed, and ask them to check that they have been given the correct paper for the assessment. Centres are allowed to read these instructions to the candidates

16.1.7. ensure that details of any erratum notices, if applicable, are brought to the attention of candidates

16.1.8. instruct candidates to record their personal details according to Pearson's requirements

16.1.9. remind candidates that they must follow Pearson instructions on how to record and submit their work

16.1.10. remind candidates that they must not communicate in any way with, seek assistance from or give assistance to another candidate during the assessment.

16.1.11. announce clearly to the candidates when they may begin the test.

16.2. The Invigilator **must not** give any information to candidates about suspected errors in the question papers unless an erratum notice has been received from Pearson.

16.3. In addition to the general instructions, the Invigilator **must**:

16.3.1. ensure that learners start the test in accordance with the specific instructions provided for electronic testing

16.3.2. draw the learners' 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

16.3.3. inform learners that they must not use the Quit button without first asking an Invigilator

16.3.4. instruct learners to enter the required information on their screen when prompted to do so at the start of their test

16.3.5. instruct learners in regard to the instruction screens that will appear prior to the start of the test

16.3.6. instruct the learners that any scrap paper or pens they use must be returned to the Invigilator at the end of a test, and must not be taken out of the test room.

17. Onscreen: During the test

17.1. The test **must** take place under supervised controlled assessment conditions:

17.1.1. the whole time the test is in progress, candidates must be continually supervised by a reliable person who must give complete attention to this duty at all times

17.1.2. all necessary facilities must be available to candidates.

17.2. The Invigilator **must** complete an attendance list for each assessment detailing the following:

- candidate name, date of birth and signature
- date and time of the assessment
- version of the Confirmatory Test taken
- location of assessment centre
- Invigilator(s) name(s) and signature(s).

Attendance lists **must** be held securely in centres for a minimum of three years following the completion of the assessment.

17.3. If a candidate arrives after the test has started, the candidate may be allowed to take the test provided that undue disruption is not caused to the other candidates and the security of the assessment is maintained.

17.4. Candidates who leave the assessment room temporarily **must** be accompanied to ensure the integrity of the assessment is not compromised. In these circumstances candidates may be allowed extra time to compensate for their temporary absence.

17.5. Candidates should be regularly made aware of the time remaining whilst taking an assessment, either through a visible clock or the Invigilator providing periodic time-checks.

17.6. Technical problems:

17.6.1. Power failure - In the event of power failure the onscreen test should be abandoned and a further set of onscreen examinations scheduled when the fault has been rectified and the system tested.

17.6.2. Technical failure - If during the test there are difficulties with individual computers or the whole centre system then, if the failure cannot be rectified within 30 minutes, the onscreen test should be abandoned and a further set of onscreen tests scheduled when the fault has been rectified and the system tested.

17.6.3. Set up - If the system is not up and running successfully at the scheduled start time, the test should be delayed by no more than 15 minutes for the problem to be resolved. After this time, the onscreen test should be rescheduled when the fault has been rectified and the system tested.

17.7. Guidance on providing special arrangements for candidates with particular assessment requirements has been agreed between accredited awarding bodies.

Centres should refer to the Joint Council's document Access Arrangements and Reasonable Adjustments, General and Vocational Qualifications which is available to be downloaded from the JCQ Website

Please ensure that if approval is needed for a specific arrangement that this is obtained before the candidate sits the assessment.

18. Onscreen: Ending the test

18.1. Candidates must be given their full time allowance even if they have arrived later than their scheduled start time.

18.2. The test will automatically close down when the allocated time has been used.

18.3. The test can only be exited by the exam administrator. Learners should not individually quit the test.

18.4. Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every learner present. These are to be used as proof of attendance and should be stored in centres for all learners for two months after the tests. These may be requested at any time during this period by Pearson.

18.5. Candidates may be permitted to leave the room before the end of the test provided that no disruption is caused to the remaining candidates and the integrity of the tests is not compromised. Candidates who have left the supervised environment may not be readmitted to the testing room until the beginning of the next test session. The Head of Centre must consider any potential for the test to become compromised and ensure the Invigilator is advised of the centre's policy.

19. Irregular conduct

19.1. If a candidate is suspected of malpractice, the Invigilator **must** warn the candidate that he/she may be removed from the testing room.

19.2. The Invigilator **must** record what has happened.

19.3. Wherever possible the test Invigilator must remove and keep any unauthorised material that a candidate may have during the test.

19.4. It is the duty of the Invigilator to ensure any cases of irregularity or misconduct in connection with the assessment are reported to the Head of Centre as soon as possible.

19.5. The Head of Centre is empowered to withdraw a candidate from the test as a last resort (e.g. when the continued presence of a candidate would cause disruption to other candidates). The Head of Centre must use the [Pearson Support Portal to](#) report all cases of suspected or actual malpractice in connection with the test.

19.6. The Head of Centre has a duty to monitor and report potential malpractice by Invigilators to Pearson.

19.7. Any infringement of the regulations may lead to disqualification of the candidate. The decision on disqualification rests with Pearson.

19.8. Although Pearson aims to support centres, any suspicion of irregular conduct by centres will be investigated by Pearson and appropriate sanctions taken.

19.9. Standards Verifiers may request to visit centres when they carry out Confirmatory Tests.

20. Emergencies

20.1. In the event of an unforeseen emergency (e.g. fire alarm, bomb alert, etc.) that requires the candidate to leave the testing room the Invigilator must first ensure the candidates' safety.

20.2. Where an evacuation is necessary, all candidate paperwork must be left in the assessment room. If possible, the testing room should be made secure.

20.3. Candidates should remain under supervised conditions if at all possible whilst outside the testing room. Depending on the circumstances the Invigilator and Head of Centre may consider the following:

20.3.1. if a test has only just started (e.g. within the first ten minutes) the candidates can return to the test and continue, ensuring candidates are given their overall time allowance and times are noted on the test.

20.3.2. consideration may be given to the possibility of taking the candidates, with paper-based test, to another place in order to complete the test.

20.4. If an emergency results in an evacuation, the Head of Centre must ensure Pearson is informed directly via the Pearson Support Portal.

20.5. After the candidates have returned to the testing room and before the test is resumed, indicate on the candidates' work, where it is feasible to do so, the point at which the interruption occurred.

20.6. Centres should make a full report of the incident and of the action taken for submission to Pearson via the Pearson Support Portal.

20.7. Answer sheets and Confirmatory Test papers should not be given to candidates after an assessment has been sat.

20.8. The Standards Verifier will, if possible, observe a live test taking place.

21. Access arrangements

21.1. Centres are advised to contact us via the Pearson Support Portal if they are unsure that access arrangements will be appropriate before they undertake to register the candidate for the test, requiring skills to be demonstrated which are beyond the scope of the candidate.

21.2. For information on how to apply for special consideration for learners with particular requirements, please refer to the Pearson website.

21.3. The centre is not required to have every candidate individually assessed by a specialist.

21.4. The centre is required to have determined the needs of the candidate within the classroom situation and in the light of those arrangements which have to be made part of the normal working practices.

21.5. Modified papers (i.e. modified enlarged, un-modified enlarged, Braille) should be requested through the Pearson Support Portal.

22. Readers

22.1. A reader is required to read, on request, all or part of the test or any part of the candidate's response.

22.2. A reader **must** read accurately and at a reasonable rate. A reader may repeat as necessary any instructions given in the Confirmatory Test, as well as the question and answers already recorded.

22.3. A reader may assist a visually impaired candidate using tactile diagrams, graphs and tables to obtain the information which the printed paper would give to a sighted candidate.

22.4. A reader **must**, if required, spell out any word which occurs in the Confirmatory Test.

22.5. A reader must be prepared for periods of inactivity.

22.6. A reader is **not permitted** in the Communications test as reading is part of the assessment.

23. Scribes

23.1. A scribe is required to write out answers as they are dictated by the candidate.

23.2. A scribe **must** write down the answers exactly as they are dictated.

23.3. The candidate will not be expected to dictate spellings. If spelling is being assessed, then they must dictate spellings.

23.4. A scribe should work at the candidate's pace.

23.5. A scribe should **not be used** for the controlled assessment in Communications.

24. Sign interpreters

24.1. A sign interpreter is required to communicate questions to the candidate upon request. A sign interpreter is not a reader. A sign interpreter should give the essence of the candidate's signed response on the test paper without inferring any meaning that was not clear in the signed response. Candidates who are signing their responses **must not** be in a position to see other candidates' signed responses.

A sign interpreter should work at the candidate's pace.

A signed interpreter is permitted for Speaking and Listening assessments.

25. Readers, scribes and sign interpreters

25.1. When a candidate is assisted by a reader, scribe or sign interpreter help must not be given with the subject matter being assessed.

25.2. This support **must not** give the candidate an unfair advantage or disadvantage. It must not invalidate the assessment.

25.3. Additional time may also be available and a separate room may be necessary if the candidate is to dictate responses, in which case a separate invigilator will be required.

25.4. The Head of Centre/Assessments Officer should ensure that readers, scribes and sign interpreters are acceptable and responsible adults, familiar with the subject matter being tested and have worked with the candidate(s) before the assessment.

25.5. A relative of the candidate **must not** act as a reader, scribe, sign interpreter or practical assistant.

Author: VQAM

Approver: FS Assessment

Page **23** of **26**

Classification: DCL 1

Version:1

Date: Sep 24

Appendix 1- Invigilator's Checklist for Onscreen Confirmatory Tests

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:

- a reliable clock is visible to each candidate in the test room, other than the candidate's clock on their PC
- the Warning to Candidates and Mobile Phone poster issued by the Joint Council for General Qualifications (found here) is displayed both inside and outside the test room
- 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
- any other test held in the test room at the same time, provides no disturbance
- candidates **do not** have access to any materials including books and unauthorised software whilst they are sitting the test
- candidates **do not** have access to calculators in Essential Application of Number Skills tests
- candidates **do not** have access to dictionaries in Essential Communication Skills tests
- 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.

Before candidates are permitted to start work the invigilator **must**:

- ensure that candidates are seated in accordance with the seating arrangements described in the Instructions for the Conduct of Examinations
- 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 **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
- Note the time and duration of the interruption
- Make a full report of the incident by emailing your centre details and the candidates details to vocationalqualitystandards@pearson.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.

If you have any questions, please contact FS **Assessment** or your **Vocational Quality Assurance Manager** via The Pearson Support Portal.

In addition, you will find further information on our Quality Assurance webpages.

Author: VQAM

Page **26** of **26**

Version:1

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Classification: DCL 1

Date: Sep 24