Administrative Support Guide

2015
Instructions for Conducting Examinations (ICE)

Pearson LCCI Level 2 Award in Computerised Bookkeeping (VRQ) (ASE20095)

PEARSON

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This document applies only to the LCCI Level 2 Award in Computerised Bookkeeping (VRQ) (ASE20095) qualification.

KEY DATES

The examination for LCCI Level 2 Award in Computerised Bookkeeping (VRQ) is available on demand. The schedule for on demand offering is provided below.

Final entry	4 weeks before required exam date
Receipt of examination materials by centre	At least 5 days before exam date
Exam date	As detailed on attendance register
Submission of candidate work to Pearson	Within 24 hours of exam being sat

OVERVIEW

This Instructions for Conducting Examinations (ICE) document should be read alongside the LCCI Examination Regulations document and the LCCI Level 2 Award in Computerised Bookkeeping (VRQ) (ASE20095) Specification, all of which are available to download from the Pearson website:

qualifications.pearson.com/lcci

GENERAL INSTRUCTIONS

- The examination is offered on demand. Centres must only sit the registered candidates for the examination on the date requested during the registration process.
- There is no specified start time for each examination. It is permissible to timetable multiple groups of candidates on the same day. Each group of candidates must be registered as a separate order.
- The package of materials you receive from Pearson may include multiple versions of the examination paper. Each candidate must sit the version allocated to them. You must check the paper version allocated for each candidate carefully and ensure they sit the correct version of the paper.
- No information relating to the content of the examination should be published, unless authorised by Pearson. Candidates and/**or** centres discussing the contents of the examination may risk disqualification. This continues to apply after candidates have sat the examination and received certificates.

TIME ALLOWED

- The examination is 2 hours and 45 minutes.
- It is the centre's responsibility to ensure it is able to provide candidates with appropriate equipment. Issues such as slow networks or internet connections are not valid reasons for providing candidates with extra time.
- Where unforeseen technical issues occur (such as a power cut), the centre should provide candidates with additional time to ensure that each candidate has had the permitted amount of time to complete the examination. Any such issues should be recorded on the Invigilation Record Sheet and reported to pqsmalpractice@pearson.com

THE FORM OF THE PAPER

- The examination materials are provided as a printed booklet of instructions. All tasks must be carried out using a computer.
- The examination paper consists of two sections. Section A contains a question requiring a response using word processing software. Section B contains tasks that must be completed using dedicated computerised accounting software. There is **NO** choice of questions or tasks.
- Candidates should work though the questions and tasks in the order given, and continue working on each until they cannot progress any further before moving on to the next.
- Candidates should attempt all tasks in the examination paper. The evidence of having completed earlier tasks will be shown in the reports generated in later tasks.
- Candidates' work must be submitted electronically to Pearson. All work must be saved as a PDF document **by the candidate** before the end of the examination time. Only work submitted in PDF format will be marked. Work submitted in other formats will not be accepted by Pearson.
- There is no limit to the number of times candidates can create PDFs, although **only final** versions of candidates' work should be submitted.

GENERAL ADMINISTRATION OF THE EXAMINATION

The normal procedures relating to examinations will apply and every effort must be made to ensure the confidentiality of the paper (see the LCCI Exam Regulations document on our website for more information).

Before the examination
- A computer must be made available to each candidate on a 1:1 basis. Candidates are **NOT** permitted to bring their own personal computers into the examination room. All computers and software must be provided by the examination centre.
- The computer must be capable of running the appropriate software related to the qualification:
  - Software capable of word processing (including text editors)
  - Dedicated computerised accounting software as stated in the specification (accept currencies to two decimal places, allow candidates to complete all skills listed in the specification without disadvantage)
  - PDF creation software (can be built into the word-processing/dedicated computerised accounting software, or else as a system add on)
- Centres must ensure that the software available allows candidates to successfully complete the examination without disadvantage.
- Computers must be no closer than 1.25 metres to each other, arranged to prevent candidates viewing each other's work.

Computer Suite set up in test centres
People in ▬▬▬ areas could do different tests or workstations might not be used
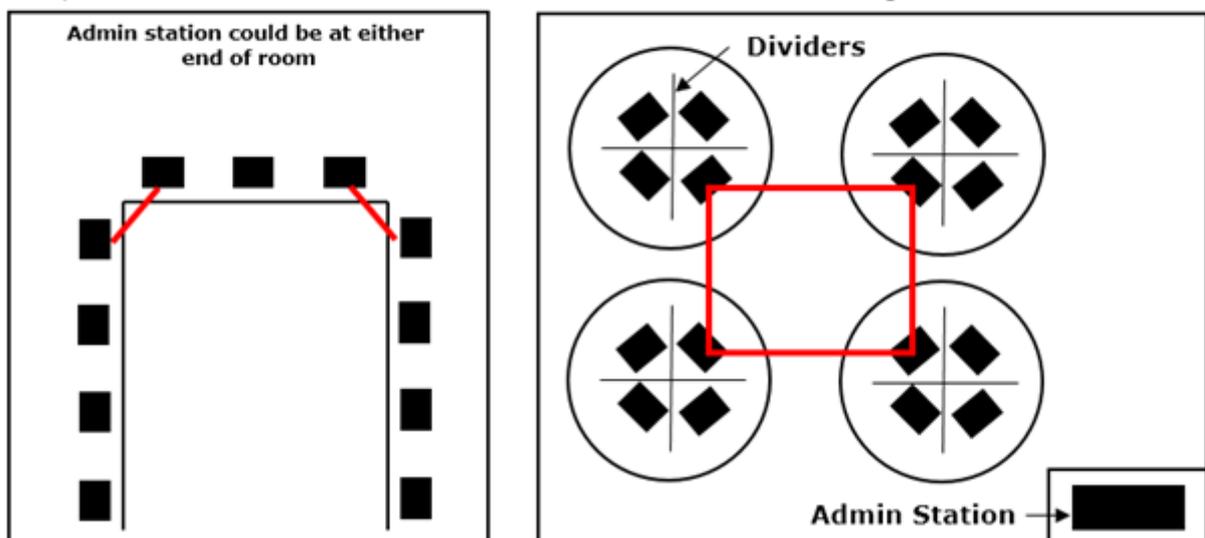
- Centres must set up a separate user account with a dedicated user area (servers or computers used by candidates) for each candidate sitting the examination. These user areas must not be accessible to candidates at any time other than during the examination.

- The centre should ensure that software is pre-installed and configured to open correctly.
- Each user area must be allocated sufficient storage space to allow candidates to save their work.
- Candidates must **NOT** be able to save files produced during the examination in a central location where others can access them.
- Candidates must have sufficient workspace to allow them unrestricted access to the computer.
- Candidates may **ONLY** bring a calculator, dictionary, pencil and ruler with them into the examination.
- Candidates are not allowed to bring any other items into the examination, inclusive of materials (e.g. copies of any documents), storage media (e.g. memory sticks, CDs) or communication devices (e.g. smartwatches, mobile phones). Where candidates are found to have such items, centre staff should report this to Pearson.
- Candidates' desktops should be 'locked down' to ensure that they cannot access email, internet or intranet.
- Candidates may not access any saved work they may have created prior to the examination.

Attendance Registers/Invigilator Declaration

It is the invigilator's responsibility to ensure that all candidates sitting the examination sign the attendance register, provided with the examination materials, before the start of the examination time. At the end of the examination the invigilator(s) must complete the declaration on the reverse of the attendance register. The Centre Co-ordinator/Head of Centre must then sign the completed form.

A copy of the attendance register/invigilator declaration must be returned to Pearson with the candidates' scripts. A scan/image of the signed attendance register **and** completed invigilator declaration must be added inside the zip-folder for the first candidate in the order who sat the examination. Further details on how to submit these documents are included in the Centre Administration User Guide.

During the examination
- There must be a minimum of one invigilator to every 20 candidates.
- At least one invigilator should be familiar with the software and system to be used by candidates in order to deal with technical difficulties that may arise. This person must not assist candidates in completing tasks. The Computerised Bookkeeping teacher/instructor can act as an invigilator only if they are not the sole invigilator. Alternatively, the Computerised Bookkeeping teacher/instructor may be on call should they be needed in the room.

- Candidates must not have access to pre-prepared templates or other files during the examination. However, they may use software-specific wizards.
- Candidates may use dictionaries (English or bilingual) during the examination.
- Candidates are not allowed to refer to textbooks or centre-prepared manuals during the examination, but may use software-specific help facilities or manufacturer's computer manuals (providing these do not require internet access). Software manuals are defined as the books provided by the software manufacturer providing instruction about the functionality of the software only.
- Display material (e.g. maps, diagrams, wall charts) must be removed.
- Candidates must not take copies of any materials into the examination except those previously stipulated in this document.
- A seating plan for each session must be kept until the deadline for enquiries about results has passed.
- Communication between candidates is not allowed at any time during the examination.

Instructions for labelling candidate work
- **In Section A** of the examination, candidates must add their initials and candidate number directly in the word processing document, as part of the body of the document, or as part of the header/footer of the document.
- **In Section B** of the examination candidates must enter the name of the company including their candidate number and initials, e.g.

  e.g. Candidate Joe Bloggs, Candidate Number 123456

  Exclusive Stationers 123456 JB
- Pearson will be unable to provide results for candidates who fail to label their work as instructed in the examination.

After the examination
- All examination materials, including question papers and any notes made by the candidate, must be collected by the invigilator at the end of the examination.
- Never retain or distribute question papers after the examination. Used question papers must either be returned to Pearson or securely shredded.
- Candidate work must be submitted to Pearson for assessment through the Computerised Bookkeeping web portal within 24 hours of the candidate completing the examination. Failure to do so may result in Pearson being unable to accept the work for marking.
- The candidates' examination user areas should be removed, or disabled, at the end of the examination. Ensure that the candidates' work is retained for submission **before** removing any user areas.

- Centres must ensure that all candidates' work is saved and secure from unauthorised access. Centres should safeguard this work. After the examination, candidates' work should be copied to a removable storage medium and kept secure by the examination officer until after the period for requesting enquiry about results has elapsed. It should then be deleted.
- Candidates are not permitted access to their work at any point after the examination unless previously agreed with Pearson on an individual basis.
- Centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are sitting the examination at a later date. Different user accounts must be set up for each candidate.

Submitting work to Pearson

For instructions on submitting candidate work to Pearson, please refer to the Centre Administration User Guide.

Candidates with special requirements
- If special arrangements have been requested by the centre, these must be approved by the Special Requirements Department before the start of the examination.

CONTINGENCY PLANNING

It is strongly recommended that:
- Technical help is available during the examination to deal with 'computer crashes' and other possible complications.
- A number of 'spare' computers are available during the examination so as to allow candidates to move to another machine if necessary.
- Up-to-date virus prevention measures are in place.

If there is any break in the examination, candidates must remain under invigilated conditions until the examination can resume. Details of any incidents must be reported on the Attendance Register/Invigilator Declaration Form.

MALPRACTICE

If candidates submit work which is not their own, or is identical to the work of another candidate, this will be investigated and candidates may have their result withheld. It is important therefore that candidates correctly label their work with their candidate number and initials.

All instances of suspected staff or candidate malpractice must be reported to Pearson's Investigations Team by emailing pqsmalpractice@pearson.com. The Investigations Team will advise on the next steps.
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