

## Academic Test Inspection Report Form Visit Inspection – Reference Only

Test Inspector Details			
Associate number		Inspector name	

Centre Details			
Centre number		Centre name	
Centre Address			
Examination Site	Select	Alternative site: Pearson Approval	Select

Pre-Inspection Examination Details			
Subject code		Subject	
Paper number		Paper name	
Proposed Start time		Estimated number of Candidates	

### Inspection Details

Start of Inspection			
Date of inspection		Number of candidates	
Actual start time of exam		Actual end time of exam	
Time inspection started		Time inspection finished	

Inspection Outcome	
Inspection Outcome	Select
Please provide more details below:	

Centre Staff seen during inspection			
Centre Contact			
Head of Centre			
Examination Officer			
Invigilator name	Completed training/updates	Select	
Invigilator name	Completed training/updates	Select	
Invigilator name	Completed training/updates	Select	
Invigilator name	Completed training/updates	Select	
Invigilator name	Completed training/updates	Select	
Invigilator name	Completed training/updates	Select	

## Section 1: Security of Examination Materials

Number	Criterion	Ice Ref	Outcome																
1a	<p>Is there a log detailing the date and the number of packages received, who signed for at the point of delivery? Is there a log of which staff member collected and transported them to the secure storage?</p> <ul style="list-style-type: none"> <li>Exam materials receipt log - point of delivery</li> <li>Exam materials receipt log - Exams Officer</li> </ul>	1.4 to 1.6 and 2.1	Select																
1b	<p>The centre is aware of how to check materials upon receipt, what to look for and how to escalate if any concern?</p> <p><i>Despatched material unpacking and checks was conducted in the centre's secure room</i></p>	1.2, 1.6, section 2	Select																
1c	<p>Only staff named and approved by the Head of Centre have access to the secure room when accompanied by a keyholder.</p>	1.7, section 3 and table 1	Select																
1d	<p>Is there controlled access to the secure room when live exam materials are present?</p> <p><i>Access is controlled by exams office staff.</i></p>	1.7, 3.1 and Table 1	Select																
1e	<p>Only staff named and approved by the Head of Centre have access to the secure room when accompanied by a keyholder.</p> <p><i>A minimum of 2 and a maximum of 6, permanent members of staff. "Examination officer must be one of the key holders."</i></p>	1.7, 1.8, 3.1 & Table 1	Select																
1f	<p>Are the keys kept on the key holder's person or stored in a coded key safe? Where are the keys stored when not in use/off site?</p> <p><i>Key safe must be securely attached to the wall and only accessible to designated keyholders. Please provide details on the comment box below.</i></p>	3.1 & Table 1	Select																
1g	<p>Does the secure room meet Pearson/JCQ requirements?</p> <ul style="list-style-type: none"> <li>JCQ ICE Table 1</li> </ul>	3.1 & Table 1	Select																
1h	<p>Is the secure storage facility solely assigned to "live" confidential exam material?</p> <p><i>Secure storage facility is not holding other mock examination papers etc.</i></p>	3.4, 3.5, 3.7	Select																
1i	<p>Are exam materials stored in a suitable lockable storage unit as per JCQ requirements?</p>	Table 2	Select																
1j	<p>Is the storage unit big enough to support the number of papers expected?</p> <p><i>Storage unit should hold up to 3 weeks work of material.</i></p>	3.3 and 3.7	Select																
1k	<p>If answered no to questions 1d, 1e, 1f, 1g, 1h or 1i - is there an immediate risk to confidential material?</p>	Sections 1 & 2 and tables 1 & 2	Select																
1l	<p>The papers you were requested to check are present, secure, and unopened.</p> <p><i>Confirm below the papers you checked.</i></p> <table border="1"> <thead> <tr> <th>Subject code</th> <th>Paper Number</th> <th>Packet Denomination</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Subject code	Paper Number	Packet Denomination	Quantity													Section 2, 3.1 and 3.6	Select
Subject code	Paper Number	Packet Denomination	Quantity																

1m	All other future materials remain secure and unopened.	Section 2, and 3,6	Select
1n	The centre is aware of what action to take should material/security be at risk by fire, theft, loss, damage, unauthorised disclosure, or any other circumstances?	1.2 & Section 2	Select
1o	• Is there CCTV that cover access to the secure room?	Observation	Select
	• Is there CCTV within the secure room?		Select
1p	Does each centre staff use MFA on their own device to access Edexcel examination materials? <i>If applicable: Individual centre domain email.</i>	4.4 & 4.10	Select
1q	Only authorised centre personnel have access to receive via email and/or to download electronic question paper materials from the Pearson secure site? • Secure Download Service ("SDS") • Secure File Transfer ("SFT") <i>Aware of procedures and guidelines relating to SFT/SDS.</i>	4.1 to 4.4	Select
1r	<b>If applicable:</b> Accessing, downloading, printing and collating of all materials has/will be carried out in within a secure environment? <i>Emails, links, and all electronic files have been deleted after printing?</i>	4.5 to 4.19	Select
1s	<b>If applicable:</b> Printing of materials was conducted no more than 60 minutes before the Pearson timetabled start time?	5.10b	Select
1t	<b>If applicable:</b> Printed materials have been sealed in a non-transparent envelope and stored as per 1f to 1j?	section 3 & 4.19	Select

Please provide more details below

### If Applicable: Alternative site

1u	<b>Alternative sites only:</b> Was the alternative site approved by Pearson for this examination? <i>Please provide more details regarding Pearson's approval of the alternative site and secure transportation of material below.</i>	11.2 and 11.3	Select
1v	<b>Alternative sites only:</b> Was material transported from the main centre to alternative site securely and within 90 minutes of the exam's published start time?	11.4	Select

Please provide more details below

## Section 2: Key staff and invigilation

Number	Criterion	Ice Ref	Outcome
2a	Is there a suitable number of invigilators for the number of candidates taking the examination? <ul style="list-style-type: none"> <li>Ratio - 1:30</li> <li>Present in the room throughout the exam.</li> </ul>	12.8b	Select
2b	All invigilators carrying out invigilation (including access arrangements) have been trained or received an annual update on current JCQ ICE guidance? <i>A record of the dates and content of training is available for inspection.</i>	12.2 to 12.5	Select
2c	Have invigilators been involved in the teaching, have overall responsibility for the candidates' preparation for the exam or declared any current maladministration or malpractice sanctions applied?	12.7, 12.8 & Appendix 8	Select
2d	Centre is aware of what is deemed a conflict of interest, when and how to record and inform Pearson? <ul style="list-style-type: none"> <li>JCQ General Regulations for Approved Centres</li> </ul>	General Regulations 5.3j	Select
2e	The invigilator(s) are fully aware of their role? <ul style="list-style-type: none"> <li>Aware of Exam Day checklist</li> <li>Aware of Checklist for invigilators</li> </ul>	Section 12 & Section 19	Select
2f	Invigilators are aware of what malpractice is and what to do if malpractice was to occur?	Section 24	Select
2g	Invigilators are familiar with the JCQ Warning to Candidates, information for candidates and the JCQ unauthorised items poster?	introduction, 12.9, appendices 4-7	Select
2h	Invigilator(s) are aware of what items are deemed "prohibited" and why?	18.4, appendix 7	Select
2i	Are there any additional measures taken to ensure all smart devices e.g. Mobile phones, watches, glasses are removed from the candidates prior entering the examinations room? <i>e.g. Scanners</i>	18.4d, 18.4e	Select
2j	Invigilator(s) are aware of the centre's process for latecomers?	Section 21	Select
2k	The Exams Officer and invigilators are aware of the process to check and confirm candidate identification? <i>Special attention to private candidates.</i>	Section 16	Select
2l	Invigilators are aware of the incident log and have the knowledge to complete if required.	20.2	Select
2m	The invigilator has means to summon assistance whilst maintaining the invigilator/candidate ratio and without disturbing candidates.	12.8b, Appendix 8	Select
2n	Are there any candidates requiring access arrangements	Section 13 & Section 14	Select
2o	<b>If yes to the above question:</b> Has Pearson approved this Access Arrangement(s)? <i>Confirmation to be provided by the centre?</i>	Gen regs 5.4h, 14.1	Select
2p	<b>If applicable:</b> Invigilator(s) are aware of candidates that have access arrangements and the actual arrangement awarded?	12.3, 13.9 and 16.8	Select
2q	The Exams Officer is aware of Candidate supervision arrangements: <ul style="list-style-type: none"> <li>Overnight supervision arrangements</li> <li>Candidates sitting the exam early or later (same day)</li> <li>Leaving the exam room</li> </ul>	Section 6, section 8, Appendix 2	Select

2r	<b>If applicable:</b> Any overnight supervision forms completed have been signed by all parties and uploaded to the Centre Admin Portal ("CAP")	8.5	Select
2s	Candidates have been given the information for candidates document prior to the exam (electronic or paper) <i>To include any private candidates.</i>	12.9d. Appendix 5 and 6	Select

Please provide more details below

For Reference Only

## Section 3: The examination room (pre-examination)

Number	Criterion	Ice Ref	Outcome
3a	Are there multiple rooms used as examination room for this examination session?	5.9, 7.2	Select
	Number(s) of room for this examination session		
3b	There are notices displayed outside of the examination room informing candidates of the examination rules? <ul style="list-style-type: none"> <li>JCQ "warning to candidates" poster</li> <li>JCQ "Unauthorised items" poster</li> </ul>	11.24, appendix 4 & 7	Select
3c	Are there reference materials displayed in the exam room which may assist candidates with the exam being taken?	11.7, JCQ Exam Day Checklist	Select
3d	Is the room suitable for the examination? <ul style="list-style-type: none"> <li>Supports the number of candidates taking the examination</li> <li>lighting</li> <li>Level of noise</li> <li>Heating and ventilation</li> </ul>	11.1 and 11.5	Select
3e	Minimum distance in all directions from the centre to centre of candidates chairs is at least 1.25 metres, can accommodate exam papers and answer sheets and all are facing the same direction.	6.5-6.6, 11.10 to 11.12	Select
3f	A seating plan is available for inspection showing the name and location of each candidate, which also includes any candidates with access arrangements.  <i>A seating plan is required per room (if multiple rooms used)</i> <i>A seating plan is required even for just 1 candidate.</i>	11.13 - 11.15	Select
3g	The centre number, subject title, paper number are clearly displayed. <i>Positioned that all candidates can see.</i>	11.9	Select
3h	The date, actual start and finish times and a clock are clearly displayed. <i>Positioned that all candidates can see.</i>	11.8	Select
3i	An up to date copy of JCQ ICE is available to all invigilators in each exam room  <i>(can be hard or electronic copy)</i>	12.8a	Select

Please provide more details below

## Section 4: Before the start of the examination

Number	Criterion	Ice Ref	Outcome
4a	<b>If Applicable:</b> The examinations officer ensures pre-examination procedures are followed for multiple room examinations?	N/A	Select
4b	Examination conditions were adhered to as the candidates enter the examination room?	19.1, Appendix 4	Select
4c	Question paper packets have been checked by 2 members of centre staff to ensure they are correct before opening and must be recorded. • <i>Second pair of eyes check form</i> <i>Correct day, date, time, subject, unit/component and tier.</i>	5.2- 5.4 and 18.1- 18.2	Select
4d	Candidate registration, including the checking of identification, been carried out? <i>Private/external candidates must produce photographic ID.</i>	Section 16 & Section 22.	Select
4e	Enough time and resource have been assigned to conduct full candidate registration (including ID checks) without impacting the exam start time? <i>The start of the exam has not been delayed.</i>	16.1 & 16.2	Select
4f	Question paper packets were opened in accordance with JCQ conditions? Consider splitting of packs for multiple rooms or to facilitate access arrangements. <b>If splitting:</b> <i>Packets to be opened in the secure room, packets must be re-sealed before transporting to the dedicated exam rooms.</i>	2.5, 5.6-5.7	Select
4g	The correct examination question papers have been placed face up on candidates' desks. <i>Candidates are not to start reading the exam paper until officially told to do so.</i>	18.4a, 19.2	Select
4h	The invigilator/exams officer has conducted their pre-exam announcement. <i>JCQ: Appendix 3</i>	19.2- 19.5 appendix 3	Select
4i	As part of the pre-examination announcement, candidates are advised of what to do in case of an emergency, including how to evacuate the examination room? • <i>Centre emergency Evacuation Procedure</i> <i>Room to be evacuated under "examination conditions". Candidates with disabilities to be identified</i>	19.2g, 25.3 & appendix 3	Select
4j	Any unauthorised items (items not listed on the question paper) have been removed from candidates?	7.3, 18.4d-18.4f.	Select

Please provide more details below

## Section 5: During the examination – Observation

Number	Criterion	Ice Ref	Outcome
5a	Were any late arrivals admitted to the exam?	Section 21	Select
5b	<b>If yes to the above question:</b> Did they have their photographic ID checked and informed of pre-examination rules? <i>Any admittance should not impact/disturb candidates already sitting the examination.</i>	Section 16, Section 21 and Section 22	Select
5c	Appropriate physical examination room conditions were maintained throughout?	11.18, Appendix 1	Select
5d	Candidate's conduct was always appropriate and/or no disturbances witnessed?	19.1, 19.5d, Appendix 5 & 6	Select
5e	<b>If no to the above question:</b> Did the centre appropriately deal with the disturbance?	12.1, Section 20, 24.1	Select
5f	Were prohibited items brought in? <i>Including scripts or notes.</i>	18.4d & 18.4e & appendix 7	Select
5g	<b>If yes to the above question:</b> Were the items used during the examination?	18.4f	Select
5h	The invigilators conduct was always appropriate. <i>Actively invigilating the exam, remain vigilant and aware of incidents, emerging situations and looking for signs of malpractice or candidates who maybe feeling unwell or require toilet breaks.</i>	12.1 and Section 20	Select
5i	Appropriate arrangements were in place for the supervision of candidates who temporarily left the room or finished early/left early whilst maintaining invigilator/candidate ratios. <i>•1:30</i>	23.2 to 23.4	Select
5j	Excluding candidates with Access Arrangement, did candidates receive any additional support? <i>Extra time, reading or rephrasing of questions.</i>	19.6 and Section 24	Select
5k	Was any form of malpractice witnessed (staff/candidates)?	Section 24	Select

Please provide more details below

## Section 6: After the examination

Number	Criterion	Ice Ref	Outcome
6a	The exam started as per the published start time/rule? <i>Centres can start examinations 30 minutes earlier than or later than the published start time without gaining approval. As per Pearson edexcel international start time document.</i>	Section 6 and Appendix 2	Select
6b	<b>If no to the above question:</b> Was this change approved by Pearson?	Appendix 2 part 1-1 bullet 3	Select
6c	<b>If no to 6a:</b> Were candidates supervised in accordance to the regulations? <i>If starting early: Supervised until 1 hour after the published start time. If starting late: Supervised from 30 minutes after the published starting time until their exam start time.</i>	6.8-6.10, Appendix 2	Select
6d	Is the correct amount of exam time allocated to all candidates? <i>Consider late arrivals and access arrangements/adjustments.</i>	26.2, 26.3	Select
6e	Are there appropriate arrangements for the collection of scripts from candidates before leaving the exam room?	Section 27	Select
6f	Did the invigilator conduct a visual check of the answer sheets to ensure they are properly completed before sealing?	27.1, 27.2	Select
6g	The below incidents have/will be recorded in an incident log and will be communicated to Pearson when required. Incidents, emerging situations, signs of malpractice, candidates who become unwell, toilet breaks and any emergencies. <i>Note date, time, duration, what happened and any action taken.</i>	20.2	Select
6h	A JCQ VLA report has been/will be submitted for candidates who arrived late. <i>VLA to be completed using the Centre Admin Portal ("CAP") and submitted within 7 days of the exam date. If there were no candidates late during the inspection, the centre is to confirm they are aware of how to raise in the future.</i>	21.4, general regulations 5.9h	Select
6i	The centre has/will report all cases of suspected/actual candidate or centre malpractice to Pearson immediately. •JCQ M1 form •JCQ M2 form •JCQ M3 form <i>If no malpractice was observed, the centre is to confirm they are aware of how to raise in the future.</i>	Section 24	Select

Please provide more details below

## Actions

Point	Reason for criterion not met	Action to be taken by the centre
Select		

## Actions

Point	Reason for criterion not met	Action to be taken by the centre
Select		

Test Inspector additional comments

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Test Inspector declaration

I have carried out a virtual inspection and can confirm all information on this form is accurate to reflect what I observed on the day of the inspection. Select

I confirm there are no reasons why I should not conduct this inspection and that there are no conflicts as per Pearson Conflict of interest policy. Select

Test Inspector name

Date report completed