

6 Stages of a Pearson Test Inspections

1. Security of test material

Aim: To ensure test/exam material remains secure

Considerations:

- How materials are received and logged by the centre.
- How materials are transported to the secure room and secured in a lockable storage unit.
- How materials are checked, what to look for and what action needs to be taken if concerns are identified.
- Who has access to the secure room and how access is controlled.
- Review the secure room and lockable storage unit
- Security of onscreen tests, control of passwords and administrative rights (access).

2. Centre staff knowledge

Aim: To ensure centre staff involved in test/exam delivery fully understand Pearson requirements

Considerations:

- Test Managers (the person responsible for the test on the day) understand their role.
- Identify the number of invigilators assigned to the test/exam and their understanding of the role and what is required of them.
- How invigilators can summon assistance whilst maintaining invigilator ratios.
- Appropriate technical support available to support onscreen tests.

3. Test room (pre test/exam)

Aim: To ensure the test/exam room is set up as per Pearson testing requirements prior to the start of the test

Considerations:

- Physical check of the room to ensure it is set up, ready and suitable for the test/exam:
 - *Exam notices.*
 - *Seating arrangements.*
 - *Reference material removed from walls.*
 - *A working clock (if applicable) and test details clearly displayed.*
- A copy of the relevant handbook/support documents (paper or electronic) within the room.
- A copy of a seating plan
- Audio equipment (if applicable) tested and suitable for the room/number of candidates.
- Workstations for onscreen tests have been tested with spares available

4. Before the start of the test

Aim: To ensure pre exam procedures and instructions are followed.

Considerations:

- How candidates enter the test/exam room, checking of identification and the registration process.
- The opening and distribution of test/exam papers (if applicable).
- The warning to candidates and any other applicable instructions.
- Instructions to include what to do in the case of an emergency:
 - *Instructions to be adapted to support “exam conditions”*
 - *Candidates to remain under exam conditions (segregated, supervised and candidates not to talk to anyone whilst outside)*
- Ensure prohibited items have been removed and not used during the test:
 - *Bags and coats to be left outside the room if possible (cloakroom) or at the front of the room.*
 - *No mobile phones or web enabled devices.*
 - *Watches to be removed and placed on candidates desks in front of them.*
 - *Water bottles to have no labels (clear bottles only)*
 - *If pencil cases are required they are to be clear i.e. see-through.*

5. During the test/exam (Test Inspector observation)

Aim: To ensure the live test is conducted as per Pearson requirements

Considerations:

- How the live test/exam is conducted
- How the invigilators conduct their role.
- Looking for signs of centre or candidates malpractice (cheating)

6. After the test/exam

Aim: To ensure the test/exam is closed as per Pearson requirements

Considerations:

- How candidates finish their test/exam and the collection of their paper(s) (if applicable)
- The sealing of papers (if applicable)
- How answer sheets and other materials are securely stored until returned to Pearson (if applicable)
- The close down of onscreen tests (if applicable)
- How invigilators/exams managers/officers notify Pearson of any late arrivals, disturbances, events or malpractice