



Pearson

## BTEC Security Test Inspections Report Form

### 2024 (visit)

#### Test Inspector details

Associate number		Name	
------------------	--	------	--

#### Centre Details

Centre number		Centre name	
Test site address			

#### Pre inspection exam details

Qualification	Select		
Unit and duration	Select		
Proposed start time		Proposed finish time	
Estimated number of candidates			

#### Inspection details

##### Start of inspection

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

##### Inspection outcome

Inspection outcome	Select
Please provide more details below:	

##### Centre staff seen during the exam

Centre contact			
Head of Centre name			
Exams officer name			
Invigilator name		Completed training/update	Select
Invigilator name		Completed training/update	Select
Invigilator name		Completed training/update	Select
Invigilator name		Completed training/update	Select

## SECTION 1: Security of exam material

Number	Criterion	Handbook Ref	Outcome
1a	<b>Paper only:</b> Only authorised centre personnel have access to download electronic test paper and answer sheets from the Pearson secure site? <ul style="list-style-type: none"> <li>• <i>BTEC Security qualifications test</i></li> <li>• <i>BTEC Secure Test - Terms and conditions</i></li> </ul>	<i>Page 48- Downloading test papers from Edexcel Online</i>	Select
1b	<b>Paper only:</b> The centre is aware of how to check materials after being printed, what to look for and how to escalate if any concern? <ul style="list-style-type: none"> <li>• <i>Pearson contact</i></li> </ul>	<i>Page 46 -Test Manager</i>	Select
1c	<b>Paper only:</b> Is there a log detailing the date, number of copies made, who accessed and which staff member witnessed the printing of test papers and answer sheets? <ul style="list-style-type: none"> <li>• <i>Appendix 6: Test Control Sheet</i></li> </ul>	Appendix 6	Select
1d	<b>Paper only:</b> The correct test has been downloaded  <i>Qualification/unit candidate is registered for Different test if a resit</i>	<i>Page 46- Conducting tests</i>	Select
1e	<b>Paper only:</b> Only staff named and approved by the Test Manager have access to the secure room  <i>To be controlled when material is onsite</i>	<i>Page 12- Storing test materials and page 50- Storing test materials securely</i>	Select
1f	<b>Paper only:</b> Is there controlled access to the secure room when live exam materials are present?  <i>Access is controlled by exams office staff</i>		Select
1g	<b>Paper only:</b> Is material stored in a suitable lockable storage unit as per Pearson requirements?		Select
1h	<b>Paper only:</b> Only those involved in the delivery of the tests have keys/access to the safe/cupboard where material is stored  <i>Key holders - A minimum of 2 and a maximum of 6</i>		Select
1i	<b>Paper only:</b> If answered no to the above questions (1b, 1c, 1d or 1e) is there a potential risk to the security of test papers?		Select
1j	<b>Paper only:</b> Question papers remain unopened prior to the start of the exam  <i>Question papers must not be opened until the time of the test and then only opened in front of the learners</i>	<i>Page 49 - Printing test papers</i>	Select
1k	<b>Paper only:</b> If applicable, material has been transported to the alternative test site in a secure manner and remains secure until the start of the test.  <i>Packets remain intact and not opened prior to the move</i>	<i>Page 49- printing test papers</i>  <i>Appendix 18</i>	Select
1l	<b>Onscreen only:</b> Only authorised staff involved in the delivery of the test have access to passwords/admin rights which give access to onscreen tests?	Appendix 2	Select
1m	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?		Select

Please provide more details below:

## SECTION 2: Key staff & invigilation

Number	Criterion	Reference	Outcome
2a	<p>There are a suitable number of invigilators for the number of candidates taking the exam?</p> <ul style="list-style-type: none"> <li>• Ratio – 1:20 (onscreen test)</li> <li>• Ratio - 1:30 (paper test)</li> </ul> <p><i>Present in the room throughout the exam</i></p>		Select
2b	<p>The following 2 roles are in place as a minimum - <i>Must be 2 different members of staff</i></p> <ul style="list-style-type: none"> <li>• Test Manager</li> <li>• Invigilator</li> </ul>	<i>Page 46 &amp; 47 - Conducting tests</i> <i>Page 51- Guidance to the Test Manager</i>	Select
2c	<p>New invigilators have been trained?</p> <p>Existing invigilators have received an update?</p> <p><i>All to be aware and up to date on access arrangements</i></p>		Select
2d	Have invigilators been involved in the teaching/training (of candidates taking the test), have overall responsibility for the candidates' preparation for the test or declared any current maladministration/malpractice sanctions applied?		Select
2e	Centre is aware of what is deemed a <i>conflict of interest</i> , when and how to record and inform Pearson?		Select
2f	The Test Manager and invigilator(s) are fully aware of their role?		Select
2g	Invigilators are aware of what <i>malpractice</i> is and what to do if malpractice was to occur?  <i>Pearson Malpractice</i>	<i>Page 46- Roles and Responsibilities</i> <i>Appendix 1: Procedure for the invigilation of tests</i>	Select
2h	Invigilators are familiar with the <i>JCQ Warning to Candidates, information for candidates</i> and the <i>JCQ unauthorised items poster</i>		Select
2i	Invigilators are aware of what items are deemed "prohibited" and why?		Select
2j	The Test Manager and invigilator(s) are aware of the process to check and confirm candidate identification?  <i>Recommendation: Name and proof of ID shown added to the answer sheet</i>		Select
2k	Centre Manager and Invigilator(s) are aware of the requirement to issue each candidate with a reference number and add to answer sheet and test log		Select
2l	The Test Manager and Invigilator(s) are aware of the <i>Test Log</i> , have the knowledge to complete and aware of the retention period	<i>Appendix 2: BTEC Test Log</i>	Select
2m	The invigilator has the means to summon assistance whilst maintaining the invigilator/candidate ratio and without disturbing candidates?	<i>Page 46- Conducting tests</i>	Select
2n	Candidates have been made aware of the <i>Information for candidates</i> prior to the exam (electronic or paper)	<i>JCQ ICE 12.7d</i>	Select

Please provide more details below:

## SECTION 3: The exam room (pre-exam)

Number	Criterion	Reference	Outcome
3a	<p>There are notices displayed outside of the exam room informing candidates of exam rules?</p> <ul style="list-style-type: none"> <li>• <i>JCQ "Warning to candidates" poster</i></li> <li>• <i>JCQ "Unauthorised items" poster</i></li> </ul>	<i>Appendix 1-Procedure for the invigilation of tests</i>	Select
3b	Are there reference materials displayed in the exam room which may assist candidates with the exam being taken?		Select
3c	<p>Is the room suitable for the exam?</p> <ul style="list-style-type: none"> <li>• Supports the number of candidates taking the exam</li> <li>• Lighting</li> <li>• Level of noise</li> <li>• Heating and ventilation</li> </ul>		Select
3d	<p>Minimum distance in all directions from the centre to the centre of candidates' chairs is at least 1.25 metres.</p> <p>Desks can accommodate exam papers and answer sheets</p> <p>Candidates are all facing the same direction</p> <p><b>Onscreen only:</b> Computer stations are positioned back-to-back or separated by dividers or protected by privacy screens</p>	<i>Page 46 – Conducting tests</i> <i>Appendix 1-Procedure for the invigilation of tests</i>	Select
3e	<p>A seating plan is available for inspection showing the name and location of each candidate, which also includes any candidates with access arrangements or resits.</p> <p><i>A seating plan is required per room (if multiple rooms used)</i> <i>A seating plan is required even if just for 1 candidate</i></p> <p><b>Test inspector to sign and date</b></p>		Select
3f	<p><b>Paper only:</b> The date, actual start and finish times and a clock are clearly displayed?</p> <p><i>Positioned so that all candidates can see</i></p>		Select
3g	<p>A copy of the correct Test Room Checklist is available for inspection</p> <ul style="list-style-type: none"> <li>• <i>Test room Checklist</i></li> </ul>	<i>Appendix 4-Test Room Checklist</i>	Select
3h	An up-to-date copy of <i>JCQ ICE</i> is available to all invigilators in each exam room (can be hard or an electronic copy)	<i>Appendix 1</i>	Select
Please provide more details below:			

## SECTION 4: Before the start of the exam

Number	Criterion	Reference	Outcome
4a	Test papers and answer sheets were opened in front of candidates and recorded?  • <i>Test Log</i>	Appendix 2- BTEC Test log	Select
4b	Candidate registration, including the checking of identification has been carried out?  <i>Candidates unique centre reference number added to answer sheets (see 2k)</i> <i>Candidates name and identification used to verify their identity added to answer sheets</i>		Select
4c	<b>Paper only:</b> The correct examination question papers have been placed face up on candidates' desks  <i>Note: Candidates are not to start reading the exam paper until officially told to do so</i>	Page 46 – conducting tests	Select
4d	The Test Manager/invigilator has conducted their pre-exam announcement?  <i>JCQ: Appendix 3 and/or Guidance to Learners</i>	Appendix 1- Procedure for the invigilation of tests	Select
4e	Candidates are advised of what to do in case of an emergency, including how to evacuate the exam room?  • <i>Centre Emergency Evacuation Procedure</i>  <i>Room to be evacuated under "exam conditions". Candidates with disabilities to be identified</i>		Select
4f	Any unauthorised items (items not listed on the question paper) have been removed from candidates?		Select

Please provide more details below:

## SECTION 5: During the exam – Observation only

Number	Criterion	Reference	Outcome	
5a	Were any late arrivals admitted to the exam?	Page 46 – conducting tests  Appendix 1- Procedure for the invigilation of tests	Select	
5b	If yes to the above, did they have their photographic ID checked and informed of pre-exam rules  <i>This admittance should not impact/disturb candidates already sitting the exam</i>		Select	
5c	Appropriate physical exam room conditions were maintained throughout?		Select	
5d	Candidates' conduct was always appropriate and/or no disturbances witnessed?		Select	
5e	If answered no to the above question did the centre appropriately deal with the disturbance?		Select	
5f	Were prohibited items brought in?  <i>Including scripts or notes</i>		Select	
5g	If answered yes to the above question, were the items used during the exam?		Select	
5h	The invigilators conduct was always appropriate?  <i>Actively invigilating the exam, remaining vigilant and aware of incidents, emerging situations and looking for signs of malpractice or candidates who maybe feeling unwell or require toilet breaks</i>		Select	
5i	Appropriate arrangements were in place for the supervision of candidates who temporarily leave the room whilst maintaining invigilator/candidate ratios in the exam room. <ul style="list-style-type: none"> <li>Ratio – 1:20 (onscreen test)</li> <li>Ratio - 1:30 (paper test)</li> </ul>		Select	
5j	Excluding candidates with access arrangements did candidates receive any additional support?  <i>Extra time, reading or rephrasing of questions</i>		Select	
5k	<b>Paper only:</b> Candidates are reminded when they only have 10 minutes remaining		Select	
5l	Was any form of malpractice witnessed (staff/candidates)?		Select	
Please provide more details below:				

## SECTION 6: After the exam

Number	Criterion	Reference	Outcome
6a	<b>Paper only:</b> The last candidate finished the exam within the allocated time slot for the exam  <i>Consider late arrivals and approved access arrangements</i>	<i>Page 44 – conducting tests</i>	Select
6b	<b>Paper only:</b> The invigilator conducted a visual check of the answer sheets to ensure they were properly completed prior to candidates leaving the exam room  <b>Onscreen only:</b> Invigilator(s) checks to ensure that assessments have successfully uploaded to Pearson	<i>Appendix 1 Procedure for the invigilation of tests</i>	Select
6c	<b>Paper only:</b> Are there appropriate arrangements for the collection of answer sheets? - <i>Candidate Test Paper Checklist</i>		Select
6d	<b>Paper only:</b> Test papers have/will be destroyed and logged onto the test <i>test control sheet</i>	<i>Appendix 6- Test control Sheet</i>	Select
6e	The below incidents have/will be recorded on the <i>test log</i> 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>	<i>Appendix 2- BTEC Test log</i>	Select
6f	The Head of Centre has/will report all cases of suspected/actual candidate or centre malpractice to Pearson immediately?  • <i>JCQ M1 form</i> • <i>JCQ M2 form</i> • <i>JCQ M3 form</i>  <i>If no malpractice was observed centre are to confirm they are aware of how to raise in the future.</i>	<i>Page 46 – conducting tests</i>	Select
6g	Paper only: The centre will return completed test paper checklist and answer sheets to Pearson via special delivery as per requirements.	<i>Page 52- Returning the answer sheets</i>	Select

Please provide more details below:

## Actions

Please ensure these are clear and jargon free

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

## Actions - continued

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

## Test Inspector additional comments

Large empty text area for Test Inspector additional comments.

### Test Inspector declaration

I have carried out a physical inspection and can confirm all information on this form is accurate to reflect what I observed on the day of the exam	<input type="checkbox"/> Select
I confirm there are no reasons why I should not conduct this inspection and that there are no conflicts as per <a href="#">Pearson Conflict of interest policy</a>	<input type="checkbox"/> Select
Test Inspector Name	
Date report completed	

Once completed please return to [vqtestinspections@pearson.com](mailto:vqtestinspections@pearson.com)

*Please ensure you add the centre number, name, and date of the inspection into the email subject box*