



Pearson

# Academic Remote Test Inspections Report Form

## Test Inspector details

Associate number		Name	
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## Centre Details

Centre number		Centre name	
Exam site		Alternative site: Pearson Approval	

## Pre inspection exam details

Subject code		Subject	
Paper number		Paper name	
Proposed start time		Estimated number of candidates	

## Inspection details

### Start of inspection

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

### Inspection platform - technical

Inspection outcome			
Centre conducted call using			
Audio		Visual	
Please provide more details below			

### Centre staff seen during the exam

Centre contact			
Head of Centre name			
Exams officer name			
Other staff member		Role	
Invigilator name		Completed training/update	
Invigilator name		Completed training/update	
Invigilator name		Completed training/update	
Invigilator name		Completed training/update	
Invigilator name		Completed training/update	
Invigilator name		Completed training/update	

## SECTION 1: Security of exam material

Number	Criterion	ICE Ref	Outcome
1a	Is there a log detailing the date and the number of packages received, who signed for at the point of delivery, which staff member collected and transported them to the secure storage?	1.3, 1.4 & 1.5	
1b	Is the centre aware of how to check materials upon receipt, what to look for and how to escalate if any concern?	1.2, 1.3, 1.4, 1.6, 1.7, 1.9 & 2	
1c	Is the secure room solely assigned to exams?	3.1, 3.3, 3.4, 3.5 & Secure storage facility (page 7 and 8)	
1d	Is there controlled access to the secure room? <i>Access is controlled by exams office staff</i>		
1e	Are exam materials stored in a suitable lockable storage unit as per requirements?		
1f	If answered <b>no</b> to questions 1c, 1d or 1e - is there an immediate risk to confidential material?	N/A	
1g	Do remaining packets of question papers (future) remain intact?	1.5, 1.6, 2.1 & 3.5	
1h	<b>Electronic copies (SFT/SDS):</b> Do only the authorised staff involved in the delivery of the exam have access to downloading the electronic question papers?  <i>Please provide more details regarding downloading, printing and deleting the electronic copies and storing the printed material below</i>	Section 4	
1i	<b>Electronic copies (SFT/SDS):</b> Do only the authorised staff involved in the delivery of the exam have access to printing the electronic question papers?  <i>Please provide more details regarding downloading, printing and deleting the electronic copies and storing the printed material below</i>		
1j	<b>Alternative sites only:</b> Was material transported from the home centre to alternative site securely?  <i>Please provide more details regarding Pearson's approval of the alternative site and secure transportation of material below</i>	11.3	
1k	<b>Alternative sites only:</b> Was material transported from the home centre to alternative site <u>within 90 minutes</u> of the exam's published start time?		

Please provide more details regarding the security of exam material below:

## SECTION 2: Key staff & invigilation

Number	Criterion	ICE Ref	Outcome
2a	Are there a suitable number of invigilators? <i>1 invigilator for up to 30 candidates</i>	7.5 & 12.6(b)	
2b	Have staff involved in the running of the exam been involved in the teaching/delivery/preparation of the exam or have any benefit from the outcome of the exam?	12.6(d) & 17.1	
2c	Are invigilators fully aware of their role? <ul style="list-style-type: none"> <li>• Invigilators are aware of what malpractice is and what to do if malpractice was to occur</li> <li>• Invigilators are aware of the process for latecomers</li> </ul>	12 & 24	
2d	Do invigilators have the means to summon assistance without leaving the exam room and without disturbing the candidates?	12.6(b)	
2e	<b>Access Arrangements:</b> Are there any candidates requiring Access Arrangements?	5.4, 11.14, 13, 14 & 16.4	
2f	If answered <b>yes</b> to above question, has Pearson approved the Access Arrangements?	N/A	
2g	<b>Overnight supervision:</b> Is the centre aware of overnight supervision process?	8	
Please provide more details or concerns regarding centre staff knowledge of exam requirements and invigilation below:			
<div style="height: 300px;"></div>			

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

Number	Criterion	ICE Ref	Outcome
3a	Are there notices displayed outside of the exam room informing candidates of exam rules? <ul style="list-style-type: none"> <li>JCQ "<a href="#">Warning to candidates notice</a>"</li> <li>Exam in progress and <a href="#">no mobile phones, smart watches or other prohibited items</a></li> </ul>	11.17 and App. 4 & 7	
3b	Has the <a href="#">Information for Candidates</a> document been shared with candidates prior to the exam (hard or electronic copy)?	App. 5	
3c	Is the room suitable for the exam? <ul style="list-style-type: none"> <li>Supports the number of candidates taking the exam</li> <li>Lighting</li> <li>Level of noise</li> </ul>	11.4	
3d	Is the minimum distance in all directions from the centre to centre of candidates' chairs at least 1.25 metres and are they all facing the same direction? Can the tables accommodate exam papers and answer sheets?	11.9, 11.10	
3e	Are there any reference materials displayed in the exam room(s)?	11.6	
3f	Are the centre number, subject title, paper number, the date, start and finish times and a working clock clearly displayed?	11.7 & 11.8	
3g	Is there a seating plan prepared showing the name and location of each candidate (even for only 1 candidate)?  <i>Shows candidates that have Access Arrangements</i>	11.9, 11.10, 11.12, 11.13, 11.14, 11.15 & 12.6(e)	
3h	Is an up to date copy of <a href="#">JCQ ICE</a> available to all invigilators in each exam room (can be hard or an electronic copy)	12.6(a)	
3i	Have the question paper packets been checked by 2 members of centre staff to ensure they are correct before opening? Is this check recorded?  <i>Correct date, time, subject, unit/component and tier</i>	5.1 & 18.1	
Please provide more details regarding the exam room below:			

## SECTION 4: Before the start of the exam

Number	Criterion	ICE Ref	Outcome
4a	Has the candidate registration, including the checking of identification, been carried out? <i>Private/external candidates must produce photographic ID</i>	16 & 22	
4b	Were the question paper packets opened in accordance with JCQ conditions?	5.2	
4c	Are candidates given instructions/Warning to Candidates which include: <ul style="list-style-type: none"> <li>• make sure that candidates are seated according to the set seating arrangements</li> <li>• tell the candidates that they must now follow the regulations of the examination</li> <li>• ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate</li> <li>• tell the candidates to read the instructions on the front of the question paper</li> <li>• check that candidates have all the materials they need for the examination</li> <li>• tell the candidates about any erratum notices;</li> <li>• no prohibited items such as mobile phones</li> <li>• ensure candidates have removed wrist/smart watches</li> <li>• details required on the answer sheet</li> <li>• start and finish times</li> </ul>	18.2, 19.1, 19.2, 19.3, App. 3 & 5	
4d	Are candidates advised of what to do in the <i>case of an emergency</i> , including how to evacuate the exam room? <i>Consideration is given to candidates with disabilities</i>	7.5, 8, 15, 19.2(g), 25.2, 25.3 & 25.5	
4e	Have any unauthorised items (items not listed on the question paper) been removed from candidates?	9, 10, 18.2, 19.3 & App. 3	
4f	Are question paper(s) placed face-up on candidates' desks?	18.2	

Please provide more details of any concerns regarding the lead up before the start of the exam below:

## SECTION 5: During the exam – Observation only

Number	Criterion	ICE Ref	Outcome
5a	Are appropriate arrangements in place for supervision of candidate(s) who arrive late, temporarily leave the room or leave early? <i>Incident log needs to be updated</i>	6, 7.5, 20.2, 21 and 23	
5b	Were appropriate physical exam room conditions maintained throughout?	11	
5c	Was candidates' conduct appropriate at all times (and/or no disturbances witnessed)?	19.1, 24.1, 24.2, 24.3, 24.5, App. 4 & 5 & 6	
5d	If answered <b>no</b> to the above question, did the centre appropriately deal with the disturbance?	N/A	
5e	Were prohibited items brought in? <i>Including scripts or notes</i>	18.2	
5f	If answered <b>yes</b> to the above question, were the items used during the exam?	N/A	
5g	Was invigilators' conduct appropriate at all times?	12, 13, 20, 22.4, 22.5, 24, 25.3, 26, 27.1	
5h	Was any form of malpractice witnessed (staff/candidates)?	24	

Please provide more details regarding how the exam was conducted below:

*In cases of prohibited items/suspected malpractice please provide names, times and any actions taken*

## SECTION 6: After the exam

Number	Criterion	ICE Ref	Outcome
6a	Did the exam start at the correct published start time? <i>Except for the approved start time changes. Approval from Pearson is required. Please refer to <a href="#">International exam start times</a></i>	6, 7	
6b	Are there appropriate arrangements for the collection of scripts?	27, 28, 29	
6c	Did invigilators conduct a visual check of the answer sheets to ensure they are properly completed prior to candidates leaving the exam room?	23.5, 26 & 27.1	
6d	Did invigilators complete the invigilation report and record any *late arrivals, disturbances or **malpractice? <i>*<a href="#">Very Late Arrival form</a> via <a href="#">CAP</a> **<a href="#">JCQ M1</a> and <a href="#">M2 forms</a></i>	22, 24	
6e	Did invigilators seal completed exams and confirm these will be transported/stored securely until returned to Pearson?	22, 28 & 29	
Please provide more details regarding the closure of the exam below:			



## Test Inspector additional comments

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## Test Inspector declaration

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

Test Inspector Name

Date report completed

## Checked by Test Inspection Team

Name

Date