

International Certificate Visit Inspection Report Form 2024

Test Inspector details			
Associate number		Name	

Centre Details			
Centre number		Centre name	

Pre inspection exam details			
Test name and duration		Number of candidates	

Inspection details

Start of inspection			
Date of inspection		Time inspection started	
Actual start time of test		Actual end time of test	
Time inspection finished		Number of candidates sitting test	

Inspection outcome	
Inspection outcome	
Please provide more details below:	

Centre staff seen during the exam			
Exams Officer name			
Test Manager name			
Head of Centre name			
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	Handbook 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, which staff member collected and transported them to the secure storage?</p> <ul style="list-style-type: none"> • <i>Exam materials receipt log - point of delivery</i> • <i>Exam materials receipt log - Exams Officer</i> 	3.7 <i>Security of test papers and other test materials</i>	
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>This check was conducted in the centres secure room.</i></p>		
1c	When exam materials are on site, are they kept in a secure room access only by member of staff who are involved in the exam administration?	3.7 Security of test papers and other test materials and ANNEX: Additional Guidelines on secure storage	
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. The secure room may be used by other members of staff when examination material is not on site.</i></p>		
1e	<p>Does the secure room meet Pearson requirements?</p> <p><i>Refer to Test Centre Handbook - ANNEX: Additional Guidelines on secure storage</i></p>		
1f	Is material stored in a suitable lockable storage unit as per Pearson requirements?		
1g	<p>Only those involved in the delivery of the tests have keys/access to the safe/cupboard where materials are stored?</p> <p><i>Key holders - A minimum of 2 and a maximum of 6</i></p>		
1h	If answered no to any of the above questions (1c, 1d, 1e, 1f or 1g) is there a potential risk to the security of future test papers?		
1i	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?	3.7 Security of test papers and other test materials	
1j	<p>Question papers remain unopen prior to the start of the exam</p> <p>Question paper packs can be opened 90 minutes prior to the exam starting if conducting the same exam across multiple rooms/local alternative sites.</p>		
Please provide more details below: <i>(Please make use of additional page at the end, if more space is required.)</i>			

If applicable: Electronic files (SFT/SDS)

Number	Criterion	Handbook Ref	Outcome
1k	Only authorised persons have access to <i>Secure Download Service</i> ("SDS") via Edexcel online ("EOL") and/or <i>Secure File Transfer</i> ("SFT")?	3.7 Security of test papers and other test materials, Secure File Transfer of exam material	
1l	The printing of materials has been carried out in a controlled manner within a secure environment?		
1m	Printing of materials was conducted no more than 90 minutes before the test time?		
1n	Printed materials have been sealed in an envelope and stored as per 1f?		
Please provide more details below:			

If applicable: Alternative sites

Number	Criterion	Handbook Ref	Outcome
1o	Material has been transported to the alternative test site (not local site as per 1j) 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>	3.7 Security of test papers and other test materials	
Please provide more details below:			

SECTION 2: Key staff & invigilation

Number	Criterion	Handbook Ref	Outcome
2a	There are suitable number of invigilators for the number of candidates taking the test? · <ul style="list-style-type: none"> Ratio - 1:30 Present in the room throughout the test 	5.3 <i>Invigilator Guidance</i>	
2b	The invigilator has the means to summon assistance whilst maintaining the invigilator/candidate ratio? <i>Consider sole invigilator</i>	5.3 <i>Invigilator Guidance & JCQ ICE points 23.3 & 24.2</i>	
2c	Have staff involved in the running of the test been involved in the teaching/delivery or preparation of the test or have any benefit from the outcome of the test(s)? <i>Staff that will be present during the whole exam</i>	3.1 <i>Registering test takers</i>	
2d	Centre is aware of what is deemed a <i>conflict of interest</i> , when and how to inform Pearson?	3.1 <i>Registering test takers</i>	
2e	Do invigilators go through any training or updates prior to conducting the invigilator role?	12.3 <i>JCQ ICE</i>	
2f	The invigilator(s) are fully aware of their role? <i>Invigilators are aware of what malpractice is and what to do if malpractice was to occur?</i>	5.3 <i>Invigilator Guidance & 5.4 During the written exam</i>	
2g	Invigilators are aware of what items are deemed "prohibited" and why?	5.2 <i>The Exam Room (pre-exam)</i>	
2h	Invigilators are aware of the process for late arrivals?		
2i	Invigilators are aware of the <i>incident log</i> and have the knowledge to complete if required	5.3 <i>Invigilator Guidance & 5.1 Key Documents</i>	
2j	Invigilators are familiar with the <i>JCQ Warning to Candidates, information for candidates</i> and the <i>JCQ unauthorised items poster</i>	5.1 <i>Key Documents</i>	
2k	Are there any candidates with any access arrangements sitting the test?		
2l	If answered yes to the above question (2k) do these require Pearson approval?	3.5 <i>Access Arrangements & Reasonable Adjustments</i>	
2m	If answered yes to the above question (2l) have these been approved by Pearson?		
Please provide more details below: <i>(Please make use of additional page at the end, if more space is required.)</i>			

SECTION 3: The exam room (pre-exam)

Number	Criterion	Handbook Ref	Outcome
3a	<p>There are notices displayed outside of the test room informing candidates of test rules?</p> <ul style="list-style-type: none"> <i>Exam in progress</i> <i>Unauthorised items poster</i> 	5.2 The Exam Room (pre-exam)	
3b	The JCQ " <i>Warning to Candidates</i> " notice is clearly displayed?		
3c	<p>Is the room suitable for the test(s)?</p> <ul style="list-style-type: none"> <i>Support the number of candidates taking the test</i> <i>Provide appropriate heating, ventilation, and lighting</i> <i>Keep outside distractions/noise to a minimum and not distract candidates</i> 		
3d	Minimum distance in all directions from the centre to centre of candidates' chairs is at least 1.25 metres, can accommodate test papers and answer sheets and are all facing the same direction?		
3e	<p>The centre number, centre name, subject title, paper number, start and finish time and a clock are clearly displayed?</p> <p><i>All candidates can see without moving/changing position</i></p>		
3f	Are there reference materials displayed in the test room?		
3g	<p>A seating plan has been made showing the name and location of each candidate?</p> <ul style="list-style-type: none"> <i>Shows candidates that have access arrangements</i> 	5.1 Key Documents & 5.3 Invigilator Guidance	
3h	<p>Audio equipment is suitable for the room and number of candidates sitting the test?</p> <p><i>Fully tested prior to the test starting</i></p>	5.2 The Exam Room (pre-exam)	
3i	<p>A copy of the in date <i>International Certificate (PTE General) Test Centre Handbook</i> is available in the test room?</p> <p><i>Can be hard copy or electronic copy</i></p>	5.2 The Exam Room (pre-exam)	

Please provide more details below: *(Please make use of additional page at the end, if more space is required.)*

SECTION 4: Before the start of the exam

Number	Criterion	Handbook Ref	Outcome
4a	Candidate registration, including the checking of identification has been carried out?		
4b	Candidates were given instructions/ <i>Warning to Candidates</i> which include? <ul style="list-style-type: none"> • <i>Informing them they are under exam/test conditions</i> • <i>Ensure they have the required equipment (blue or black pens)</i> • <i>No prohibited items such as mobile phones</i> • <i>Removal of smart watches (these can be placed on their desk)</i> • <i>Start and finish times</i> 		
4c	Any unauthorised items (items not listed on the question paper) have been removed from candidates?		
4d	Candidates are advised of what to do in case of an emergency, including how to evacuate the exam room? <ul style="list-style-type: none"> • <i>Centre Emergency Evacuation Procedure</i> <p><i>Room to be evacuated under "exam conditions". Candidates with disabilities to be identified</i></p>	5.3 <i>Invigilator Guidance</i>	
4e	Packets containing test material were checked by 2 members of staff (correct paper/level) and opened in front of candidates?		
4f	Candidates were asked to read the instructions printed on the front of the question paper and to ensure they have been given the correct test (subject and level)		
4g	Candidates are advised that all rough work is to be done on the question paper <p><i>No blank/rough paper has been provided to candidates</i></p>		
Please provide more details below:			

SECTION 5: During the exam – Observation only

Number	Criterion	Handbook Ref	Outcome
5a	Appropriate physical test room conditions were maintained throughout?	5.4 During the written exam & JCQ ICE Section 24. Malpractice	
5b	Candidates conduct was appropriate at all times? <i>No disturbances witnessed</i>		
5c	If answered no to the above question (5b) did the centre appropriately deal with the disturbance?		
5d	Were prohibited items brought in? Including scripts or notes		
5e	If answered yes to the above question (5d) were the items removed/confiscated by the invigilator?		
5f	If answered no to the above question (5e) were the items used during the test?		
5g	The invigilators conduct was always appropriate?		
5h	Was any form of <i>malpractice witnessed</i> (staff/candidates)?		
5i	Did candidates not approved for "special consideration" receive any additional support? Reading or rephrasing of questions		
5j	Appropriate arrangements were in place for the supervision of candidates who temporary left the room whilst maintaining invigilator/candidate ratios (1:30)		

Please provide more details below:

SECTION 6: After the exam

Number	Criterion	Handbook Ref	Outcome
6a	All candidates remained in the test room for one hour after the test started? <i>Candidates can leave one hour after the start of the test</i>	5.3 <i>Invigilator Guidance</i>	
6b	The correct amount of time was assigned to the test?		
6c	The invigilator conducted a visual check of the answer sheets to ensure they are properly completed prior to candidates leaving the exam room?		
6d	The below incidents have been/will be (future) recorded in the <i>incident log</i> and will be communicated to Pearson? <i>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	5.3 <i>Invigilator Guidance</i>	
6e	The Head of Centre has/will report all/future cases of suspected/actual candidate malpractice to Pearson immediately? <ul style="list-style-type: none"> • <i>JCQ M1 form</i> • <i>JCQ M2 form</i> • <i>JCQ M3 form</i> 	5.4 <i>During the written exam</i>	
6f	Invigilator places all test material (complete and unused) and attendance register(s) into the Pearson return envelopes and seals?	5.5 <i>Post Exam Test</i>	
6g	Sealed return envelopes will be stored securely until returned to Pearson?		

Please provide more details below:

Test Inspector additional comments

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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	
I confirm there are no reasons why I should not conduct this inspection and that there are no conflicts as per <i>Pearson Conflict of interest policy</i>	
Test Inspector Name	
Date report completed	

Once completed please return to internationalinspections@pearson.com

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