



Online test invigilation procedures

1 Preparation for the tests

Candidate access

Candidates with particular assessment requirements should be advised to contact the test centre at least three months in advance to ensure that adequate provision is made for their needs. Centres should contact Pearson at least two months before the test to agree any particular requirements.

Centres will have to consider the special needs of candidates. Relevant issues include, but are not limited, to:

- Need for some workstations to have additional space or facilities to cater for candidates with disabilities (eg wheelchair access).
- Need for a range of assistive equipment (eg large monitors, coloured filters)
- In some circumstances a reader or amanuensis may need to be provided. Note that this is permissible only for certain subjects.
- In some instances, the centre may need to consider whether a non-IT alternative should be provided.
- The provision of up to 25% extra time is allowed without prior permission from Pearson. For more information please refer to the Pearson *Particular Assessment Requirements guidance*. When scheduling tests online a button will appear to set extra time and the reason for the request must be given at this time.

It is recommended that centres arrange invigilated mock testing sessions prior to live tests being taken.

Where candidates are unfamiliar with hardware, keyboards etc the centre must give adequate time for candidates to gain familiarity prior to a test session taking place.

Material to be supplied by the centre

- Scrap paper (to be provided by the Centre and collected by the invigilator after the test)
- Pencil
- 3.5 inch floppy disk, CD or other storage device (see emergency procedures)

Information to be given to candidates before the day of the test

Candidates should be informed of the following in advance of any test (see general Pearson examination regulations and regulations for individual tests for further details)

1. The rules and regulations of the test process, including what information or aids may be accessed.
2. The penalties or disciplinary measures that may be applied.
3. What evidence of identity is required.
4. What provision is made in case of technical problems (see Contingency Arrangements and Recovery Procedures).

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6. The procedures for dealing with emergencies – if a fire alarm sounds, candidates should wait for instructions.
7. The test coverage.
8. The number and type of items in the test.
9. How the items will be scored.
10. How and when the results will be received.
11. Any provision for candidates using assistive technology.

Accommodation

Offsite testing can take place at the discretion of the centre and without permission of Pearson as long as normal invigilation arrangements are maintained. For monitoring purposes centres should record the location of each test on the invigilator declaration. Pearson is committed to maintaining the integrity of the testing process and visits test sites to monitor arrangements.

Any room in which a test is conducted must provide candidates with appropriate conditions in which to take the examination. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise.

No display material (eg diagrams, wall charts) that might be helpful to candidates must be visible in the test room.

A board or flip chart must be visible to all candidates showing the centre number.

The seating arrangements must be such as to prevent candidates from overlooking –intentionally or otherwise – the work of others. Candidates sitting the same test must be seated at least 1 metre apart. If partitions or screen filters are available, workstations may be closer together – if in doubt, please refer to Pearson. To provide backup in case of technical problems, one spare workstation should be allocated for every 10 candidates taking the test.

2 Invigilation Arrangements

Invigilation teams

The centre co-ordinator is responsible for ensuring that suitably qualified and experienced staff carry out invigilation. Pearson tests must be supervised by trained invigilators. Further information on invigilator training and guidance can be found on the NAA website (www.naa.org.uk)

No person who has given instruction to or acted as an assessor of any of the learners in the test subject may act as a sole invigilator and no relative of, or person directly interested in, a learner may act in this capacity. In exceptional circumstances where this is not possible, the centre must request permission from Pearson. Pearson reserves the right to visit any on line test location without prior notification.

At least one invigilator must be present in each room throughout the test. Where there are more than 25 learners, one additional invigilator will normally be required for every additional 25 or fraction of 25 learners. In an L or T shaped room at least two invigilators must be present.

Additional invigilators may be changed during the test session providing the number present in the test room does not fall below the number prescribed. When only one invigilator is present he/she **must** be able to summon assistance easily without leaving the room and without disturbing the candidates.

In the event of an emergency or a technical problem where another person must enter the room, this must be noted on the invigilator declaration as a disturbance and the reason given. Only candidates, invigilators, technicians and representatives of Pearson may remain in the room during a test. If a technician or Pearson representative is present, this must be noted on the invigilator declaration. A technician may remain in the room for the duration of the test. The technician may not act as an invigilator but is simply there to deal with any technical problems that may arise. The presence of a technician must be noted on the invigilator declaration.

Candidate Attendance

The invigilator must be satisfied as to the identity of every candidate attending each test (the coordinator must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all candidates). Only those candidates whose names appear on the attendance report will be allowed to enter the room.

All candidates must sign the attendance report and show their evidence of identity before they take their places at least 15 minutes before the time for the test to start.

In exceptional circumstances a candidate may enter the room after the start of the test but no entry will be permitted after the test has been in progress for 20 minutes.

These circumstances, including any other disturbance and special consideration, must be detailed on the invigilator declaration and any evidence attached.

The invigilator must complete the attendance report fully in accordance with Pearson instructions ensuring that any candidate who has been entered but is not present for the test is marked as 'absent'.

Final instructions to candidates

Candidates should be informed

- That it may be useful to take 'micro-breaks' (to relax muscles and look away from the screen) in order to reduce the effects of prolonged screen use.
- That they are forbidden to communicate in any way with, seek assistance from or give assistance to another candidate whilst they are in the room.
- How to request help if they have any problems
- That they can move backwards and forwards through the questions at any time.
- That they should try each question but, if there is one they cannot do, they should go on to the next and come back to it later.
- That any rough working must be done on scrap paper provided by the centre and this is to be collected in after the test.
- That when they feel they have completed the test they should click on the submit button.
- That they are allowed to leave the test environment if they believe that they have finished the test.

Before the test starts, the candidates will have the opportunity to look at and answer some practice questions to familiarise them with how to operate the program. Answer any questions concerning procedure and how to use the on line tests at this point.

Once all candidates feel they have had ample time to familiarise themselves with the testing interface and feel confident to go ahead, then the invigilator must clearly announce that candidates may now **start the test**.

At the end of the test

The invigilator must complete and sign the invigilator declaration and post this with the attendance report to the Pearson Service Delivery within 48 hours.