

Guidance and Instructions for conducting the tests

Centre Handbook

Edexcel ESOL

ESOL for Work

Entry ALAN

Entry ICT

Updated March 2011

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Checklist for test supervisors and Head of Centre

This checklist summarises only the main requirements for holding ESOL, ESOL for Work, Entry ALAN and Entry ICT tests. It should be read in conjunction with the full guidance/instructions document and any supplementary documentation issued by the awarding body the candidates have been entered with.

A - Receiving test materials	
1	For Entry ALAN, ESOL and ESOL for Work, test papers are available on a secure website and can be accessed via the link supplied by Edexcel after the first set of student registrations have been made. For Entry ICT check the CD Roms have been received following the registration of candidates and are fit for purpose. Centres must contact the awarding body if anything is missing.
2	Test materials must be stored securely at all times , prior to tests and after the tests have taken place. Security and integrity of tests must be maintained throughout if papers need to be transported to multiple sites/locations.
3	Test papers must be printed from the secure website before each batch of students sit the test, to ensure the latest version of the test paper is used.
4	No unauthorised person to have access to test papers and/or test materials. However, all assessors should be issued with copies of relevant Instructions to Assessors, (copies of which can be found on the CD ROM for Entry ICT and on the secure website for Entry ALAN, ESOL and ESOL for Work) a few days prior to the test(s), in order to ensure that specific vocabulary has been covered in teaching.
B - Scheduling the tests	
1	Tests may take place at any time on any date. Centres can choose which test the candidates will sit but must keep a log to ensure that tests and resits are taken appropriately.
2	Take all possible steps to prevent collusion if candidates are taking tests at different times.
3	Ensure test room(s) are fit for purpose and supervised conditions can be assured e.g. candidates are not able to overlook each other's work, desks are big enough to accommodate papers, etc.
4	For Entry ICT - check workstations/printer/mobile phones/CDs and DVD Players or any other technology based item is in working order and appropriate software installed.
C - Before the test	
1	Supervisor must be satisfied of the identity of every candidate.
2	Check candidates have, or are provided with, any equipment indicated as required on the front of the test paper or Instructions to assessors.
3	Check candidates do not have access to anything that might compromise the test - mobile phones must be switched off and placed out of reach (excluding Entry ICT, <u>only</u> when it is required for assessment).
4	Hand test papers out immediately before the test starts.
5	Bring any erratum notices to candidates' attention (do not announce suspected errors on a paper unless confirmation has been received from the awarding body).
6	Ensure candidates record their personal details on the front of the test paper as instructed.
7	Announce clearly to candidates when they may begin.
D - During the test	
1	The supervisor(s) must give their whole attention throughout to ensuring proper conduct of the test and needs to be able to summon assistance without leaving candidates unattended.
2	There must be enough supervisors to properly observe each candidate (it is recommended at least one supervisor per 30 candidates).
3	An attendance list or similar must be completed as instructed.
4	Any candidate leaving the test room temporarily must be accompanied.
5	Make candidates aware of time remaining - either by having a visible clock in the room or by regular time checks.
6	Follow instructions on what to do in the event of an emergency.

E - Finishing the test	
1	Candidates must be given the full time allowance (even if a candidate is admitted after other candidates have started).
2	Candidates may leave once they have finished provided this does not disturb other candidates or compromise the integrity of the test - no candidate may be re-admitted after leaving.
3	All work must be handed in - candidates must not take any papers or notes on paper away with them.
4	The supervisor must collect all work before the candidates leave the room.
F - Despatching and disposing of materials	
1	Collate the candidates' work as instructed by the awarding body.
2	Ensure all candidates' work is internally marked and has been passed through the internal verification process before requesting standards verification.
3	Send completed pass lists to the allocated Standards Verifier. The Standards Verifier will select a sample of scripts to mark.
4	Send candidates' work, as selected by the Standards Verifier, and any attendance records, as instructed by the awarding body, by the date arranged with the Standards Verifier. (Keep materials in a secure place if held overnight). We recommend all scripts be sent by secure post.

1. Introduction

- 1.1 In these Instructions, a centre is an institution approved by the awarding body as a centre for its tests. Edexcel expects the centre address provided during the approval process to be the main site for the downloading, storing and delivery of tests.

Any other sites used for the delivery of tests must meet Edexcel requirements, including those set out in these instructions. The Head of centre is responsible for the delivery of tests and fair access to assessment at all sites.

All sites used must be under the full control of the head of centre. Centres are not permitted to sub-contract responsibility for test delivery, or enter into franchise or other collaborative agreements with third parties for the purposes of test delivery.

Centres are required to provide details of all sites used for test delivery to Edexcel on request. Edexcel reserves the right to inspect all test centres.

- 1.2 For the purpose of this document, the Head of centre, Principal of the college or the Chief Officer is the named person, known to the awarding body, who takes ultimate responsibility for quality assurance within the centre. All centres must have relevant approval from their awarding body before offering the ESOL, ESOL Speaking and Listening Stand alone, Entry Adult Literacy and Numeracy or Adult ICT qualifications.
- 1.3 The Head of Centre is responsible to the awarding body for ensuring the proper conduct of the tests, although he/she may delegate certain tasks as necessary. Advice should be sought from the awarding body in the event of a situation arising that is not covered by this document or the awarding body's own documentation.
- 1.4 This document is concerned only with the conduct of the tests for:
- Entry 1, 2 and 3 (all modes) - ESOL, Entry ALAN and Entry ICT.
 - Levels 1 and 2 - ESOL Speaking and Listening and Writing. (Instructions for the conduct of tests for the Reading (*National Literacy Test*) are covered separately).
- 1.5 For procedural matters not covered by this document (e.g. how and when to make registrations, where to return candidates' work to, etc.) please refer to the Information Manual.
- 1.6 The tests are graded as either 'pass' or 'fail', however centres must refer to the instructions to assessors and mark schemes when grading the papers for the agreed pass mark.
- 1.7 The instructions to assessors that correspond to the test to be used must be read a few days before each test to allow particular arrangements for each test to be accommodated in time.
- 1.8 Tests are permitted to be held on any date suitable to the centre. There are no requirements for centres to inform Edexcel of the arranged test date beforehand. However, in order to receive access details to the live test materials (for ESOL, ESOL for Work and Entry ALAN) and to receive the CD ROMs for Entry ICT, centres should register candidates a minimum of 3 weeks before the scheduled test date. The above will be sent out after a centre's first batch of registrations.
- 1.9 Any correspondence relating to the tests should be addressed directly to the allocated Standards Verifier unless otherwise instructed by Edexcel.

2. Safe custody of test papers and other materials

Edexcel will provide access details to the test materials for ESOL, ESOL for Work and ALAN Entry level, and 2 CD ROMS for Entry ICT (one candidate and one assessor CD) once the centre registers the first batch of candidates. Live test materials will include: test papers, corresponding mark schemes and instructions to assessors. To ensure the security of tests papers please make sure:

- 2.1 the test papers are able to be locked away in a place of high security
- 2.2 all test papers, scripts and/or test discs are collected before the candidates leave the room after the test to ensure that none are accidentally removed
- 2.3 **Entry ICT only.** As the onscreen test must be operated directly from the CD ROM, and not from a remote drive or intranet, centres are permitted to make/or request for further copies of the CD (Candidate Materials). Centres must continue, however, to ensure that all copies of the CD ROM are stored securely before and after the test.

Alternatively, centres are permitted to copy the applications to a secure drive. In doing so, this drive must be made accessible only to authorised personnel and only those candidates sitting the test on a particular occasion. Centres must ensure that candidates' access is removed after the test has been taken.

- 2.4 If the tests are taking place on more than one site, the Head of centre is responsible for ensuring that the correct number of test papers and supporting materials are delivered to each site, and that security is maintained throughout
- 2.5 that the microsite terms and conditions are followed for ESOL/ESOL for Work and Entry ALAN.
- 2.6 only persons authorised by the Head of centre may have access to the test materials and completed test papers

3. Conditions for storing test materials in secure storage

- 3.1 Test materials must be stored in a safe or cabinet in a securely locked room conforming to the requirement below (secure storage). This room must be a fixed building, preferably with no windows and on an upper floor.

Requirement	Recommendation
Strong safe	
<i>or;</i>	
Security cabinet	
<i>or;</i>	
Metal cabinet with locking bar, bolted to wall or floor	
2 or 3 key holders only	
Secure room in a fixed building, i.e. not a Protakabin or similar.	Preferably on an upper floor with no windows.
Walls, ceiling and floor of strong solid construction	
Solid door	A hollow door would require reinforcement
Strong, secure hinges	
Security lock, e.g. 5 lever mortise lock	
2 or 3 key holders only	

- 3.2 The awarding body must be informed immediately if the security of the test papers has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.
- 3.3 Test material should be printed as close as reasonably possible before the date the tests are due to take place, and be kept securely at all times.
- 3.4 A copy of the instructions to assessors must be given to authorised assessors a few days before each test sitting.
- 3.5 Centres must make sure that the correct number of test papers are printed from the microsite before each test to ensure the latest version of the test is used at all times.
- 3.6 Test papers should be sealed inside envelopes after printing and stored securely.
- 3.7 Test papers should not be opened until the time of the test and must only be opened in front of the candidates.
- 3.8 Centres must make sure that a system for recording when material is taken from secure storage or when it is returned is used throughout the time the material remains confidential.
- 3.9 All completed tests must be stored securely until they are posted to the Standards Verifier.
- 3.10 Completed tests received back from the Standards Verifier must also be treated as live test material, and therefore stored or destroyed securely. It is necessary to retain the completed tests until all certificates have been received and checked.

4. Scheduling the tests

- 4.1 Tests may take place at **any time and on any date**
- 4.2 Centres may choose which test the learners will sit from the bank of papers on the microsite and must keep a record of those used.
- 4.3 The Head of centre must take all reasonable steps to ensure there is no possibility of collusion between candidates taking tests neither at different times, nor between candidates and anybody else with or without access to the test papers.
- 4.4 **ESOL and ESOL Speaking and Listening:** Where candidates do not pass the test the first time and wish to sit it again, candidates must resit the whole test paper from a different set. Centres are required to make use of the ESOL matrix supplied with the test material on the microsite to ensure traceability of which test from which SET was used for each specific candidate taking this course.
- 4.5 **Entry ALAN:** Candidates who do not pass the test the first time and wish to sit it again, must resit the whole test paper from one of the other sets no earlier than 14 days from taking the original test. If the student should fail the test again, they will have to wait 14 days before sitting the test paper from the remaining set. If the student should fail again, the student should sit the paper that was failed on the first attempt. Centres are required to keep a log of which test each candidate sat in order to keep track of which test from which set was used for each specific candidate taking this course.
- 4.6 **Entry ICT:** A period of at least 7 working days must elapse before learner may repeat an activity.
- 4.7 **ESOL for Work:** Where candidates do not pass the test the first time and wish to sit it again, they must resit the whole test paper from the other set no earlier than 14 days from taking the original test. If the student should fail the test again, they will have to wait 14 days before sitting the first paper again. Centres are required to keep a log of which test each candidate sat in order to keep track of which test from which set was used for each specific candidate taking this course.

5. Resources for tests

- 5.1 The Head of centre is responsible for ensuring candidates have or are provided with any equipment required to take the test, as well as for taking all reasonable steps to prevent candidates from having access to any unauthorised equipment or resources.
- 5.2 The Head of centre is also responsible for ensuring that the centre has access to good quality audio recording and/or video recording equipment (for ESOL and ESOL for Work Speaking and Listening tests) to ensure that learners' Speaking and Listening performances are well recorded.
- 5.3 Candidates should only have access to items specified in the instructions to assessors, and must not have access to anything that could compromise the integrity of the test. The requirements for each paper are as follows:

All resources marked or ✓ **must** be available for candidates' use during the test.

Key:

<input checked="" type="checkbox"/>	Supplied by awarding body
✓	Must be available for use
±	Not required to complete the test successfully
✗	Must not be used

	ESOL/ESOL Speaking and Listening													
	Reading			Writing					Speaking and Listening					
	E1	E2	E3	E1	E2	E3	L1	L2	E1	E2	E3	L1	L2	
Length of test <i>nominal</i>	1hr	1hr	1hr	1hr	1hr	1hr	1hr	1hr	15 mins	15 mins	15 mins	15 mins	15 mins	
Attendance list (or similar)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Test Paper	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	
Pen(s) with black/blue ink	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Pencils	±	±	±	±	±	±	±	±	±	±	±	±	±	
Eraser	±	±	±	±	±	±	±	±	±	±	±	±	±	
Ruler marked with mm/cm	±	±	±	±	±	±	±	±	±	±	±	±	±	
English only dictionary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Dictionary may contain pictures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bilingual Dictionary	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
Calculator	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
Other electronic devices	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
Text books or similar	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	

	Entry ICT		
	Using ICT Systems, Finding and Exchanging Information and Developing and Presenting Information		
	E1	E2	E3
Length of test <i>nominal</i>	30 minutes	30 minutes	30 minutes
Attendance list (or similar)	✓	✓	✓
Test paper	☑	☑	☑
Pen(s) with black or blue ink	±	±	±
Pencils	±	±	±
Eraser	±	±	±
Ruler marked with mm/cm	±	±	±
English only dictionary	✓	✓	✓
Dictionary may contain pictures	✓	✓	✓
Bilingual dictionary	✓	✓	✓
Calculator	±	±	±
Other electronic devices	✓ - Only as confirmed in instructions to Assessors document for specific paper	✓ - Only as confirmed in instructions to Assessors document for specific paper	✓ - Only as confirmed in instructions to Assessors document for specific paper
Text books or similar	✗	✗	✗

	Entry ALAN (Literacy)								
	Reading			Writing			Speaking and Listening		
	E1	E2	E3	E1	E2	E3	E1	E2	E3
Length of test <i>nominal</i>	1hr	1hr	1hr	1hr	1hr	1hr	1hr	1hr	1hr
Attendance list (or similar)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Test paper	☑	☑	☑	☑	☑	☑	☑	☑	☑
Pen(s) with black or blue ink	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pencils	✗	✗	✗	✗	✗	✗	✗	✗	✗
Eraser	✗	✗	✗	✗	✗	✗	✗	✗	✗
Ruler marked with mm/cm	±	±	±	±	±	±	±	±	±
English only dictionary	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dictionary may contain pictures	✗	✗	✗	✗	✗	✗	✗	✗	✗
Bilingual dictionary	✗	✗	✗	✗	✗	✗	✗	✗	✗
Calculator	✗	✗	✗	✗	✗	✗	✗	✗	✗
Other electronic devices	✗	✗	✗	✗	✗	✗	✗	✗	✗
Text books or similar	✗	✗	✗	✗	✗	✗	✗	✗	✗

	Entry ALAN (Numeracy)								
	Measure, Shape and Space			Number			Handling Data		
	E1	E2	E3	E1	E2	E3	E1	E2	E3
Length of test <i>nominal</i>	1hr	1hr	1hr	1hr	1hr	1hr	1hr	1hr	1hr
Attendance list (or similar)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Test paper	☑	☑	☑	☑	☑	☑	☑	☑	☑
Pen(s) with black or blue ink	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pencils	✓	✓	✓	✓	✓	✓	✓	✓	✓
Eraser	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ruler marked with mm/cm	✓	✓	✓	✓	✓	✓	✓	✓	✓
English only dictionary	✗	✗	✗	✗	✗	✗	✗	✗	✗
Dictionary may contain pictures	✗	✗	✗	✗	✗	✗	✗	✗	✗
Bilingual dictionary	✗	✗	✗	✗	✗	✗	✗	✗	✗
Calculator	✓	✓	✓	✓	✓	✓	✓	✓	✓
Other electronic devices	✗	✗	✗	✗	✗	✗	✗	✗	✗
Text books or similar	✗	✗	✗	✗	✗	✗	✗	✗	✗

	ESOL for Work					
	Reading		Writing		Speaking and Listening	
	E3	L1	E3	L1	E3	L1
Length of test <i>nominal</i>	1hr	1hr	1hr	1hr	1hr	1hr
Attendance list (or similar)	✓	✓	✓	✓	✓	✓
Test paper	☑	☑	☑	☑	☑	☑
Pen(s) with black or blue ink	✓	✓	✓	✓	✓	✓
Pencils	✗	✗	✗	✗	✗	✗
Eraser	✗	✗	✗	✗	✗	✗
Ruler marked with mm/cm	±	±	±	±	±	±
English only dictionary	✓	✓	✓	✓	✓	✓
Dictionary may contain pictures	✗	✗	✗	✗	✗	✗
Bilingual dictionary	✗	✗	✗	✗	✗	✗
Calculator	✗	✗	✗	✗	✗	✗
Other electronic devices	✗	✗	✗	✗	✗	✗
Text books or similar	✗	✗	✗	✗	✗	✗

Nominal time for tests means that there is scope for an assessor to use their discretion in allowing a candidate to continue for over the allotted time in a way that does not undermine the integrity of the assessment. It is up to the judgement of the assessor as to what circumstances might necessitate this. However, in all cases the assessor needs to state on the front of the paper how long the candidate took for the exam and the reasons for giving the candidate additional time.

- 5.4 Candidates must be informed that possessing any unauthorised equipment or resources during a test, whether intended for use or not, may result in disqualification.

In particular, candidates **must** be instructed to switch off any mobile phones and place them out of reach before the test begins, unless the use of this equipment is a requirement of the test. (*Excluding Entry ICT if required for assessment and only within that assessment time*).

- 5.5 Candidates should be made aware that the test paper may be used for any rough notes. No additional loose paper may be provided to candidates and candidates must **not** under any circumstances take any work or notes away with them after the test.

6. Accommodation

- 6.1 The Head of centre is responsible for ensuring that all test sites meet Edexcel requirements, including those in these instructions.
- 6.2 All test sites must be under the full control of the head of centre.
- 6.3 The venue must be free from extraneous noise and enable candidates to work without disturbance or interruption for the duration of the test.
- 6.4 Any room in which a test is held must provide candidates with appropriate conditions for taking the test. You should pay attention to conditions such as lighting, heating, and ventilation and the level of outside noise.
- 6.5 No display materials which might be helpful to candidates can be visible in the test room.
- 6.6 The seating arrangements in the test room must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others, and with sufficient space to accommodate test papers, answer sheet/book(s) and any other required materials.
- 6.7 Other tests may be held simultaneously in the same room provided no disturbance is caused.

7. Supervision arrangements

- 7.1 The tests must take place under supervised conditions, that is:
 - 7.1.1 Candidates must be continually supervised by a reliable person.
 - 7.1.2 All necessary facilities must be available to candidates.
 - 7.1.3 Any time restrictions must be complied with.
 - 7.1.4 Candidates' work must be independent and unaided.
- 7.2 The Head of centre must ensure that suitably informed and briefed adults carry out test supervision. The Head of centre should be fully aware of any potential conflict of interest between a candidate and supervisor and take all reasonable steps to prevent any such conflict.
- 7.3 Supervisors must give their whole attention to the proper conduct of the test for the whole of the time it is in progress, and there must be a sufficient number of supervisors in the room to monitor all of the candidates present. Good practice would have one supervisor responsible for no more than 30 candidates.
- 7.4 Where a test is being supervised by one person, s/he must be able to summon assistance easily without leaving the test room or disturbing the candidates.
- 7.5 The Head of centre may choose to adopt more rigid 'examination' procedures for the tests than those set out in this document. This is acceptable, although no candidate should be unfairly disadvantaged as a result.
- 7.6 Tests have a 'nominal' length of time assigned to them. Nominal time for tests means that there is scope for an assessor to use their discretion in allowing a candidate to continue for over the allotted time in a way that does not undermine the integrity of the assessment. It is up to the judgement of the assessor as to what circumstances might necessitate this. However, in all cases the assessor needs to state on the front of the paper how long the candidate took for the exam and the reasons for giving the candidate additional time.

8. Before the tests (Guidelines for assessment)

- 8.1 Copies of the instructions/guidelines for assessment can be obtained from the microsite for ESOL, ESOL for Work and Entry ALAN and on the assessor CD ROM for Entry ICT. Centres should ensure that the instructions to assessor document for the specific test is reviewed a few days before the test is scheduled as further guidance is provided which relates to the specific paper (e.g., particular resources; pass mark; time allowance for reading time).

9. Speaking and Listening specific instructions for ESOL and ESOL for Work only

Each Head of centre must ensure that the following requirements are adhered to so that the ESOL and ESOL for Work Speaking and Listening tests are conducted and assessed fairly and consistently across all centres.

- 9.1 All assessed candidates' performances must be recorded. NOTE: There is no requirement to audio or visually record the ALAN Speaking and Listening tests.
- 9.2 All audio and/or video recording equipment must be tested before formal assessment begins and periodically checked between recordings.
- 9.3 Ensure that the positioning of a microphone favours candidates rather than the interlocutor and that any extraneous noise is kept to a minimum.
- 9.4 Please note that candidates are allowed a pause between parts of the paper. Please refer to the instructions to assessors for further guidance.
- 9.5 Care must be taken not to erase any recording accidentally, to ensure that each assessment recording can comfortably fit onto one cassette, CD or video, and that all recordings are placed in the correct boxes.
- 9.6 If performances are not recorded or are inaudible, the learner will need to be re-recorded.
- 9.7 Centres must provide good quality audio and video media to record candidates. (All those requested by the Standards Verifier will be returned to the centre).
- 9.8 All performances must be internally assessed once the recordings have been recorded. As the person administering the Speaking and Listening test has to play the role of the interlocutor, it would be impractical to conduct assessment of the candidates' performances as they occur (during the recording of the assessments).

Alternatively arrangements can be made for separate assessors to mark the candidates' performance as they occur. Any such assessors must be a member of the teaching team and be fully conversant with the national standards and the Edexcel criteria.

- 9.9 All recordings made should be clearly labelled with the centre name and number, the name of the interlocutor(s) and assessor(s) as well as the candidates' names and numbers. Similarly, this information should be recorded onto each audio/video cassette at the start of each full assessment.
- 9.10 Recording should be completed in a logical order. (When there are a large number of candidates, they should be recorded on separate, level-specific recordings)
- 9.11 Recording must take place in a specially allocated quiet room.
- 9.12 Ensure that the recording is made of the entire test, including ALL of the interlocutor(s) speech.
- 9.13 Candidate access to dictionaries is forbidden during the test.
- 9.14 Note taking is only allowed during the second reading of the test once the gist question has been answered. Note taking is not allowed at any other time during the test.
- 9.15 All recordings must be securely held in centres for a minimum of six months following certification of the learner as they may be required for quality assurance purposes.

10. Additional guidance - Entry ICT tests

- 10.1 The Entry ICT tests require candidates to complete a number of activities using a personal computer.

The assessments include at least one on-screen skills based activity, at least one on-screen knowledge based activity, and at least one centre-marked task-based activity. Each candidate must have access to an individual workstation (stand-alone or networked) connected to a printer within the same room or at least in a location where the candidate can access his/her work without leaving a supervised environment.

- 10.2 The Head of centre is responsible for ensuring that any equipment and software used is fit for purpose and in working order, in particular:

- 10.2.1 All hardware and software must be checked before use by a competent person.
- 10.2.2 Candidates must not be able to access any other candidate's work, for example anybody who has taken the same test during an earlier sitting. Particular care should be taken where networked workstations are used to prevent work being accessible via shared folders.
- 10.2.3 Candidates should only save a document if specifically directed to by the activity instructions.
- 10.2.4 Candidates should not be able to access email or the internet whilst a test is in progress.
- 10.2.5 It is advisable that supervisors have a reasonable level of IT competence, since they need to ensure candidates submit only their own work and need to be assured that candidates are not colluding in any way.
- 10.2.6 All printouts must be collected once the candidate has finished the test.

- 10.3 Some of the Entry ICT assessed activities may require the use of other technological items.

11. Identifying candidates

- 11.1 The supervisor(s) must be satisfied as to the identity of every candidate attending each test.
- 11.2 The Head of centre must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.
- 11.3 All candidates must have been registered with the awarding body and/or entered for the test in advance.

12. Persons present

- 12.1 Whilst the test is taking place, only the candidate(s) and supervisor(s) and other authorised persons should be in the room.
- 12.2 Representatives from the awarding body and regulatory authorities reserve the right to observe the test provided candidates are not disturbed. Otherwise, only persons authorised by the Head of centre are to be allowed in the test room.

13. Starting the test

- 13.1 Before candidates are permitted to start work the supervisor must:
- 13.1.1 Ensure that candidates are seated in accordance with 6.6.
 - 13.1.2 Inform the candidates they are now under supervised conditions.
 - 13.1.3 Advise candidates that any unauthorised material must be handed in (including MP3 players, pagers and other products with text facilities).
- Centres should note that Entry ICT may require the use of mobile phones and other technological based items.**
- 13.1.4 Check that candidates have all the necessary material to enable them to complete the test as set out in the instructions to assessors' document for each test.
 - 13.1.5 Arrange for test papers to be handed out immediately before the start of the test.
 - 13.1.6 If necessary, report to the Head of centre any grounds for suspicion about the security of the test papers and, where appropriate, the Head of Centre must immediately notify Edexcel.
 - 13.1.7 Draw to the candidates' attention the instructions printed on the front of the test paper including the time allowed, and ask them to check that they have been given the correct paper for the test. Centres are allowed to read these instructions to the candidates.
 - 13.1.8 Ensure that details of any erratum notices are brought to the attention of candidates.
 - 13.1.9 Instruct candidates to record their personal details according to the awarding body's requirements.
 - 13.1.10 Remind candidates that they must follow the awarding body's instructions on how to record and submit their work.
 - 13.1.11 Remind candidates that they must **not** communicate in any way with, seek assistance from or give assistance to another candidate during the test. They should not communicate in any way with any other candidate **except** where this is a requirement of a particular assessment.
 - 13.1.12 Announce clearly to the candidates when they may begin the test.
- 13.2 The supervisor must not give any information to candidates about suspected errors in the question papers unless an erratum notice has been received from the awarding body.

14. During the test

- 14.1 The test must take place under supervised conditions, that is:
- 14.1.1 Candidates must be continually supervised by a reliable person the whole time the test is in progress who must give complete attention to this duty at all times.
 - 14.1.2 All necessary facilities must be available to candidates.
- 14.2 The supervisor must complete an attendance list detailing the following:
- Candidate name, date of birth and signature
 - Date and time test taken
 - Location of test centre
 - Test version taken by candidate
 - Invigilator name and signature
 - Supervisor(s) name(s) and signature(s)
- Attendance lists must be held securely in centres for a minimum of six months following the completion of the test.
- 14.3 If a candidate arrives after the test has started, the candidate may be allowed to take the test provided that undue disruption is not caused to the other candidates and the security of the test is maintained.
- 14.4 Candidates who leave the test room temporarily must be accompanied to ensure the integrity of the test is not compromised. In these circumstances candidates may be allowed extra time to compensate for their temporary absence.
- 14.5 Candidates should be regularly made aware of the time remaining whilst taking a test, either through a visible clock or the supervisor providing periodic time-checks.
- 14.6 Guidance on providing special arrangements for candidates with particular assessment requirements has been agreed between accredited awarding bodies.

Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from www.jcq.org.uk

Please contact the Special requirements team at Edexcel with any queries on Access Arrangements and reasonable adjustments.

Please ensure that if approval is needed for a specific arrangement that this is obtained before the student sits the test.

If any candidate has been given additional help or support (in line with JCQ regulations) during the sitting of a test, then details must be given on the cover sheet (the personal details/mark sheet) of the particular test paper(s).

15. Irregular conduct

- 15.1 It is the duty of the supervisor to ensure any cases of irregularity or misconduct in connection with the test are reported to the Head of centre as soon as possible.
- 15.2 The Head of centre is empowered to withdraw a candidate from the test as a last resort (e.g. when the continued presence of a candidate would cause disruption to other candidates). The Head of centre must report all cases of suspected or actual malpractice in connection with the test to Edexcel.
- 15.3 Wherever possible the supervisor of the test must remove and keep any unauthorised material that a candidate may have in the test.
- 15.4 Any infringement of the regulations may lead to disqualification of the candidate. The decision on disqualification rests with the awarding body.
- 15.5 Although Standards Verifiers aim to support centres, any suspicion of irregular conduct by tutors will be investigated by Edexcel and appropriate sanctions taken.
- 15.6 Standards Verifiers may also request to visit centres when they carry out assessment.

16. Emergencies

- 16.1 In the event of an unforeseen emergency (e.g. fire alarm, bomb alert, etc.) that requires the candidate to leave the test room the supervisor must first ensure the candidates' safety.
- 16.2 Where an evacuation is necessary, all candidate paperwork must be left in the test room. If possible, the test room should be made secure.
- 16.3 Candidates should remain under supervised conditions if at all possible whilst outside the test room. Depending on the circumstances the supervisor and Head of Centre may consider the following:
 - 16.3.1 If a test has only just started (e.g. first ten minutes) the candidates can return to the test and continue, ensuring candidates are given their overall time allowance.
 - 16.3.2 If a test has been under way long enough that some candidates may have seen a majority of the paper **and** there is a significant risk that the integrity of the test would be compromised if the test were allowed to continue, the candidates' work completed so far should be submitted to the awarding body.
 - 16.3.3 Consideration may be given to the possibility of taking the candidates, with test papers and scripts, to another place in order to complete the test.
- 16.4 If an emergency results in an evacuation the Head of centre must ensure the awarding body is informed directly.
- 16.5 After the candidates have returned to the test room and before the test is resumed, indicate on the candidates' work, where it is feasible to do so, and the point at which the interruption occurred.
- 16.6 Centres should make a full report of the incident and of the action taken for submission to the Awarding Body.

17. Ending the test

- 17.1 Candidates may be permitted to leave the room before the end of the test provided that no disruption is caused to the remaining candidates and the integrity of the tests is not compromised. *Candidates who have left a supervised environment may not be re-admitted to the test.* The Head of Centre must consider any potential for the test to become compromised and ensure the supervisor is advised of the centre's policy.
- 17.2 Candidates must be given their full time allowance even if they have arrived later than their scheduled start time.
- 17.3 The supervisor should check that candidates have identified their work as instructed.
- 17.4 All test papers, scripts and/or test discs must be collected before the candidates leave the room to ensure that none are accidentally removed.
- 17.5 After collation, the candidates' work and test materials should be handed to the Head of Centre or other authorised person(s).
- 17.6 Teachers/assessors who mark papers should ensure that the papers are kept in a secure place until marking is complete.
- 17.7 Test materials should be stored securely until they are posted to the Standards Verifier.

18. Marking test papers

- 18.1 Teachers/assessors must not mark in a public place.

19. Internal verification

- 19.1 All candidates' work must be subject to the internal verification sampling process. Centres should refer to the guidelines provided by Edexcel on internal verification which can be found within the Edexcel Information Manual.

20. Despatching and disposing of materials

- 20.1 A completed pass list (PLVS form) should be emailed to the Standards Verifier to enable the Standards Verifier to select a sample of pass candidates' work to verify.
- 20.2 The requested pass candidates' work must be sent to the Standards Verifier (we advise that secure post is used). If this involves keeping work for a period of time before it is sent to the Standards Verifier the Head of centre must ensure it is stored securely.
- 20.3 All work must be submitted to the Standards Verifier in the order that the candidates are displayed on the pass list to enable easy checking by the Standards Verifier.
- 20.4 Please note that only original candidate scripts will be accepted by the Standards Verifier. Photocopied scripts will NOT be accepted.
- 20.5 As all test materials will continue to be live test materials until written confirmation has been given from Edexcel confirming the release of the set as practice papers, centres must continue to store all test papers securely once these have been received back from the Standards Verifier. We advise that test papers are not destroyed until certificates have been received and checked. Records of assessment and internal verification of tests should be maintained for a minimum of 6 months.
- 20.6 Test papers should NOT be given to students after a test has been sat. If a student has failed a test, formative feedback should be given. Assessors should ensure that they are aware of which questions the candidate did not pass and the criteria covered by those questions. The candidate can then be given information on which skills need more work before another test can be taken.

21. Access arrangements

21.1 Centres are advised to consult the Special requirements team if they are unsure that access arrangements will be appropriate before they undertake to register the candidate for the test which requires skills to be demonstrated which are beyond the scope of the candidate.

21.2 The Centre is not required to have every candidate individually assessed by a specialist.

The Centre is required to have determined the needs of the candidate within the classroom situation and in the light of those arrangements which have to be made part of the normal working practices.

21.3 Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from www.jcq.org.uk.

21.4 Any access arrangements given must be documented on the front cover of the candidate's test paper.

21.5 Modified papers (i.e., modified enlarged, un-modified enlarged, Braille) should be requested through the Special requirements team.

22. Readers

22.1 A reader is required to read, on request, all or part of the test or any part of the candidate's response.

22.2 A reader must read accurately and at a reasonable rate. A reader may repeat as necessary any instructions given on the question paper, as well as the question and answers already recorded.

22.3 A reader may assist a visually impaired candidate using tactile diagrams, graphs and tables to obtain the information which the printed paper would give to a sighted candidate.

22.4 A reader must, if required, spell out any word which occurs in the question paper.

22.5 A reader must be prepared for periods of inactivity.

22.6 Readers cannot be used for reading tests.

23. Scribes

- 23.1 A scribe is required to write out answers as they are dictated by the candidate.
- 23.2 A scribe must write legibly, at a reasonable speed and should have working knowledge of the subject.
- 23.3 A scribe must write down the answers exactly as they are dictated.
- 23.4 A scribe must draw or add to diagrams strictly in accordance with the candidates' instructions.
- 23.5 The candidate will not be expected to dictate spellings. If spelling is being assessed, then they must dictate spellings.
- 23.6 A scribe should work at the candidate's pace.
- 23.7 A scribe should not be used for writing tests.

24. Sign interpreters

- 24.1 A sign interpreter is required to communicate questions to the candidate upon request.
- 24.2 A sign interpreter is not a reader.
- 24.3 A sign interpreter should give the essence of the candidate's signed response on the test paper without inferring any meaning that was not clear in the signed response.
- 24.4 Candidates who are signing their responses must not be in a position to see other candidates' signed responses.
- 24.5 A sign interpreter should work at the candidate's pace.
- 24.6 A signed interpreter is permitted for written questions and responses but not for orals (speaking and listening).

25. Practical assistants

- 25.1 A practical assistant is required to help a candidate in practical assessments, to carry out tasks at the candidate's instruction and ensure the safety of the candidate.
- 25.2 This support must not give the candidate an unfair advantage.
- 25.3 A practical assistant must work strictly in accordance with the candidate's instructions and should not perform any task independently of the candidate.

26. Readers, scribes, communicators and practical assistants

- 26.1 When a candidate is assisted by a reader, scribe or sign interpreter help must not be given with the subject matter being assessed.
- 26.2 This support must not give the candidate an unfair advantage or disadvantage. It must not invalidate the assessment.
- 26.3 Additional time may also be available and a separate room may be necessary if the candidate is to dictate responses, in which case a separate invigilator will be required.
- 26.4 The Head of centre/Examinations officer should ensure that readers, scribes, sign interpreters and practical assistants are acceptable and responsible adults, familiar with the subject matter being tested and have worked with the candidate(s) before the test.
- 26.5 A relative of the candidate must not act as a reader, scribe, sign interpreter or practical assistant.

27. Bilingual translation dictionaries

- 27.1 Bi-lingual translation dictionaries can only be used for the Entry ICT test. Please refer to the dictionary and calculator usage document for a full list of dictionary and calculator usage per paper.

Dictionaries to be used in the test must be held in the centre under secure conditions and thoroughly checked to ensure that notes have not been enclosed within or written on the pages of the dictionary. This should include checking that no unauthorised material is contained within the dictionary.

- 27.2 Candidates using dictionaries which contain notes will lose their right to these access arrangements.

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