

Instructions for the conduct of Onscreen Tests (Functional Skills)

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1. Introduction

- 1.1 This document should be read in conjunction with the current version of the JCQ Instructions for Conducting Examinations (ICE). This is a supplementary guidance for Edexcel centres undertaking onscreen tests. Please refer to JCQ guidance on how to apply for Special Requirements. For queries about access arrangements please email special.considerations@edexcel.com
- 1.2 The Head, Principal or the Chief Officer of a centre, approved by the Awarding Body as a Centre for its examinations, is defined for the purposes of this document as the Head of Centre. The Head of Centre is responsible for the proper conduct of the external tests by observance of these Instructions. If a situation arises which is not covered by these Instructions the advice of the Awarding Body should be sought. In such situations please email your enquiry to serviceoperations@edexcel.com

Each centre must have a designated manager responsible for system security, the quality of provision and resources within the centre.

- 1.3 All centres running onscreen testing must first be an approved Edexcel centre.

2. Preparation for the Tests

2.1 Safe Custody of Test Materials

- 2.1.1 Testing software must be securely managed at all times so that no unauthorised person has access.
- 2.1.2 The centre must be able to demonstrate that appropriate security systems are in place to prevent unauthorised access to tests on the computer system. These must include:
- Only administrators having access to passwords, which give access to the onscreen tests
 - Computers will be set up so as to prevent access to any software not allowed by the test regulations whilst the test is in progress
 - Only candidates who have been entered to take tests are permitted to do so.
- 2.1.3 Centres must have the available expertise to administer and access tests using secure uploading and downloading. They should also have the appropriate level of expertise to deal with any issues or technical difficulties that may arise during a test.
- 2.1.4 Centres must maintain the confidentiality of the test.
- 2.1.5 Assessment content should be protected from unauthorised access until immediately before the assessment and also after the assessment.
- 2.1.6 You must tell Edexcel immediately if the security of the test material is put at risk or has been breached (for example, by fire, theft, damage or through malpractice).

2.2 Start times for Tests

- 2.2.1 When more than one candidate is taking a test in the same room, the tests should be scheduled with the same start time to cause the least disruption to candidates.
- 2.2.2 Tests can be unlocked and taken up to 4 hours before the time scheduled and 4 hours afterwards. Centres should inform each candidate of the starting time of the session when their test is due to be held.

2.3 Resources for Tests

- 2.3.1 Candidates must **not** have access to any materials including book and unauthorised software whilst they are sitting the test. Candidates are allowed dictionaries in English tests.

The invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test.

Invigilators **must** collect all rough paper in at the end of the test and ensure that all materials are shredded/ securely destroyed.

- 2.3.2 We strongly advise candidates use the onscreen calculator facility. This avoids the possibility of transcription errors and ensures all workings are shown, to fully

access the marks available. However, candidates may use their own calculators if they wish to do so.

- 2.3.3 Candidates should be warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items. If unauthorised items are present in a test (whether they intend to use it or not), this may constitute Malpractice. As a result, they could be subject to sanctions and penalties in accordance with relevant JCQ Malpractice Guidelines.

2.3 Duration of Tests

2.3.1 English Reading Level 1 (ENR01) – 45 minutes

English Reading Level 2 (ENR02) – 45 minutes

English Writing Level 1 (ENW01) – 45 minutes

English Writing Level 2 (ENW02) – 45 minutes

Maths Level 1 (MAT01) – 1 hour 30 minutes

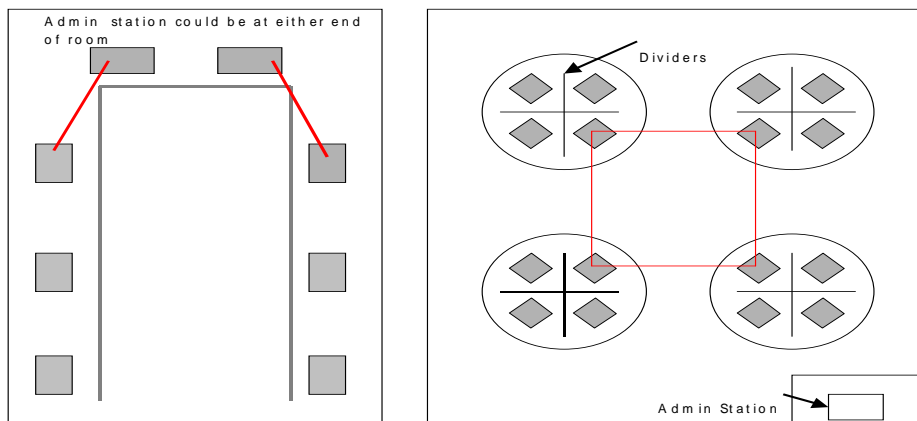
Maths Level 2 (MAT02) – 1 hour 30 minutes

3. Accommodation

3.1 General environment / layout

- 3.1.1 To ensure an appropriate assessment environment, centres should ensure that
- The accommodation is suitable for use as a testing room;
 - The area is quiet and free from external disturbances;
 - Due attention has been paid to such matters as heating, lighting and ventilation.
- 3.1.2 The workspace provided for the candidate should enable them to access the equipment.
- 3.1.3 The arrangement of the workstations and the position of the invigilator's desk should facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.
- 3.1.4 We advise that workstations should be isolated by at least a space of four feet / 1.25m measured from the nearest outer edge of one screen to the next or separated by a partition - see diagrams for examples of appropriate layout.

Computer Suite set up in test centres
People in — areas could do different tests or workstations might not be used



- 3.1.5 The way in which your IT technician has installed the system will determine how many candidates are able to sit a test at one time. Spare PCs should always be available.
- 3.1.6 Candidates should be seated in candidate number order, and a seating plan must be kept for each session. (Any candidate suffering from an infectious or contagious disease must take the test in a separate room in which all regulations can be applied.)
- 3.1.7 The testing room must be set up with all PC's logged on and the software open before candidates enter the room.

Display materials (e.g. diagrams, wall charts) that might assist candidates to answer test questions must be removed, unless the rubric expressly states that candidates are allowed to use reference materials in the test. Particular care must be taken with those tests that are held in laboratories or libraries.

- 3.1.8 Test time will be determined by the individual candidate's clock on their PC, however a reliable clock must be visible to each candidate in the test room.
- 3.1.9 The *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications must be displayed both inside and outside the test room.
- 3.1.10 The poster version (A3 size) of the *Notice to Candidates* issued by the Joint Council for General Qualifications must be displayed in a public place outside the test room.
- 3.1.11 Any other test may be held in the test room at the same time, provided that no disturbance is caused thereby.
- 3.1.12 The centre should ensure that candidates are not interrupted whilst taking a test.

3.2 Workstations

- 3.2.1 Each workstation must be tested on completion of installation. Once the system has been installed Edexcel will provide a DEMO test to ensure that the software has been correctly installed.

3.3 Hardware and software

- 3.3.1 There should be adequate back-up provision in case of equipment failure. Provision can include:
- a) Spare workstations (of the required specification)
 - b) Spares of easily replaced items (e.g. mouse, screen)
- 3.3.2 Hardware should be maintained to minimise the likelihood of failure during an assessment.
- 3.3.3 Up-to-date virus protection measures should be in place.

4. Conducting the Test

4.1 Invigilation Arrangements

- 4.1.1 The Head of Centre must ensure that suitably qualified and experienced adults carry out invigilation. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the test room is specifically not eligible to serve as the sole invigilator.
- 4.1.2 The invigilator is the person in the test room responsible for the conduct of a particular test session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the test. Invigilators are not to perform any additional task (e.g. marking) in the test room.
- 4.1.3 Sufficient invigilators must be appointed to ensure that the test is conducted in accordance with the following requirements:
- At least one invigilator must be present for every 15 - 20 candidates or part thereof. Invigilators may be changed, provided that the number present in the test room does not fall below the number prescribed.
 - When one invigilator is present, he/she must be able to summon assistance easily, without leaving the test room and without disturbing the candidates.
 - A teacher who has prepared the candidates for the subject of the test must **not** be the sole invigilator at any time during a test in that subject.
 - Arrangements must be such that an invigilator can observe every candidate in the test room at all times.
 - Invigilators must be familiar with the onscreen testing software.
- 4.1.4 These Instructions must be available to each invigilator in the test room and the invigilators must be familiar with the Notice to Candidates, the Warning to Candidates and any specific regulations relating to the subjects being tested. Invigilators must also be familiar with the procedures for dealing with incidences of suspected malpractice.
- 4.1.5 Centres must keep signed records of the seating and invigilation arrangements for each test session. It must be possible to generate a seating plan from this record. Edexcel may require the seating and invigilation record at any time up to six months after the test has been taken. All documentation should be kept if a candidate appeals or makes an enquiry about results.
- 4.1.6 It is essential that an IT technician is available at the start of the test. They do not need to be in the room thereafter but they must be in the vicinity of the test room and must be contactable by phone or pager in order to deal with any technical difficulties that may arise.
- 4.1.7 Either an IT technician or dedicated Administrator must be familiar with the software 'User Guide'. They must understand the procedures for logging on, uploading candidate results, exiting and pausing the tests as necessary.

- 4.1.8 Either an IT technician or dedicated Administrator must set up the testing room. This involves switching on the PCs and opening up the software before candidates enter the room.
- 4.1.9 It is a condition of accreditation to offer onscreen tests that suitable technical support is provided.

4.2 Identification of Candidates

- 4.2.1 The invigilators must be satisfied as to the identity of every candidate attending each test. The Head of Centre must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all candidates.
- 4.2.2 Invigilators must **not** allow a candidate to login under the name of another candidate. If the incorrect candidate has been entered, staff can add a late entry to the test session, or the candidate will have to be scheduled in for another time. Any candidate entered under the incorrect name will have their results VOIDED. This will be construed as malpractice.
- 4.2.3 Candidates who are not known to the assessment centre authorities must be required to present photographic documentary evidence that they are the same persons who were entered for the test each time they attend a test session.

4.3 Persons Present

- 4.3.1 Only candidates taking the test(s) and persons authorised by the Head of Centre in connection with tests are to be allowed in the test room.
- 4.3.2 Edexcel, Ofqual and the JCQ Joint Inspection Service reserve the right to visit Centres during the period of the tests to inspect the arrangements made for the security of confidential examination material and for the conduct of the tests.

4.4 Starting the Test

NB Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the test. Centres are advised that unauthorised materials, and mobile phones in particular whether or not switched on or within reach, must not be in candidates' possession. See section 2.3.1 for details.

- 4.4.1 A test is deemed to be in progress from the time the candidates enter the room until all candidates have completed the test and left the room.
- 4.4.2 The invigilator must not offer any advice or comment on the work of the candidate.
- 4.4.3 Before candidates are permitted to start work the invigilator must:
- ensure that candidates are seated in accordance with the prescribed seating arrangements

- inform the candidates that they are now subject to the regulations of the test and read out the relevant notices and warnings
- warn candidates that any unauthorised material must be handed in (this should also include any food or drinks, which may only be allowed at the express discretion of the Head of Centre)
- check that candidates have all the necessary material to enable them to complete the test
- ensure that candidates start the examination in accordance with the specific instructions provided for electronic testing
- draw the candidates' attention to the instructions on the screen at the beginning of the test and ask them to check that they have been provided with the correct test for the correct subject and level
- inform candidates that they must not use the Quit button without first asking an invigilator
- instruct candidates to enter the required information on their screen when prompted to do so at the start of their test
- instruct candidates in regard to the instruction screens that will appear prior to the start of the test
- inform candidates about the instruction screens that will appear before the test
- instruct the candidates that any scrap paper or pens they use (point 2.3.1) must be returned to the invigilator at the end of the test, and must not be taken out of the test room.
- remind candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidate whilst they are in the examination room.

5. During the Test

5.1 Supervision of the Candidates

5.1.1 Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty

5.2 Technical Problems

5.2.1 **Power failure.** In the event of power failure the onscreen test should be abandoned and a further set of onscreen examinations scheduled when the fault has been rectified and the system tested

5.2.2 **Technical failure.** If during the test there are difficulties with individual PCs or the whole centre system then, if the failure cannot be rectified within 30 minutes, the onscreen test should be abandoned and a further set of onscreen tests scheduled when the fault has been rectified and the system tested

5.2.3 **Set up.** If the system is not up and running successfully at the scheduled start time the test should be delayed by no more than 15 minutes for the problem to be resolved. After this time, the onscreen test should be rescheduled when the fault has been rectified and the system tested

5.2.4 Where tests are compiled of a large quantity of images or video footage, a recommendation will be issued regarding the maximum amount of candidates permitted to sit the test in the same session at a centre. The restriction will reduce the amount of traffic on the centre's network. If more than the recommended amount of candidates sit the test a successful testing session may not be achieved

5.3 Emergencies

5.3.1 In the event of an emergency such as a fire alarm or bomb alert, the invigilator must take the following action:

- Evacuate the test room in accordance with the instructions given by the appropriate authority. This onscreen test session will have to be abandoned and rescheduled
- Note the time and duration of the interruption
- Make a full report of the incident by emailing your centre details and the candidates details to serviceoperations@edexcel.com You will then be informed whether the test results can be voided

5.4 Irregular Conduct

5.4.1. The invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the test and make a note of the circumstances

5.4.2. It is the duty of the Head of Centre to ensure that all cases of irregularity and suspected or actual misconduct in connection with the test are reported to Edexcel within 48 hours. The Head of Centre is empowered to expel a candidate from the test room, but such action should only be taken when it is considered as essential or when the continued presence of a candidate would cause disruption to other candidates

- 5.4.3. Any infringement of the regulations must be reported and may lead to disqualification of the candidate. The decision on disqualification rests solely with Edexcel

6. At the end of the Test

6.1 Finishing the Test

- 6.1.1 The test will automatically close down when the allocated time has been used.
- 6.1.2 The test can only be exited by the exam administrator. Candidates should not individually quit the test
- 6.1.3 Centres must keep all evidence of attendance sheets that are produced at the end of the tests for every candidate present. These are to be used as proof of attendance and should be stored in centres for all candidates for two months after the tests. These may be requested at any time during this period by Edexcel.

6.2 Leaving the Test Room

- 6.2.1 Candidates who have completed the test may leave the room at the discretion of the invigilator, subject to ensuring that no disturbance is caused to other candidates and that the invigilator turns off the screens to ensure others cannot see them. Those candidates must not be allowed back into the room.

7. Other Information

7.1 Speaking, Listening and Communication (English)

Learners must be assessed separately for the speaking and listening component. The process for this is standard to both Paper-based and Onscreen tests, and is detailed in the document "Handbook for Quality Assurance for Edexcel Functional Skills Level 1 and 2". This can be found on the Edexcel website via the following link <http://www.edexcel.com/quals/func-skills/Pages/key-documents.aspx>

7.2 Other Documentation

Edexcel General Enquiries Contact : 0844 576 0028

Technical Support : 0844 576 0024

Guidelines for dealing with instances of suspected Malpractice in examinations and Access Arrangements : www.jcq.org.uk



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