



# EXAMINATION GUIDELINES

Quality Assurance Support Service

**The Quality Assurance Support Service** must be notified of all exams at level 4, level 5 and level 6. These exams must be supervised by someone other than the assessor. Where a Centre is not in a position to provide a supervisor, the Quality Assurance Support Service will provide one.

#### ASSESSOR RESPONSIBILITIES PRE ASSESSMENT EVENT

1. Use the link on LOETB's website to notify the Quality Assurance Support Service of the event, including date, details and name of supervisor (if provided by Centre) and to request supervisor from QA if Centre personnel are unavailable to supervise.
2. Ensure the room being used is large enough to allow adequate spacing between learners being mindful of the centres Covid-19 guidelines regarding physical distancing and use of masks.
3. In advance of online exams, the assessor should make sure all learners have a Moodle account and are added to the relevant assessment.
4. In advance of online exams, ensure the Supervisor has access to the course on Moodle.
5. Ensure learners are informed of permitted items (if any, eg calculator) and are familiar with the "Instructions for Learners" section of this document.
6. Instruct learners to be seated fifteen minutes before exam time.
7. Proof-read the exam carefully to check for clarity and to eliminate errors.
8. Exam materials should be kept in a secure location, only available to authorised persons. Online exams should not be visible to the learners until the time and date of the exam.
9. Computers or other equipment being used in the exam must be checked in advance of the examination to ensure that they are operational, have the correct date and time, and that any required software is installed. All class notes, resources or supports should be removed and access to any learner folders should be disabled. This preparation should take place with sufficient time allowed for any corrective action to be carried out.
10. Where printing is required as part of the exam:
  - a. Where possible, check that the correct default printer has been set for learners.
  - b. Ensure adequate supplies of paper and toner are readily available.
  - c. Where feasible, exam instructions should direct learners to include their name on any printouts.
11. A sign indicating that an exam is taking place should be placed on the exam room door and a clock, with the correct time, should be placed in the exam room.
12. Provide the exam supervisor with:
  - a. Attendance sheet.
  - b. Phone number of assessor who should be on site and readily available. If the assessor is unavoidably absent, the supervisor should be made aware of this in advance.
  - c. Any specific technical instructions for the exam, e.g. the printer to be used, specific Moodle instructions.

- d. List of permitted items, and sufficient quantities of same if being provided by the Centre, (e.g. log books). All relevant details of such items should also be provided, (e.g. calculators may not be programmable).

Where exams are paper-based, **the following must also be provided to** the supervisor.

- e. A sealed envelope containing exam paper(s) for each learner, plus one spare for the supervisor.
- f. Additional answer books/paper.
- g. Graph paper (if required).

## THE ASSESSMENT EVENT

1. The assessor should be available and easily contactable to accompany learners if required (eg bathroom break). If this is not possible, the assessor must ensure that another member of staff is readily available and easily contactable. This staff member should be familiar with the exam and if online, have access to it.
2. Learners should be seated with adequate space to ensure there is no opportunity to overlook another's work.
3. Learner should follow the centre Covid-19 guidelines regarding physical distancing and use of masks.
4. All books, phones, etc. should be put to one side, out of reach of learners. Phones must be switched off.
5. Learners must be supervised at all times and the time allotted for the exam must be strictly observed. Supervisors must not give learners any assistance with the exam questions, including interpreting the meaning of questions.
6. If a learner leaves the exam early, the supervisor should collect all of their work, rough work, and where required, their test booklet and centre equipment. The time the learner leaves should be noted on the Attendance Record.
7. The supervisor should inform learners of time remaining at appropriate intervals.
8. At the end of the exam, the supervisor should collect all exam materials, rough work etc. before learners are allowed to leave the venue.
9. Supervisor should ensure all assessment material is returned to the relevant assessor on conclusion of the exam.
10. The supervisor must sign and date the Examination Attendance Record and return it to the assessor.

Note: As spare room availability is often limited, assessors may be present in the exam venue during the exam, however they should not act as a supervisor or interact with the learners

## INSTRUCTIONS FOR SUPERVISOR

1. Be in attendance 20 minutes in advance of event to meet with assessor and ensure the venue has been prepared appropriately.

2. Decide on designated area for bags, phones etc. This must be out of reach of learners.
3. Where some, or all of the assessment is conducted online the supervisor should check the learners can access the course on Moodle.
4. Read aloud the “Instructions for Learners” before assessment event commences, allowing time for steps to be completed where relevant (eg moving items to designated area, checking access to online elements).
5. If the assessor has provided any specific technical guidelines for the exam, these should also be read aloud.
6. Check for compliance with the instructions (clear desks etc) and that learners have the appropriate resources (eg calculators)
7. Ensure learners sign the attendance sheet.
8. Distribute exam papers and ensure learners do not commence the paper until instructed to do so. In the case of online assessments, ask learners to login to Moodle.
9. Note the exam start time and announce the start of the exam and confirm the finishing time.
10. Remind learners to write their name on their answer papers.
11. If the supervisor finds a learner to be in breach of any exam regulations, the learner should be asked to leave the venue.
12. If a learner becomes ill, distressed, or needs to use the bathroom, they may only leave the room if they are accompanied during their absence. Extra time will not generally be given in such circumstances. This will be decided on a case by case basis.
13. No learner should be admitted more than 30 minutes after the exam start time. However, in extenuating circumstances, the Supervisor may consider admitting a learner, provided no other learner has left the exam. Extra time is not normally allowed. In the case of online assessments, no learner will be admitted after the start time of the assessment due to the potential for disruption.
14. Remind the learners of time remaining at appropriate intervals, eg in a 2-hour exam after 1 hour, 1.5 hours, 15 minutes, 5 minutes.
15. Collect all exam material at the end of exam and pass to Assessor.
16. In the case of online assessments make sure the learner has submitted their work and fully logged out
17. Complete the “Assessment Event Supervisor’s Report”.
18. If there is a suspicion that a learner or learners have been involved in malpractice, (e.g. cheating, copying) during the exam, complete the “Assessment Malpractice Incident Report” and give it to the relevant assessor.

## INSTRUCTIONS FOR LEARNERS

1. You must follow the Supervisor’s instructions at all times.

2. Switch off all mobile phones and devices (including smart watches, remove headphones, etc) and place them in the designated area.
3. Do not commence the exam until told to do so.
4. Ensure your name is written on your answer paper.
5. You must not communicate, or attempt to communicate, with another learner during the exam.
6. Check you have the necessary items for the exam, including adequate supply of pens, etc.
7. Only items specifically permitted for use during the exam may be left on the desk. There should be no notes or pencil cases on the desk.
8. You may not leave the exam within the first 30 minutes.
9. If you have completed your exam, you may hand all exam material to the supervisor and leave as quietly as possible. However, you may not leave during the final ten minutes of the exam and must remain seated.
10. If you wish to leave the room, to use the bathroom, or because you feel ill, raise your hand. You will not be re-admitted unless you have been accompanied during your absence.
11. You may be expelled from the exam centre if your behaviour is such to jeopardise the successful conduct of the exam. This includes being found in possession of any books, notes, papers, other than the material allowed, or attempting to help, or seek help from, another learner.
12. If you need to ask a question, or obtain extra paper, raise your hand.
13. You must stop writing, or typing, when told to do so.
14. Do not remove any exam material from the exam centre.
15. You must not communicate, or attempt to communicate, with any other learner before the Supervisor has collected all exam material from all learners and in the case on online assessments, until all learners have submitted their work and logged out.
16. If you break any assessment rules, you may have all, or part, of your assessment cancelled.
17. [Where applicable] - Please remain seated and printouts will be distributed by the Supervisor.