Specific Examinations and Invigilation Policy For Pearson Edexcel Functional Skills and GCSE qualifications

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2025

Written by previous Deputy Head Teacher

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Updated: 1st September 2025
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Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE number 881/6073

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Introduction and Aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure that examinations and invigilation are conducted in accordance with the criterion requirements of the Pearson Edexcel Instructions for conducting exams and the JCQ Instructions for Conducting Examinations (ICE). This document should be read in conjunction with the current version of these documents. This document contains requirements that are in addition to the criterion included in the JCQ ICE document.

This policy is linked to our:

- Examination Internal Appeals Policy
- Examination Contingency Plan
- Examinations Complaints and Appeals Procedure Policy
- Examinations Word Processing Policy
- Assessment Procedures Policy
- Non-examination Written Controlled Assessment Policy
- Equality Policy
- Staff Handbook
- Whistleblowing Policy
- Conflict of Interest Policy
- Recognition of Prior Learning Policy and Process
- Student Recruitment, Identification, Registration and Certification Policy (exams)

General instructions for paper-based and onscreen assessment

Invigilation arrangements

The head of centre ensures that for:
Administration of exams ('Administration' includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to the awarding organisation after scheduled exams are completed).

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a. No tutor of a Functional Skills qualification can be involved in the administration of the assessment materials for level 1 and 2 exams in that subject, regardless of the level they teach.

Invigilation of exams
b. A Functional Skills subject tutor must not be involved in the invigilation of that subject, even if they have not taught those candidates (i.e. a Functional Skills English tutor must not invigilate any Functional Skills English exam and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach).

Exceptions

The Head of centre ensures that the centre has a suitable invigilator available for all level 1 and 2 Functional Skills exams.

There are no automatic exceptions to this rule. In exceptional circumstances, where only a tutor can access the assessment location and/or the candidates, some adjustment may be granted by prior arrangement with, and at the discretion of, the awarding organisation. These circumstances may include:

- restrictions within the centre on the grounds of security or safeguarding; or
- the remote location of the candidate's workplace/assessment location; or
- as part of a reasonable adjustment request for a specific learner.

Any exception on these grounds must be agreed by Pearson in advance of the exam date. An exception may also require the centre to agree to additional measures to ensure the security of materials and additional monitoring by Pearson.

The Head of Centre ensures 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 examination room is specifically not eligible to serve as the sole Invigilator.

Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking, in the examination room.

Enough Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- At least one Invigilator must be present for every 30 candidates or part thereof.
- Invigilators may be changed, provided that the number present in the examination 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 examination room and without disturbing the candidates.

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- Arrangements must be such that an Invigilator can observe every candidate in the examination room at all times.

Each invigilator in the examination room must have the following documents available:

- Pearson Edexcel Functional Skills Instructions for Conducting Examinations (this document)
- JCQ Instructions for Conducting Examinations
- The most up to date *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications must be displayed outside the examination 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 examination. Particular care must be taken with those examinations that are held in laboratories or libraries.

Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the examination. Any unauthorised materials and mobile phones in particular, whether or not switched on or within reach, must not be in candidates' possession unless requested specifically for the FS ICT task or as a specific awarded concession.

An invigilator must not:

- re-phrase a question for a candidate
- explain any subject-specific or technical terms to a candidate
- give any indication of the time elapsed or remaining where a question paper consists of distinct sections

Seating plans

The Centre will keep signed records of the seating plan and invigilation arrangements for each examination session for six months. Pearson may ask for access to this information at any time during that six-month period for the purpose of enquiries about results, appeals and investigations. The seating plan must show clearly how the candidates have been seated during the test and provide an accurate record to demonstrate how the exam room is set up. A seating plan is required for every test even if there is just one candidate present.

This is to ensure:

- the test is being conducted under exam conditions
- invigilation is not intrusive
- the candidate has an appropriate space to complete the test.

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Identification of candidates

The Head of centre will check the identity of their candidates at enrolment and record the items of identification seen. Invigilators will carry out an ID check for each individual candidate on the day of a test and record the evidence of candidate ID. For onscreen tests, the invigilator will check the identity of each candidate to ensure that the correct ID and password are issued.

The Head of centre holds the responsibility to check candidate identity and confirm that the correct candidates have taken the correct tests. Upon entry to the exam room, the Invigilator will issue candidates with a photo ID card that specifies the candidates name, candidate number, exam title, reference number and date of the exam. These cards are to be displayed by the candidate for the duration of the exam on the candidates work-table. At the conclusion of the exam or assessment, the ID cards will be removed by the Invigilator and stored chronologically as part of a record of candidate attendance.

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 examination each time they attend an examination session and before an examination is taken. Appropriate photographic evidence would be a valid passport (of any nationality) or a photo card driving licence.

People present

Only candidates taking the test(s) and persons authorised by the Head of Centre in connection with examinations are allowed in the examination room.
[NB: Pearson reserves the right to visit centres at any time to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations.]

Before the examination session

An examination is deemed to be in progress from the time the candidates enter the room until all candidates have completed the examination and left the room.

Instructions for arranging the examination room

- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others
- The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres
- Make sure that a wall clock is clearly visible to all candidates
- Display a board showing the centre code and the examination start and finish times
- Make sure that the room is quiet and well lit. The room should also be well ventilated and at a reasonable temperature with sunlight glare blocked out

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- Follow any subject-specific invigilation instructions
- Ensure candidates are seated ten minutes before the start of the test.

Before the examination

- Place a notice on the door of the room that says 'Quiet please - examination in progress. No admittance'.
- Check the front of the question paper so you know what materials candidates can use in the examination.
- Check that candidates have not brought into the examination any materials they are not allowed, such as revision notes, mobile phones or electronic dictionaries.
- Read out the Warning to Candidates.
- Open the packet of question papers in the examination room.
- Remind the candidates that they must fill in the details on the front of the answer booklet.
- Tell candidates to read the instructions on the front of the question paper.
- Tell candidates when they may begin and how much time they have to complete the examination.
- Make provision for candidates to securely store their personal belongings outside the examination room if possible or out of reach.
- Centres must ensure that envelopes and boxes containing confidential materials are signed for. A log must be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged.
- The JCQ has produced Materials Receipt Logs for centres to use.

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 examination 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 examination
- 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
- Ensure candidates have been given the correct paper, as each candidate may be assigned a different test paper and we may not accept scripts completed for an incorrect test version

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During the examination

- The invigilator must not offer any advice or comment on the work of the candidate(s)
- Candidates may only take pens into the examination room and any pencil cases must be transparent. (Additional equipment is permitted for the Maths tests as specified in section 7.3 of this document.)
- Mobile phones and other electronic equipment are not permitted, unless specific concessions are granted in advance.
- Be aware that candidates who arrive after the start of the examination should be allowed the full time for the examination, depending on your centre's organisational arrangements and provided that adequate supervision arrangements are in place.
- Once the test has started, candidates may not ask questions about the test.
- Invigilators must not talk to or distract candidates during the test.
- Be vigilant and supervise the candidates at all times to prevent cheating.
- No requests for help from candidates in relation to the test can be dealt with during the test.
- If you discover cheating, take away any unauthorised material and allow the candidate(s) to continue. This should be reported as malpractice on the invigilation report which must be submitted to us via the Pearson Support Portal.
- Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily. They must remain with the candidates at all times and ensure that they cannot access restricted material. The candidates remaining in the exam room must continue to be invigilated.
- Candidates must be reminded verbally when there are only ten minutes of the test remaining.
- Ensure that candidates who have finished their work and have been allowed to leave the examination room early hand in their work before they leave the examination room. Those candidates must not be allowed back into the examination room.
- Tell candidates to stop writing at the end of the examination.

After the examination

- Collect all scripts and question papers before candidates leave the examination room, ensuring that all details on the front page of the scripts have been completed.
- Arrange scripts in the order candidates appear on the attendance register.
- Sign the invigilation report and record any late arrivals, disturbances or malpractice. (The report can be the centre's own).

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Supervision of candidates

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

Candidates with special requirements

In some circumstances, candidates with particular requirements may be given additional time to complete the examination. In other circumstances, candidates may be entitled to a supervised rest break, where the examination should be split into two or more parts for each session either side of the break.

The Head of centre in collaboration with the Exams Officer and SENDCo ensure that the needs of all students being entered for examinations have an assessment of their needs prior to the start of the qualification programme. A plan of 'Reasonable adjustments' relative to any identified SEND needs is created by the SENDCo to be implemented as part of the pupil's provision and 'normal way of working' throughout the course and any mock exams.

In accordance with the criteria set out in the JCQ Regulations and Guidance, the Exam Officer ensures that an application for Access arrangements is made for candidates who are eligible for adjustments in examinations within the specified timeframe for each exam. For information about access arrangements for candidates with particular requirements, please refer to the Pearson website.

Misconduct

This type of examination relies heavily on the integrity of the candidates. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated by the Head of Centre and the Exams Officer, and candidates may have their result withheld.

It is the Head of centre's responsibility to inform Pearson's Business Improvement and Regulation department of any breach of regulations by contacting them via the Pearson Support Portal. The Head of Centre will provide as much information as possible, including;

- full details of the incident
- names and roles of individuals involved
- signed statements

The Head of Centre will ensure no specific content of live test papers is shared.

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Following receipt of the emailed report, further guidance provided by Pearson's Investigations Team will be followed.

Irregular conduct

The invigilator will remove and retain any unauthorised material discovered in the possession of a candidate in the examination and make a note of the circumstances.

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 examination are reported to Pearson within 48 hours.

The Head of Centre is empowered to expel a candidate from the examination room, but such action will only be taken when it is considered essential or when the continued presence of a candidate would cause disruption to other candidates.

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

Emergencies

The Invigilator will take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room
- Ensure candidates leave the room in silence
- Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident via the Pearson Support Portal including centre details and the candidates' details.

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Paper-Based On-Demand English and Mathematics Assessments

These tests are offered on-demand at any time of the year. All Pearson Edexcel general instructions apply. For more details, please refer to the invigilation arrangements section.

Specific instructions to Centres

- Centres can arrange the test sessions to suit the needs of their candidates
- Centres with large numbers of candidates may stagger the tests and make entries when candidates are ready to take the test
- Named entries (test bookings) must be made for a specific date and time for each individual candidate
- Test bookings can be made up to 14 calendar days before the planned test date
- Test bookings cannot be amended within 14 calendar days of the planned test date
- Late entries within 14 calendar days of the planned test date are not permitted
- Test materials are dispatched to arrive in centres approximately 3 days ahead of the test date
- If a candidate is unable to attend on the test date booked the centre can make arrangements for the test to be completed between receipt of the test materials and up to 5 calendar days after the planned test date without re- booking
- Where a test is being taken on a different date within that permitted time-period, all test materials must be stored securely at all times following the instructions provided in the storage section.
- If a candidate will be unable to attend within the permitted time-period, the centre should mark the candidate as absent on the attendance register and a new test booking must be made.
- Where it is not possible to take a test on a different date within the permitted time-period, the test materials must be destroyed securely.
- In cases where a test is taken on a different date within the permitted time-period, all changes must be fully documented within the centre for audit purposes. Pearson may ask to view this evidence as part of any centre visit.
- It is permissible to timetable a number of different groups of candidates back-to- back on the same day. Centres must ensure that candidates taking tests in different sessions do not discuss the test content with any candidate yet to take a test.
- Candidates must sign a declaration on the front cover of the question paper when they sit the test, confirming they understand that they are not allowed to discuss the contents of the test with anyone.

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- Pearson will provide an attendance register for each test version assigned on a given test date.
- Pearson will also provide place cards with the candidate details and test version printed on them.
- You may receive different test versions for different candidates. You must ensure that candidates are given the correct test version as detailed on the attendance register you receive with the scripts. If a candidate is given a different test version to the one they have been assigned on the attendance register we may not be able to mark the completed test paper. The test version is printed in three places:

    - on the attendance register
    - on the front of the test paper
    - on the learner desk cards

- Centres must not add candidate details to the bottom of the attendance register.
- Candidates who do not have an entry must not be allowed to take a test.
- Where more than one test session is held, centres must keep an accurate record of candidates present at each session, together with details of the invigilation arrangements.
- The top copy of the attendance register supplied with the question papers must be completed accurately and returned to Pearson with the completed question papers. Attendance registers are scanned on receipt at Pearson with absence records stored immediately to enable re-sits to be booked. If the attendance register is not correct, this process will be delayed. The bottom copy must be retained in the centre for two months.
- It is the responsibility of the centre to inform candidates of the date and time of their test.
- It is permissible for candidates sitting Level 1 and Level 2 tests to do so in the same room.
- Test papers will become available to use as practice papers once a test version is retired from use.

Specific instructions for new specification Mathematics

The new specification mathematics papers contain a non-calculator section and a calculator section printed in two separate answer booklets.

You must:

- ensure the non-calculator section is completed first
- distribute only the non-calculator section first
- ensure that learners do not have access to a calculator while completing the non-calculator section
- allow all learners the full time to complete the non-calculator section
- collect the non-calculator test booklets in when all learners have completed

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the non-calculator section
- distribute calculators and the calculator booklets only once all non-calculator test papers have been collected in
- return all completed test papers to Pearson for marking.

Receipt of question papers

On receiving question papers from Pearson, the Examinations Officer will:
- Check the contents of each envelope by reading the title through the envelope window.
- Contact Pearson centre support if they believe specific question papers are missing
- Store all question papers securely in the Examination Secure storage area in line with the instructions found in the 'storage' section (below).
- Restrict the number of key holders to two to four people.
- Note: For English Reading Level 2 the examination material contains a question paper and a text booklet (as an insert). Both items must be stored securely.
- There is never any photocopying of examination papers under any circumstances unless express permission is obtained from Pearson.
- Ensure that no information relating to the content of these tests is published, unless authorised by Pearson.
- Question papers should not be opened until the time of the assessment and must only be opened in front of the candidates.

Storage

It is the responsibility of the Examinations Officer to ensure that the test materials are locked away in a place of high security and to set out the appropriate terms of authorisation for members of staff.

Only the Examinations Officer or authorised key holders should have access to the live materials prior to the scheduled assessment time.

Completed question papers

The Examinations Officer will ensure that:
- Completed question papers are returned to Pearson to be marked
- The English Reading Level 2 text booklet (as this does not need to be returned to Pearson but must be collected in) is accounted for, and destroyed securely
- (For English Reading Level 2) ensures that candidates do not write their responses in the text booklet. Only answers given in the question paper booklet will be marked.

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- Completed question papers are sent to the examiner or Pearson processing centre for marking using the label provided
- If it is not possible to return completed question papers immediately, they are held in the secure storage area in the return envelope provided by Pearson and must be returned for marking by the end of the week in which the examination was taken.

Unused question papers

Any unused question papers including text booklets will not be returned but will be collected in by the Examinations Officer, accounted for, and destroyed securely immediately. Spare copies of papers will not be issued to anyone, including teaching staff. The Centre will keep a record of the date and time any unused materials are destroyed.

Security of content

Question paper content must not be emailed as the assessment is secure and emailing any part of it is considered a breach of security. For queries about the content of a question paper, please contact us via the online portal. Alternatively, call Customer Services stating your name and contact details, and ask for one of the team to contact you directly via phone to discuss your queries.

Conditions for splitting packets for use in multiple rooms within a centre

When using multiple exam rooms within on site it is permissible to split packs of examination materials to facilitate the setting up of these rooms. We will only open the packs of question papers if absolutely necessary:

- No earlier than two working days in advance of the assessment date, *(for multiple examination rooms we may split and reseal packs of papers)*
- Only appropriate centre administrative staff may have access to the question papers whilst they are being re-packaged
- Open the packs in a secure environment – i.e. a private room or office with restricted access
- Once the question papers are appropriately re-packaged for each assessment room, they will be re-sealed and stored according to the secure storage requirements. The newly sealed envelopes may not be re- opened until the time of the scheduled assessment.

A log should be kept by the Examinations Officer which records the following:

- names of all people handling the papers
- times when papers were removed from secure storage
- number of split packets created
- times when papers were returned to the secure storage

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For exceptional circumstances regarding storing assessments materials please contact Pearson via the online portal for further guidance, prior to a Standards Verification visit taking place in order to avoid a potential block.

English Speaking and Listening units

A log should be kept by the Examinations Officer which records the following:

- names of all people handling the papers
- times when papers were removed from secure storage
- number of split packets created
- times when papers were returned to the secure storage.

For exceptional circumstances regarding storing assessments materials please contact Pearson via the online portal for further guidance, prior to a Standards Verification visit taking place in order to avoid a potential block.

The normal procedures relating to oral examinations apply (see *JCQ ICE*).

There is no set time limit for this assessment, but Pearson suggest approximately 30 minutes per candidate at each level. The assessment can be distributed over more than one session at the centre's discretion.

Candidates are not required to bring any materials into the assessment room. They can, however, bring notes with them. These must be checked to ensure that they do not include prepared responses.

The centre will refer to the Centre Guide to Quality Assurance for Functional Skills Levels 1 and 2 Speaking, Listening & Communication for guidance on the Speaking, Listening and Communication unit.

English Units

Duration of the tests

- Reading Level 1: (PENR1) 60 minutes
- Reading Level 2: (PENR2) 75 minutes
- Writing Level 1: (PENW1) 60 minutes
- Writing Level 2: (PENW2) 60 minutes.

The form of the papers

- Candidates may use a dictionary for the English reading papers only

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- Candidates must answer all questions in the question paper
- Candidates should use black ink – not pencil
- The answers must be written in the spaces provided on the question paper
- Additional answer sheets can be used, if needed.

Maths Units

Duration of the tests

- Mathematics Level 1: (PMAT1) 1 hour and 55 minutes (Non calculator 25 minutes; Calculator 90 minutes)
- Mathematics Level 2: (PMAT2) 1 hour and 55 minutes (Non calculator 25 minutes; Calculator 90 minutes)

The form of the papers

- Candidates must answer all questions in the question papers
- Candidates should use black ink – not pencil (except for diagrams)
- The answers must be written in the spaces provided on the examination paper
- Additional answer sheets can be used, if needed
- The non-calculator and calculator sections are supplied as two separate question paper/answer booklets and must be administered correctly in line with the guidance in section 4.2.

Items required:

Candidates will need to take the following items into the examination room:

- pen
- calculator
- HB pencil
- eraser
- ruler graduated in centimetres and millimetres
- protractor
- pair of compasses

Onscreen, On-Demand English and Maths Units

Items required:

Candidates will need to take the following items into the examination room:

- pen
- calculator
- HB pencil

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- eraser
- ruler graduated in centimetres and millimetres
- protractor
- pair of compasses

All general instructions apply. For more details, please refer to the invigilation arrangements section.

Invigilation

Invigilators must be familiar with the onscreen testing software.

It is essential that an IT technician is available at the start of the test. The IT technician does not need to be in the room thereafter but must be in the vicinity of the test room and must be contactable by phone to deal with any technical difficulties that may arise.

An IT technician or dedicated administrator must:

- be familiar with the software 'User Guide'
- understand the procedures for logging on, uploading candidate tests and exiting the tests as necessary
- set up the testing room which involves switching on the PCs and opening up the software before candidates enter the room.

It is a condition of accreditation to offer onscreen tests that suitable technical support is provided.

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 an incorrect name will have their results voided. This will be construed as malpractice.

For onscreen tests, teaching can take place up to the day of the test.

Safe custody of test materials

Testing software will be securely managed at all times so that no unauthorised person has access. Security systems and processes are in place to prevent unauthorised access to tests on the computer system.

These include ensuring:

- only administrators have access to passwords which give access to the onscreen tests

- computers are 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

The Examinations officer will ensure the appropriate staff have the expertise to administer and access tests using secure uploading and downloading; and the appropriate level of expertise to deal with any issues or technical difficulties that may arise during a test.

The centre ensures that the confidentiality of the test is maintained.

Assessment content will be protected from unauthorised access at all times, i.e. before, during and after the examination session.

The Head of Centre will tell Pearson 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).

Start times for tests

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. Tests can be unlocked and taken up to 4 hours before the time scheduled and up to 4 hours afterwards. Centres should inform each candidate of the starting time of the session when their test is to be held.

Resources for tests

The Examinations Officer ensures that the following criterion are adhered to:

Candidates must not have access to any materials, including books and unauthorised software, whilst they are sitting the test. Candidates are allowed dictionaries.

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 at the end of the test and ensure that all such materials are shredded or securely destroyed.

For Functional Skills Maths, candidates are strongly advised to 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.

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

Duration of tests

- English Reading Level 1 – (OENR1) 60 minutes
- English Reading Level 2 – (OENR2) 75 minutes
- English Writing Level 1 – (OENW1) 60 minutes
- English Writing Level 2 – (OENW2) 60 minutes
- Maths Level 1 – (OMAT1) 1 hour 55 minutes
- Maths Level 2 – (OMAT2) 1 hour 55 minutes

General environment/layout

To ensure an appropriate assessment environment, the centre ensures 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
- the workspace provided for the candidate should enable them to access the equipment
- the arrangement of the workstations and the position of the Invigilator's desk facilitates detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised material

It is advised that workstations should be isolated by at least a space of 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.

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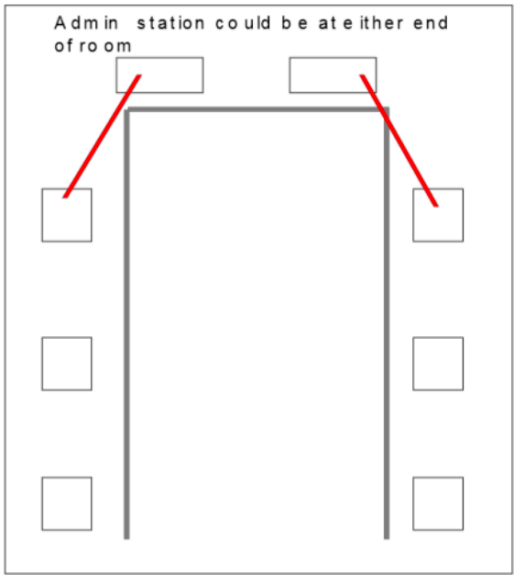

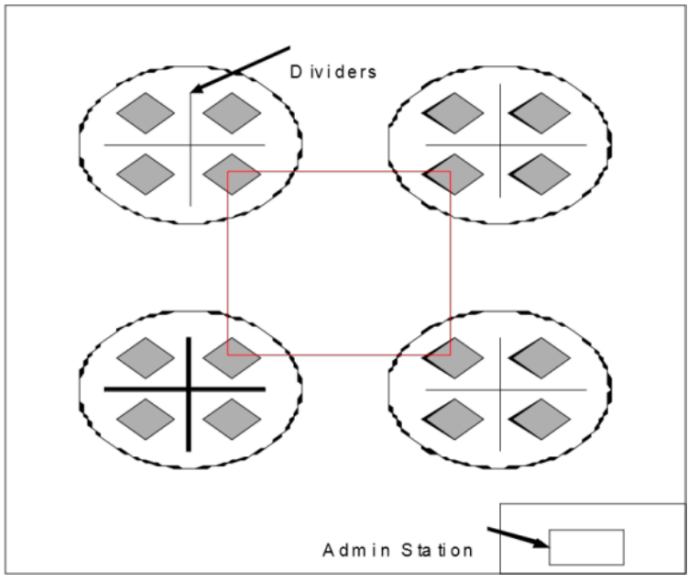

Workstations

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

Hardware and software

There should be adequate back-up provision in case of equipment failure. Provision can include:

- spare workstations (of the required specification)
- spares of easily replaced items (e.g. mouse, screen)

Hardware should be maintained to minimise the likelihood of failure during an assessment. Up-to-date virus protection measures should be in place.

Starting the test

In addition to the general instructions, the Invigilator must:

- 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

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- instruct candidates in regard to the instruction screens that will appear prior to the start of the test
- instruct the candidates that any scrap paper or pens they use must be returned to the Invigilator at the end of a test and must not be taken out of the test room

Specific instructions for new specification Mathematics

- The new specification mathematics papers contain a non-calculator section and a calculator section.
- The non-calculator section must be completed first.
- You must ensure that learners do not have access to a calculator whilst completing the non-calculator section.
- Learners are permitted to move on to the calculator section when they are ready to do so but will be unable to return to the non-calculator section once they have exited that section.
- Learners should be encouraged to use the onscreen calculator available within the onscreen test.

Technical problems

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.

Technical failure:

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

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.

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

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the recommended amount of candidates sit the test, a successful testing session may not be achieved.

At the end of the test

Finishing the test

- The test will automatically close down when the allocated time has been used.
- The test can only be exited by the exam administrator. Candidates should not individually quit the test.
- 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 Pearson.

Leaving the test room

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.

On-demand ICT units: ICT01 & ICT02

All general instructions apply. For more details, please refer to the invigilation arrangements section.

Specific instructions

Due to the nature of these tests, it is necessary to release confidential material to centre staff 24 hours prior to candidates sitting the test. It is therefore essential that centre staff read this document carefully before releasing any material to candidates, to ensure that the integrity of the test is not inadvertently breached.

During the test, candidates must only have access to the files required for the test.

Before the test

The normal procedures relating to practical tests will apply and every effort must be made to ensure the confidentiality of the data files and test paper (see *JCQ Instructions for Conducting Examinations*).

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The Head of centre will ensure that appropriate security systems and procedures are in place to prevent unauthorised access to the data files and question paper.

These must include ensuring:

- only administrators have access to passwords, which give access to the on-demand tests
- computers are 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

The Examinations officer will ensure the appropriate staff have the expertise to administer and access tests and are able to deal with any issues or technical difficulties that may arise during a test.

During the test, candidates must have access to the internet for Section A but not for Section B. It is the Invigilator's responsibility to ensure that access to the internet is limited to the time candidates are working on Section A during the first 15 minutes of the test.

Invigilators ensure that candidates do not access the internet after the first 15 minutes.

Candidates are required to have offline access to email software. They will not be required to send an email but must have access to suitable software which allows them to create an email, copy to more than one recipient and add attachment(s).

Assessment content will be protected from unauthorised access until immediately before the assessment and also after the assessment. The centre maintains the confidentiality of the test at all times before, during and after the test is completed.

Centres have up to 24 hours to download data files and question papers prior to candidates sitting the test. Candidates should only sit the test at the time scheduled. The test papers and data files will not be available to download earlier than 24 hours ahead of the scheduled test date.

The test paper and data files are accessible through the secure site via Edexcel Online. In order to access the materials through the secure site, the centre will need to be given additional user privileges on Edexcel Online by the Head of centre. Once access has been granted, the test papers and data files can be downloaded from our secure site.

A step-by-step User Guide is available to download from Pearson via the 'Documents' menu under 'Administration and Assessment':

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The Head of Centre will tell Pearson 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).

Starting the test

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. Where more than one candidate is taking the test at the same time, the candidates may be assigned different versions of the question paper. The centre must ensure that candidates sit the correct test at the correct level.

A 'Click to view candidates' option has been added against each question paper on the secure site. This provides a list of all the candidates assigned to that particular version of a question paper. Candidates in the same booking can be allocated different versions of question papers. If candidates are given the incorrect question paper, we may not be able to issue a result for the test or award the candidate the qualification.

There is an additional option on the secure site which provides centres with information on the question paper assigned to a candidate. This can be accessed by downloading the 'Candidate entry slip' found under the 'Order details' menu. The 'Candidate entry slip' shows which question paper a candidate should be assigned.

The Invigilator or Examinations Officer must read a statement to candidates to check the following before uploading their work:

- all completed work is saved in their test folder, with their name and candidate number
- 'shortcuts' to files are not included in their test folder.

Pearson will not accept work if it is sent later, so ensure that all files are saved.

Resources for the test

- The test is computer based. Candidates will complete set tasks on a computer and save their evidence in a test folder labelled with their name and date of birth, for uploading onto the secure site for external marking.
- Please ensure that candidates label the test folder with their name and date of birth. Any document which is not clearly labelled will not be marked.
- It is the responsibility of the Head of Centre to ensure that all candidates have access to resources that will enable them to complete the test and meet the requirements of the Functional Skills Standards.
- The Head of Centre must set up a test folder (on computers or servers used by candidates) for each candidate sitting the test. These test folders must not be accessible to candidates

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at any time other than during the test time/session itself. It is the responsibility of the centre to ensure that the test folders are accessible prior to the test.

- The Head of Centre must ensure that the data files are in a format accessible to each candidate before the test. The files should be tested for compatibility with the software to be used by candidates and then copied into their test folders.
- The question paper contained within the data files must not be saved in a candidate's test folder. It is the responsibility of the centre to ensure that the question paper and data files are extracted from the zipped folder which is downloaded from the secure site and that the correct version of a question paper is printed and distributed to the correct candidates sitting the test. At the end of each test session, all question papers must be collected in, accounted for and securely destroyed by the responsible officer. Any question paper found in the test folder will be reported as a form of malpractice.
- It is not acceptable to store any content of the zipped files in a shared area or in a central location where anyone can access them. Candidates must not be given access to any assessment materials prior to, or at any time outside, the official time allocated for the test.
- Candidates' work will be in the form of completed documents. Each document must have the candidate's name, candidate number and centre number inserted into the footer.
- Candidates must not have access to any materials including books and unauthorised software whilst they are sitting the test.
- 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 the candidate intends to use them or not), this may constitute Malpractice and the candidate could be subject to sanctions and penalties in accordance with JCQ Malpractice Guidelines.

Duration of tests

- ICT Level 1 (ICT01) – 2 hours
- ICT Level 2 (ICT02) – 2 hours

No extra time can be allowed for slow machines or networks which run slowly. It is the responsibility of the centre to ensure that appropriate hardware and software is available to candidates.

If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates.

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During the test

At least one Invigilator should be conversant with the software and system to be used by candidates to deal with technical difficulties that may arise. This may be the Functional Skills ICT tutor.

Candidates may not bring portable storage media (e.g. memory sticks, CDs, etc) in to the test.

Candidates must not have access to pre-prepared templates or other files during the test.

Candidates are not allowed to refer to textbooks or centre-prepared manuals during the test, but may use software-specific help facilities, or manufacturer's computer manuals (providing these do not require internet access). Software manuals are defined as books talking through the functionality of the software only, provided by the software manufacturer.

Display materials (e.g. maps, diagrams, wall charts) must be removed or covered in accordance with the *JCQ Instructions for Conducting Examinations*.

Communication between candidates is not allowed at any time during the test.

Finishing the test

The Examinations officer will ensure that all candidate work is saved and secure from unauthorised access.

After the test, all candidate work saved in their test folder needs to be zipped and uploaded onto the secure site. This must be uploaded on the day of the test.

It is the responsibility of the Examinations officer to ensure that all candidate evidence is uploaded against the correct candidate. Failure to do this will result in a delay to results. Please note that the bookings might be grouped within an order containing different candidates. If a candidate is absent, ensure that the absence is marked against the correct candidate.

Upon uploading the test files, the Examinations officer must ensure that work uploaded can be accessed, e.g. the folder is not a shortcut. If the folder is a shortcut, this will delay the issuing of results.

The centres will safeguard this work for two months in case it is required to be re- submitted. After the test, all candidate work will be copied to a secure storage medium and kept secure by the Examinations Officer.

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The Examinations officer must ensure that data files are not used as practical material once the candidate has sat the exam. Papers are live for over twelve months and sharing them will jeopardise the integrity of the qualification.

The Examinations officer must ensure the centre keeps 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 securely for all candidates for two months after the tests. These may be requested at any time during this period by Pearson.

At the end of the test, the Head of Centre must ensure that all question papers are collected in, accounted for and destroyed.

Leaving the test room

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. Those candidates must not be allowed back into the room.

Candidates' user areas should be deleted/removed at the end of the test.

Contingency planning

The Examinations officer will ensure that:

- technical help is available during the test to deal with 'computer crashes', printer problems and other possible complications
- a number of 'spare' computers are available during the test so as to allow candidates to move to another machine if necessary
- up-to-date virus prevention measures are in place

Monitoring and review

This policy will be reviewed annually in accordance with JCQ regulations.

Overall responsibility for the Examinations and Invigilation Policy in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson

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Appendix 1: JCQ Warning to Candidates Poster

Warning to Candidates

1. You must be on time for all your examinations.
2. You must not become involved in any unfair or dishonest practice in any part of the examination.
3. You must not:
    - sit an examination in the name of another candidate;
    - have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. Possession of a mobile phone or other unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You must follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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Appendix 2: JCQ Mobile Phones Poster

NO iPODs, MOBILE PHONES MP3/4 PLAYERS SMARTWATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in DISQUALIFICATION from your examination and your overall qualification.

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Appendix 3: Checklist for invigilators (Paper-based tests)

**Copies to be printed and given to each invigilator.*

	A – Arranging the examination room
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size to accommodate the question paper.
3	Check that you have the following on display in the exam room: • a clock that all candidates can see clearly • a board or display showing the: • centre number • subject title • paper number • actual start and finish time of the examination(s)
4	Check that you have the following on display outside the exam room: • JCQ warning to candidate's poster • JCQ mobile phones poster
5	Check that you have for the main examination hall or room: • a copy of the current JCQ Instructions for Conducting Examinations • a copy of the Pearson Instructions for Conducting Examinations • any subject-specific instructions and/or stationery lists issued by Pearson • a seating plan of the examination
6	Check that heating, lighting, ventilation and the level of extraneous noise is acceptable.
7	Check that emergency exits and fire routes are unobstructed.

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B – identifying candidates	
1	Make sure you know the identity of every candidate in the examination room.
2	Check the identification documents provided by candidates not known to the centre. You must ensure that they are the same people who were entered or registered for the examination or assessment.

C – Before the examination	
1	Check that there are sufficient invigilators for the number of candidates taking the test.
2	Check the front of the question paper for the exact requirements for authorised materials, particularly calculators or dictionaries (see F below). **FOR FS ICT ONLY** - check that the data files are accessible to candidates.
3	Brief candidates about the regulations for taking the test; read out instructions and warnings to candidates.
4	Warn candidates that they must give you any unauthorised materials. This includes potential technological or web-enabled sources of information such as: • iPods • iWatches • mobile phones • MP3 or MP4 players • wrist watches which have a data storage device
5	Tell the candidates to • fill in the details on the front of the answer booklet and any supplementary sheets, e.g.: • candidate name (as it appears in the attendance register) • registration number • centre number

	• read the instructions on the front of the question paper
6	Tell the candidates about any erratum notices.
7	Remind candidates: • to write in black ink • not to use highlighters or gel pens in their answers.
8	Remind candidates to write in the designated sections of the answer booklet.
9	Tell candidates when they may begin and how much time they have.
D – During the examination	
1	Accurately complete the attendance register.
2	Deal with any late arriving candidates according to the information in the JCQ ICE (Section 14).
3	Supervise the candidates at all times to prevent cheating and distractions.
4	Do not give any information to candidates about: • suspected mistakes in the question paper unless Pearson has issued an erratum notice or given permission • any question on the paper or the requirements for answering particular questions.
5	If a candidate wishes to leave the examination room, follow the instructions found in Section 16 of the JCQ ICE document. Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.
6	Make sure that a question paper is not removed from the examination room during the examination.
7	In an emergency, follow the procedures in section 3.9 of this ICE document and any separate instructions issued by your centre.

8	Tell candidates to stop writing at the end of the examination.
E – After the examination	
1	Check and sign the attendance register.
2	Tell candidates to check that they have: • written all the necessary information on their question papers including supplementary sheets • crossed out rough work or unwanted answers • fastened any supplementary sheets, as instructed on the question paper or answer booklet.
3	Collect all scripts and all unused stationery before candidates leave the examination room.
4	Arrange scripts in the order candidates appear on the attendance register.
5	Make sure that scripts are kept in a secure place before you send them to the examiner or to Pearson.
F – Use of calculators and dictionaries	
1	Calculators - Candidates are allowed to use calculators, unless the question paper says otherwise.
2	Dictionaries - Candidates are allowed to use dictionaries in all functional skills examinations except English writing tests
3	Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries in all functional skills examinations except English writing tests
G – Access Arrangements	
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.

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Appendix 4: Checklist for invigilators (on-screen tests)

**Copies to be printed and given to each invigilator.*

A – Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that desks are 1.25m apart and each candidate has a separate desk of sufficient size.

3	Check that you have the following on display in the exam room:
	• a clock that all candidates can see clearly
	• a board or display showing the:
	  • centre number
	  • start and finish time of the on-screen test.

4	Check that you have the following on display outside the exam room: • JCQ warning to candidate's poster • JCQ mobile phones poster.
5	Check that you have: • a copy of the current JCQ Instructions for Conducting Examinations • a copy of the Pearson Instructions for Conducting Examinations • any subject-specific instructions and/or stationery lists issued by Pearson • a seating plan of the examination.
6	Check that sufficient workstations are available, including at least one replacement computer (and printers where required).
7	Where candidates are required to print their responses, ensure that stocks of toner, ink and paper are sufficient to meet the demand.
8	Check that heating, lighting, ventilation and the level of extraneous noise is acceptable.
9	Check that emergency exits and fire routes are unobstructed.

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B – identifying candidates	
1	Check the identity of each candidate.
2	Check the correct ID and password are issued to each candidate sitting the on-screen test. Oversee the input of the ID and the password for each candidate. Check that the name on the test screen matches the name of the candidate.
C – Before the examination	
1	Check that there are sufficient invigilators for the number of candidates taking the test.
2	Ensure that candidates are seated comfortably, in their designated place, with access to any assistive technology (if required) where approved by Pearson.
3	Brief candidates about the regulations for taking the test; read out instructions and warnings to candidates.
4	Warn candidates that they must give you any unauthorised materials. This includes potential technological or web-enabled sources of information such as: • iPods • iWatches • mobile phones • MP3 or MP4 players • wrist watches which have a data storage device.
5	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.
6	Tell the candidates to read the instructions at the start of the on-screen test.

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7	Tell the candidates about any erratum notices.
8	Make sure that candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen.
9	Remind candidates when they may begin and how the test will end.
10	Check that candidates know how to request technical assistance.
11	Check that all candidates have logged on successfully or have been logged on by the centre.
12	Ensure that technical support for malfunctions in the: • equipment • software • on-screen test itself is available throughout the on-screen test.

D – During the examination

1	Accurately complete the attendance register where supplied in hard copy paper format or alternatively the on-line register.
2	Deal with any late arriving candidates according to the information in the JCQ ICE (Section 14).
3	Supervise the candidates at all times, including any planned or unplanned breaks, to prevent cheating and distractions.
4	Do not give any information to candidates about a specific question or the requirements for answering particular questions.
5	Make sure that you are aware of the requirements for supervising candidates.

6	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.
7	In an emergency, follow the procedures in section 3.9 of this ICE document and any separate instructions issued by your centre.
8	Record and report any complaints from candidates relating to system delays or any other IT irregularities.
9	Record and report all emergencies and/or technical failures.
E – After the examination	
1	Check and sign the attendance register (where supplied in hard copy paper format).
2	Supervise the conclusion of the test, ensuring that candidates' responses are saved and secure from unauthorised access.
3	Ensure that the software is closed as necessary.
4	Check that any necessary back-ups have been made and stored securely.
5	Collect copies of candidates' work, additional printouts and question papers before candidates leave the examination room.
6	Remove candidates' user areas at the end of the examination window or after each session if feasible.
7	If candidates are required to print work off outside the time allowed for the test, ensure that candidates are supervised at all times.
F – Use of calculators and dictionaries	
1	Calculators - Candidates are allowed to use calculators, unless the onscreen test says otherwise. We recommend that candidates use the onscreen calculator provided within the test software.

2	Dictionaries - Candidates are allowed to use dictionaries in any functional skills examinations except English writing tests.
3	Bilingual dictionaries - Candidates are allowed to use bilingual dictionaries in all functional skills examinations except English writing tests
G – Access Arrangements	
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.

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