

# **Salendine Nook High School (Academy)**

## **NCFE – Regulations for the conduct of External Assessments (EA) and Non-Exam Assessments (NEA) (Non-Statutory)**

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## **NCFE - Regulations for the Conduct of External Assessments (EA) and Non-Exam Assessments (NEA)**

### **Preparing for the assessment**

#### **1. Keeping question papers and other assessment materials secure**

1.1 The following instructions apply to all confidential materials in order to ensure the integrity and security of the assessments. This includes question papers in any format.

1.2 NCFE must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk. This includes any natural disaster, fire, theft, loss, damage, or other circumstance which places the existing accommodation or secure storage of assessment materials at risk.

1.3 SNHS must be able to demonstrate the receipt, secure movement, and secure storage of question papers and confidential materials (see Live Exams Policy).

1.4 SNHS 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, including the number of boxes received.

1.5 The Head of Centre must ensure that appropriate arrangements are in place so that confidential assessment materials are only handed over to authorised members of staff. Care must always be taken to ensure the security of materials (see Live Exams Policy).

1.6 On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking by the Exams Officer and transferred to the centre's secure storage facility. Exams Officer to collect confidential assessment materials and lock in exams store. In the absence of the Exams Officer the Assistant Headteacher (Exams) will collect and lock in the store.

1.7 Only persons authorised by the Head of Centre and the Exams Officer must be allowed access to the centre's secure storage facility (Exams Officer, Assistant Headteacher in charge of exams and Headteacher).

1.8 Assessment materials must only be accessed in accordance with NCFE's specific instructions.

1.9 Modified question papers may arrive separately from the main despatch of question papers.

#### **2. Storing NEA assessment materials**

2.1 The Designated Person (Programme leader) will be responsible for:

2.2 The security and integrity of the assessment materials (for example, used / unused assessment materials, partially or fully completed learner work and the assessment documentation) at all times.

- 2.3 Ensuring that assessment material is logged on receipt (when downloaded and printed), centres must be able to demonstrate documentation of receipt, and secure movement and storage of assessment materials (see live exams policy).
- 2.4 Storing the assessment material in a secure online area or secure location, access to this storage must be restricted to authorised personnel and be password protected only, ensuring that any unauthorised centre personnel do not have access to the assessment

### **3. EA - Checking question paper packets**

3.1 When question paper packets are removed from the despatch packaging, they must be checked carefully. The question paper packets must be checked against NCFE's despatch note and the centre timetable or entries. Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material, still in its despatch packaging, must be transferred immediately into the secure storage facility until it can be checked. The checking must take place no later than the next working day and must be undertaken in the secure room. Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility.

3.2 NCFE must be informed immediately if there are any problems, e.g.

- a) it appears that the parcel(s) has been opened during transit and therefore there may have been a breach of security;
- b) there are any differences between the material received and the despatch/delivery note;
- c) the material has been significantly damaged in transit or upon opening;
- d) the material appears not to meet the centre's requirements;
- e) the material has been received in error.

### **4. Conditions for storing question papers and any other confidential material distributed to centres**

4.1 Question papers and pre-release materials issued by NCFE must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe, security cabinet. The secure room must solely be used for the purpose of administering secure assessment materials with access restricted to 2 - 4 key holders only.

4.2 NCFE must be informed no later than 6 weeks prior to a centre moving to a new address or relocating the secure storage facility. A centre inspection may take place as a result of this notification.

4.3 The centre's secure storage facility must have the capacity to hold up to 3 weeks' of question papers and any other confidential material.

4.4 The centre's secure storage facility must only contain current and 'live' confidential material. Past assessment question papers, internal school tests, and mock assessments must not be kept in the centre's secure storage facility.

4.5 Question papers must always be kept in their sealed packets.

4.6 Assessment stationery, e.g. answer booklets and formula booklets, must be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.

4.7 Mock assessments and internal school tests may be stored in the secure room but must always be kept separately from 'live' NCFE material and be clearly identified.

4.8 If the volume of question papers is too great for the secure storage in one room, additional rooms must be used within the centre. These additional rooms must also meet the requirements for secure storage.

## **5. Handling encrypted secure material on the day of an assessment**

5.1 Encrypted question papers received via e-mail or downloaded from NCFE's secure extranet site on the day of an assessment and subsequently printed, must be stored as indicated (on pages 7 and 8 - NCFE Regulations for the conduct of external assessments).

5.2 The integrity and security of the electronic question paper must be maintained during the downloading, printing, and collating process. Printing must be carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment material: only authorised members of centre staff must have access to electronic question papers.

## **6. Removing question papers from secure storage**

6.1 In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened: this check must now be recorded.

6.2 Unless there is a need to split question paper packets for different assessment rooms (see paragraph 5.3 and 14.9 NCFE Regulations for the conduct of external assessments) or facilitate access arrangements (see paragraphs 5.4 to 5.6 (NCFE Regulations for the conduct of external assessments)), they must be opened in the designated assessment room(s). Question paper packets should be taken to the designated assessment room(s) as close to the start of the assessment as possible. They must not be removed from the centre's secure storage facility and taken to the designated assessment room(s) any earlier than 60 minutes prior to NCFE's published starting time for the assessment. The question papers must not be left unattended. Care must always be taken to ensure the security of the question papers.

6.3 Centres may open the packet(s) of question papers in order to make them up into more appropriately sized sets for the different rooms on one or more sites provided the following conditions are met:

- a) as few packets as possible should be opened and this must be within 90 minutes of NCFE's published starting time for the assessment. Centres following this approach should note that prior approval is not required;
- b) the question paper packet must be opened in the secure room and not in the assessment room(s). The question paper packet must be re-sealed and placed back into the centre's secure storage facility;
- c) the question papers extracted from the packet must be taken to the assessment room(s)/site(s) in a sealed envelope. An invigilator must always be present in the assessment room(s). Question papers must not be left unattended.

6.4 Where a candidate requires a computer reader (and approval for the arrangement has been granted) or a question paper on coloured/enlarged paper, centres are permitted to open the question paper packet in the secure room within 90 minutes of NCFE's published. A reader and/or a scribe is not allowed access to the question paper prior to the starting time for the assessment in order to prepare for the starting time of the assessment. However, it is strongly recommended that a non-interactive electronic (PDF) question paper is ordered or accessed via NCFE's secure extranet site. Printing directly from a PDF of the question paper will ensure better print quality and reduce the possibility of human error when collating and stapling.

6.5 Where NCFE has granted approval for a Language Modifier, they may have access to the question paper 60 minutes prior to the published starting time for the assessment in order to prepare.

6.6 Where the SENCo has granted the candidate a Communication Professional and/or a Live Speaker:

- a) the Communication Professional may have access to the question paper 60 minutes prior to NCFE's published starting time for the assessment in order to prepare;
- b) the Live Speaker may have access to the transcript of the Listening assessment 60 minutes prior to NCFE's published starting time for the assessment in order to prepare.

6.7 Where confidential materials such as live assignments need to be opened in advance of the assessment and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened or downloaded from NCFE's secure extranet site:

- a) they must only be issued at the time of the assessment and must be collected at the end of the assessment session;
- b) they must not be removed from the centre and when not in use must be kept secure;
- c) each copy must be checked prior to the assessment to ensure that it is clean and free from pen or pencil annotations or amendments;

d) live assessment material must not be used as practice material for any qualifications. (See also paragraphs 7.3, 7.4 and 7.5 6 - NCFE Regulations for the conduct of external assessments).

## **7. Starting times for assessments**

7.1 All published starting times are UK times (either GMT or BST as appropriate) current on the assessment date. Centres outside the UK must adjust their local starting times so that they begin at the same time as UK centres. Candidates must always be allowed the full amount of time as specified for the assessment in NCFE's published timetable. (Centres should refer to Section 21 NCFE Regulations for the conduct of external assessments).

7.2 NCFE allows centres in the UK to start assessments up to 30 minutes earlier than, or later than, the published starting time for the session, without the need to complete any paperwork. Prior permission is not required. Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates must be supervised as if NCFE's published starting time had been in place.

7.3 Candidates who take an assessment earlier than NCFE's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that assessment. Centres must ensure that question papers used by those candidates are kept in the centre's secure storage facility until one hour after the published starting time for that assessment.

7.4 Candidates who take an assessment later than NCFE's published starting time must be kept under centre supervision (which the centre must arrange) from 30 minutes after the published starting time for that assessment until they begin it.

7.5 For assessments that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the published finishing time of the assessment.

## **8. Timetable clashes**

8.1 Centres must not vary the timetable if a timetabled assessment clashes with any of the following:

- a) work experience;
- b) a school function or closure;
- c) a field trip;
- d) sporting events below international level;
- e) holidays and weddings;
- f) a candidate's personal arrangements;
- g) a clash between papers of different awarding bodies or specifications in the same subject at the same qualification level.

8.2 In exceptional circumstances, where the size of the cohort means that it is not possible for all candidates to sit the assessment(s) at the same time, the centre may split the cohort into two groups. One group of candidates will sit the assessment earlier than or later than NCFE's published starting time. The security of the assessment(s) must always be maintained. Candidates must always be supervised in line with paragraph

8.3 If candidates are taking two or more assessments in a session and the total time is three hours or less, the centre may decide the order within the timetabled session in which to hold the assessments. Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the assessment room, under formal assessment conditions at all times\*. This means that candidates cannot use this time to revise. \*For candidates with approved supervised rest breaks, the rest break may be conducted outside of the assessment room with the candidate being supervised at all times.

8.4 If candidates are taking two or more assessments timetabled for the same session and the total time is more than three hours including 8000 approved extra time allowances and/or supervised rest breaks, the centre may conduct one assessment in a later or earlier session within the same day. There is no need to complete any paperwork for this. Prior permission is not required. The centre may determine the assessment which is to be conducted in a later or earlier session within the same day. If the centre does this, the security of the assessment must still be maintained. Candidates must be supervised in line with the requirements in Points a) to d) below:

a) candidates who take an assessment earlier than NCFE's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that assessment. Question papers used by those candidates must be kept in the centre's secure storage facility until one hour after NCFE's published starting time for that assessment;

b) for assessments that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the published finishing time for that assessment;

c) candidates who take an assessment later than NCFE's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that assessment until they begin it;

d) if some candidates take an assessment in a different session from other candidates, the centre must seal all copies of the question paper used in the earlier session in an envelope and return them to the centre's secure storage facility.

8.5 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between assessments but must not:

a) be in possession of an electronic communication/storage device or have access to the internet;

b) have contact with any candidate who has sat the assessment;

c) be coached by a member of centre staff. Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The Head of Centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the assessment.

## **9. Overnight supervision arrangements**

9.1 When candidates are entered for multiple assessments (three or more assessments) timetabled for the same day and the total duration for those papers is more than five and a half hours for Level 1/2 assessments, including approved extra time allowances and/or supervised rest breaks; candidates may, at the centre's discretion, be allowed to take an assessment the following morning, including Saturdays. Candidates are not allowed to take assessments on an earlier day than that scheduled on the timetable.

9.2 Where a candidate takes an assessment the following morning, the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times while they are on the premises sitting assessments. The candidate must be under centre supervision from 30 minutes after NCFE's published starting time for the delayed assessment and the centre must ensure there is no contact with other candidates. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/guardian/carer or centre staff. The centre must determine a method of supervision which ensures the candidate's well-being.

9.3 The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the assessment deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's assessments.

9.4 The centre must:

a) inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to NCFE being unable to accept the script and/or the application of sanctions/penalties;

b) be satisfied that the arrangements maintain the integrity and security of the assessment;

c) inform NCFE immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate. NCFE may use appropriate means to check that the conditions for overnight supervision have been adhered to and will act if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether we would allow such concessions to be made in the future.



9.5 If some candidates are allowed to take an assessment on a later day than other candidates at the centre, all copies of the question paper used on the earlier day must be sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that assessment.

## **10. Resources for assessments**

10.1 Candidates may use resources such as anthologies, bilingual translation dictionaries, and editions of set texts as set out in the instructions on the question paper.

10.2 Candidates must be given prior notice that they are responsible for bringing with them any materials needed for the assessment. If candidates have any unauthorised material in an assessment (whether or not they intend to use it), this may be considered malpractice.

10.3 In assessments where resources are not shown on the question paper, or on NCFE's stationery list (including those where calculators are not allowed), centres must warn candidates that taking a resource into an assessment may be considered as malpractice in the same way as having any other unauthorised items.

10.4 For art assessments, appropriate art materials and design media and technology must be provided by the centre.

## **11. Using calculators**

11.1 Candidates may use a calculator in an assessment unless this is prohibited by the qualification's specification. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet NCFE's regulations.

11.2 The instructions set out in this section apply to all assessments unless stated otherwise in a qualification specification.

11.3 Candidates must be told these regulations beforehand and be familiar with any Information for candidates' documents. Calculators must be of a size suitable for use on the desk; either battery or solar powered; free of lids, cases, and covers which have printed instructions or formulae. Calculators must not: be designed or adapted to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet; The candidate is responsible for the following: the calculator's power supply; the calculator's working condition; clearing anything stored in the calculator. The calculator must not be borrowed from another candidate during an assessment for any reason; have retrievable information stored in them. This includes: databanks, dictionaries, mathematical formulae.

11.4 An invigilator may give a candidate a replacement calculator.

11.5 Where access is permitted to a calculator for part of an assessment, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the assessment.

## **12. Accommodation**

12.1 SNHS must ensure appropriate accommodation exists to support the size of the cohorts they are teaching.

12.2 Candidates must sit their assessment(s) at the centre's registered address unless the centre is using an alternative site arrangement. Alternative sites for the conduct of assessments

12.3 Where it is intended that an assessment for any candidate(s) will be conducted at an address other than the centre's registered address, e.g.

- a) a hospital which is a non-registered centre;
- b) the candidate's home;
- c) a local church hall;
- d) a local community hall;
- e) a local sports hall;
- f) another building owned by the centre which is situated at a different location from the centre's registered address;
- g) the centre operates as part of a consortium at Borough/County level or through a Multi-Academy Trust and can transport question papers and other assessment material in a secure manner to another local centre within 90 minutes of NCFE's published starting time for the assessment; the centre must notify NCFE no later than six weeks before the start of the assessment series. The address of the alternative assessment venue, the dates it is to be used and the maximum number of candidates likely to be involved must be given. Question papers must:
  - a) be kept in the centre's secure storage facility at the centre's registered address, until 90 minutes before NCFE's published starting time for the assessment;
  - b) be taken to the alternative assessment venue by a member of centre staff;
  - c) be transported to the alternative assessment venue, securely packaged and always kept under secure. The Head of Centre remains accountable for ensuring that the assessment will be conducted at the alternative site in accordance with this document. Centres must carry out regular checks in advance of the assessments to make sure all clocks used in the assessment room are in good working order and show conditions within 90 minutes of NCFE's published starting time for the assessment.

The assessment rooms

12.4 Any room in which an assessment is held must provide candidates with appropriate conditions for taking the assessment. The centre must pay attention to

conditions such as heating, lighting, ventilation, and noise, whether internal or external, intermittent or continuous.

12.5 Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the assessment room. Care must be taken with assessments conducted in classrooms, laboratories or libraries.

12.6 A reliable clock (analogue and/or digital) must be visible to each candidate in the assessment room and must be big enough for all candidates to be able to read clearly. The clock must show the actual time. Countdown and 'count up' clocks are not permissible.

12.7 A board/flipchart/whiteboard should be visible to all candidates showing the:

- a) centre number, subject title and paper number; and
- b) the actual starting and finishing times, and date, of each assessment.

12.8 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.

12.9 Wherever possible, for timetabled assessments:

- a) all candidates should face in the same direction;
- b) each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates.

12.10 Where centres are using screened booths for candidates awarded readers, scribes or word processors, the invigilator(s) must always be able to see the candidates. Additionally, candidates must not be able to overhear or distract one another.

12.11 Candidates should normally be seated in candidate number order.

12.12 The centre must create a seating plan that shows the exact position of each candidate in the assessment room. Any changes made to seating arrangements during the assessment must be noted on the seating plan. The seating plan must be available to NCFE upon request.

12.13 Candidates with access arrangements must be identified on the seating plans that are held as part of the centre records.

12.14 Any other written external assessment may be held in the assessment room at the same time, so long as it does not cause any disturbance.

12.15 Internal school tests and mock assessments cannot take place in the same room when an external assessment is being conducted. The room can only be used for conducting an NCFE assessment. Formal assessment conditions must always be maintained for candidates taking external assessments. Any candidate suffering from,

or suspected of suffering from, an infectious or contagious disease must take the assessment in a separate room in which all Regulations for conducting assessments can be applied. Centres must keep the candidate's script separate from other scripts. Centres must not despatch the script until you have sought advice from NCFE.

A room becomes a 'designated assessment room' as soon as exams office staff begin to check and prepare it to ensure compliance with these Regulations. As soon as preparation for the assessment begins, no other activity can take place in that room. Candidates sitting assessments must not be allowed into the room until the preparation is complete and they are invited to enter the room, under supervised conditions, to start their assessment. The room remains a 'designated assessment room' up to the point when all candidates have left and all materials such as candidates' scripts, question papers, and resource materials have been removed from the room.

SNHS must ensure that there is adequate time allowed for the set up and clearing of the room before and after the scheduled assessment time. Throughout this period the room remains 'designated' and cannot be used for any other activity. Centres will need to determine what constitutes 'adequate time' to meet their individual needs, which will be influenced by factors such as the size of the room and the number and nature of the assessments being conducted. At all other times the room may be used for alternative purposes. For example, coaching sessions, revision sessions, internal school tests, and mock assessments.

12.16 The Warning to Candidates poster (NCFE Regulations for the conduct of external assessments Appendix 4) and the unauthorised items poster (Appendix 5) must be displayed in a prominent place outside each assessment room. This may either be a hard copy A3 paper version of the poster, in either black and white or colour, or a projection of the poster onto a wall or screen for all candidates to see.

### **13. Invigilation arrangements**

13.1 Invigilators are the people in assessment rooms responsible for conducting assessments in the presence of the candidates. CCTV cannot be used for the purposes of invigilation. Invigilators have a key role in upholding the integrity of the external assessment/assessment process. The role of the invigilator is to ensure that the assessment is conducted according to these Regulations in order to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities;
- b) ensure the security of the assessment materials before, during and after the assessment;
- c) prevent possible candidate malpractice;
- d) prevent possible administrative failures.

13.2 The Exams Officer must make sure that invigilators know what is expected of them.

13.3 A training session must be held for any new invigilators and those facilitating an access arrangement for a candidate under assessment conditions. An update meeting

must be held for the existing invigilation team so that they are aware of any changes. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under assessment conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

13.4 When contracting supply staff to act as invigilators the Head of Centre must ensure that such persons are competent and fully trained, understanding what is and what is not permissible. An assurance from a recruitment agency, for example, would not on its own be sufficient.

13.5 An invigilator must be asked to declare whether he/she has invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them. This will allow the Head of Centre to be satisfied that the person is a competent. It is the responsibility of the Head of Centre to ensure that invigilators are appropriately trained in their duties.

Invigilator of assessments. As good practice, centres should consider devising a standard template which each invigilator is required to complete.

13.6 The Head of Centre, a senior member of centre staff, such as an assistant headteacher, or the exams officer must:

a) ensure that this document is available to invigilators in the main assessment hall/room(s) as a printed paper copy or as an electronic copy accessible via a laptop or tablet;

b) ensure that the assessment is conducted as follows:

- at least one invigilator must be present for each group of 30 candidates or fewer for a single date and time/on demand external assessment (e.g. Business and Enterprise, Health and Fitness);

- at least one invigilator must be present for each group of 20 candidates or fewer for an assessment window with centre arranged invigilated timed sessions (e.g. Art, Graphic, Craft) when one invigilator is present, he or she must be able to get help easily, without leaving the assessment room and without disturbing the candidates. An invigilator is only allowed a mobile phone in the assessment room for this specific purpose. The mobile phone must be kept on silent mode. This will also apply where the invigilator is additionally acting as a practical assistant, a reader, and/or a scribe;

- ensure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre. Although centres may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the assessment room must not be the sole invigilator;

- invigilators may be changed during the assessment, as long as the number of invigilators present in the assessment room does not fall below the required number;

c) ensure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the assessment;

d) keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each assessment. NCFE may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

13.7 Invigilators must:

a) be familiar with these Regulations;

b) give all their attention to conducting the assessment properly;

c) always be able to see each candidate in the assessment room;

d) be familiar with the Warning to Candidates, Information for candidates and the Unauthorised Items posters, and any specific instructions relating to the subject(s) being examined;

e) inform the exams officer or Head of Centre if they are suspicious about the security of the assessment papers. (In such cases, the Head of Centre must inform NCFE immediately).

13.8 Invigilators must not carry out any other non-assessment related tasks in the assessment room. This also extends to reading the question paper.

13.9 Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, as per paragraphs 13.2 to 13.4 (NCFE Regulations for the conduct of external assessments), the centre must additionally use a 'roving' invigilator. The 'roving' invigilator will enter the room at regular intervals in order to observe the conducting of the assessment, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the assessment

## **14. Invigilation arrangements for candidates with access arrangements**

Language Modifier

14.1 Wherever possible the candidate and the Language Modifier should be accommodated in another room. A separate Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the assessment. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the assessment.

Practical assistant

14.2 Candidates using a practical assistant may need to be accommodated in another room. Where the candidate and practical assistant are accommodated in another room, on a one to one basis, the invigilator may additionally act as the practical assistant. The practical assistant must be made aware, prior to the assessment, of the task(s) he/she will be performing as specifically approved by NCFE.

## Computer reader/reader

14.3 The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses a computer reader.) Where the candidate and reader are accommodated in another room, on a one to one basis, the invigilator may additionally act as the reader. Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required.

## Scribe/speech recognition technology

14.4 The centre is responsible for ensuring that the candidate and scribe cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses speech recognition technology.) Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one to one basis, the invigilator may additionally act as the scribe.

## Communication Professional

14.5 Candidates requiring the use of a Communication Professional may need to be accommodated in another room, in which case a separate invigilator will be required.

## General principles for invigilating candidates with access arrangements

14.6 Where a person is appointed to facilitate an access arrangement, i.e.

- a) a Communication Professional;
- b) a Language Modifier;
- c) a practical assistant;
- d) a prompter;
- e) a reader; or
- f) a scribe;

they are responsible to the exams officer and must be acceptable to the Head of Centre. The person appointed must not normally be the candidate's own subject teacher. Where the candidate's own subject teacher is used, a separate invigilator must always be present. The person appointed must not be a relative, friend or peer of the candidate. The Head of Centre must ensure that the person appointed is a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s). It is not acceptable for a centre to use a Year 12 or Year 13 candidate to facilitate an access arrangement. The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one to one basis. If the prompter is also acting as a Language Modifier, a separate invigilator will be required. Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a

scribe must fully understand the respective role and what is and what is not permissible in the assessment room (see section 12). Additionally, exams officers must ensure that those acting as:

- a) a Communication Professional;
- b) a Language Modifier;
- c) a practical assistant; or
- d) a scribe;

are provided with the appropriate cover sheet prior to the assessment commencing. This will enable the cover sheet to be completed during the assessment and accurately reflect the activities performed by the Communication Professional, Language Modifier, practical assistant or scribe, as appropriate.

## **15. Access arrangements**

15.1 The following arrangements may be provided to a candidate at the time of his/her assessments without prior approval:

- amplification equipment;
- Braille;
- closed circuit television (CCTV); coloured overlays;
- low vision aid/magnifier;
- optical character reader (OCR) scanners.
- Bilingual translation dictionaries

15.2 A bilingual translation dictionary must:

- a) only be used in assessments by a candidate whose first language is not English, Irish or Welsh; and
- b) reflect the candidate's normal way of working within the centre.

15.3 A standard bilingual translation dictionary must be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary. Monolingual dictionaries (which define words and phrases), translators (including web-based translators), wordlists or glossaries must not be used.

15.4 The bilingual translation dictionary must not:

- a) contain/display pictures; or
- b) provide an explanation or clarification of words and phrases.

As an example, a Polish to English bilingual translation dictionary must simply be the word in Polish and the equivalent word in English.

15.5 Bilingual translation dictionaries to be used in the assessment must be:

- a) held in the centre under secure conditions; and



b) thoroughly checked to ensure that no unauthorised information such as notes, or revision data, have been enclosed within or written on the pages of the dictionary. A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and their right to this arrangement.

15.6 Translation of either assessment material or the candidate's answers into or from the candidate's first language is not permitted.

15.7 The regulations for the use of bilingual translation dictionaries must be adhered to; failure to do so can lead to the disqualification of the candidate. Bilingual translation dictionary and 10% extra time

15.8 For the use of a bilingual translation dictionary and 10% extra time, centres must refer to NCFE's Guidance for Applying for Access Arrangements and Reasonable Adjustments. Colour naming by the invigilator for candidates who are colour-blind

15.9 This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives. No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written assessments or practical assessments. Where coloured images are included in a question paper, but do not form part of the assessment objectives and are not specifically testing the candidate's knowledge and understanding of the paper, the centre may photocopy the question paper into black and white (up to 90 minutes before NCFE's published starting time for the assessment) where considered beneficial to the candidate.

### **Prompter**

15.10 A prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions. A prompter is a responsible adult who may sit beside the candidate in order to keep them focused on the need to answer a question and then move on to answering the next question.

15.11 A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, provided permission has been given for any of these arrangements.

15.12 The prompter is responsible to the exams officer and additionally must be a person acceptable to the Head of Centre.

15.13 The prompter must not normally be the candidate's own subject teacher and must not be a relative, friend or peer of the candidate. A private tutor cannot act as a prompter for the candidate.

15.14 A prompter:

a) may use the following prompts either vocally or written on a flash card such as: 'Jack - focus on the question'

b) may tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that they must pay attention to the question or that it is time for the candidate to move on to the next question;

c) may use the candidate's name as an appropriate prompt during the assessment in order to bring the candidate's attention back to the question paper, e.g. 'Jack';

d) must abide by the regulations since failure to do so could lead to the disqualification of the candidate;

e) must not advise the candidate about which questions to do, or about the order in which questions should be answered;

f) must not give factual help or offer any suggestions or communicate in any way other than those listed above. Read aloud and/or an assessment reading pen.

15.15 The arrangement, as permitted by the SENCo, must reflect the candidate's normal way of working in internal school tests and mock assessments. A permitted assessment reading pen, provided by the centre, must not have an in-built dictionary or thesaurus, or a data storage facility. A candidate using an assessment reading pen may be accommodated within the main assessment hall. However, the candidate must use headphones plugged into the assessment reading pen.

### **Separate invigilation within the centre**

15.16 A candidate may take their assessments under separate invigilation within the centre where they have an established difficulty - see NCFE's Guidance for Applying for Access Arrangements and Reasonable Adjustments. Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12).

### **Braille transcript**

15.17 Manual Braille will require transcription into print. Braille scripts must be transcribed by the centre. The Braille transcript must be:

a) produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the Braille code for the subject concerned;

b) an exact copy of the candidate's Braille script which is made after the assessment has taken place and without the participation of the candidate. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected.

### **Word processors (computers, laptops, and tablets)**

15.18 Centres can provide a word processor (e.g. computer, laptop, or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless the qualification's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic Braille or a tablet.

15.19 Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'. The battery capacity of a laptop or a tablet must be checked before the candidate's assessment(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the assessment. The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main assessment hall without the need for separate invigilation and power points.

15.20 Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the assessment and printed off their typed script, they must handwrite their details as a header or footer. The candidate must be supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

15.21 Each page of the typed script must be numbered, e.g. page 1 of 6.

15.22 Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.

15.23 A word processor:

a) must be used as a typewriter, not as a database, although standard formatting software is acceptable;

b) must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate; In order to make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

c) must be in good working order at the time of the assessment;

d) must be accommodated in such a way that other candidates are not disturbed and cannot read the screen.

Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;

e) must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the assessment is over. The candidate must be present to verify that the work printed is their own. Word processed scripts must be attached to any answer booklet which contains some of the answers;

f) must be used to produce scripts under secure conditions, otherwise they may be refused;

g) must not be used to perform skills which are being assessed;

- h) must not be connected to an intranet or any other means of communication
- i) must not give the candidate access to other applications such as a calculator (where prohibited in the assessment), spreadsheets etc;
- j) must not include graphic packages or computer aided design software unless permission has been given to use these;
- k) must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the qualification's specification permits the use of automatic spell checking;
- l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.