



Exams and External Assessments Policy and Procedures

The scope of this policy covers the following activities which we currently offer:

- Invigilated exams (on demand and set date)
- Extended assessments (externally assessed by the awarding body)

The following guidance should be referred to when administering any exams or external assessments:

<https://www.qualhub.co.uk/media/1081/regulations-for-conduct-of-external-assessments.pdf>

<https://www.qualhub.co.uk/qualification-search/qualification-detail/level-3-diploma-in-childcare-and-education-early-years-educator-69>

<https://content-web3.highfieldqualifications.com/media/1476/functional-skills-examination-and-invigilation-procedures-on-screen-v30.pdf>

<https://www.icq.org.uk/exams-office/general-regulations>

<https://www.icq.org.uk/exams-office/malpractice>

<https://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

<https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Responsibilities

It is the responsibility of the head of centre and the lead for the exam to ensure that the correct documentation is being used and up to date procedures are being followed. All staff must comply with both TT Training and Consultancy requirements and awarding organisation requirements.

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Conflicts of Interest

Any conflicts of interest between staff administering or invigilating exams and learners taking exams must be disclosed as per our conflict of interest policy. Where a conflict of interest is disclosed the member of staff will be replaced by an independent colleague. A record of the action taken will be recorded and submitted to the awarding body.

Contingency Plan

There may be occasions where the plans set by the centre are disrupted and the administration of the exam or external assessment will need to be managed in a different way, whilst maintaining the integrity and validity of the assessment. Examples may include:

Local issue - Training Centre or Venue is closed due to unforeseen circumstances such as a fire or flood. An alternative suitable venue should be sought at a partner training centre or another building and the awarding body informed.

National or wider local issue – Training Centre or Venue is closed due to unforeseen circumstances such as a lockdown. The company director will seek advice from the awarding body.

Adverse weather conditions – Learners or staff are unable to access the venue on time. Consider a delay in the start of the exam. Ensure a report is completed and submitted to the awarding body.

Evacuation of the exam room – see the evacuation procedure. Ensure all documentation is kept secure and recommence when it is safe to do so.

Learner unable to take exam due to crisis – sickness which prevents attendance or bereavement. Centre to obtain evidence of the situation and to liaise with the awarding organisation.

Learner arrives late – a report and rationale should be written. The invigilator should ensure other learners are not disrupted and this could mean taking the exam in another room, if possible. Staff should work within the parameters set by the awarding organisation regarding lateness and the awarding body should be informed.

Missing exam papers – keep learners calm. Call the company director immediately. Call the awarding organisation immediately. Potential solutions may be: electronic versions of the exam are sent securely. Copies of existing exam papers can be taken, if permitted by awarding organisation.

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Incorrect entries – company director to be informed immediately. Written report to be produced. Liaise with awarding organisation regarding next steps and an alternative date.

Copying, cheating or plagiarism – invigilator to write a report to be submitted to the company director and awarding organisation. Other learners are not to be disrupted, wherever possible.

The work completed by the learner(s) concerned and any unauthorised materials (if applicable) must be confiscated from the learner(s) and given to the Designated Person to return to the awarding organisation

- All learners suspected of breaching these Regulations should be instructed to leave the room immediately if appropriate to do so, causing the least amount of disruption to other learners
- At the end of the external assessment, the Invigilator must report all relevant facts on the external assessment documentation
- The Supervisor/Invigilator should also indicate on the learner answer sheet/booklet that they were removed from the external assessment
- The Supervisor/Invigilator should report the incident to the Designated Person as soon as possible.
- The awarding organisation should be informed immediately of any irregularity
- The centre should conduct its own investigation into the incident and report the incident and their findings to the awarding organisation

Results not available at the expected time – company director to inform relevant teacher and the learners and any partners are to be informed. Liaise with awarding organisation to establish any corrective actions needed, such as final claim to be submitted.

Storage and Transportation of exam papers or external assessments.

Question papers will be stored in the centre's safe with access only allowed by the company directors.

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. The awarding organisation 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.

Evidence of the receipt, secure movement, and secure storage of question papers and confidential materials should be maintained and retained for 6 months and all

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staff 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. 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.

On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre's secure storage facility. It is for the Head of Centre to set out the appropriate terms of authorisation for members of centre staff. Only persons authorised by the Head of Centre and the exams officer must be allowed access to the centre's secure storage facility. Assessment materials must only be accessed in accordance with NCFE's specific instructions. Modified question papers may arrive separately from the main despatch of question papers.

Where the exam is being delivered in a venue which is not at the registered address the following must be adhered to:

Question papers must: a) be kept in the centre's secure storage facility at the centre's registered address, until 90 minutes before 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 conditions within 90 minutes of NCFE's published starting time for the assessment.

Equipment

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. The instructions set out in this section apply to all assessments unless stated otherwise in a qualification specification. Candidates must be told these regulations beforehand and be familiar with any Information for candidates documents. 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.

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Prior to the start of the exam

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.

The company Director should be informed immediately if any of the following apply:

- 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.

The company director must then inform the awarding organisation.

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. 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.

Suggested wording for invigilators' announcements at the beginning of a written assessment

Centres may wish to laminate copies of this announcement or alternatively record it on a CD or tape. If using a CD or tape centres must consider alternative means of communication for candidates with a Hearing Impairment.

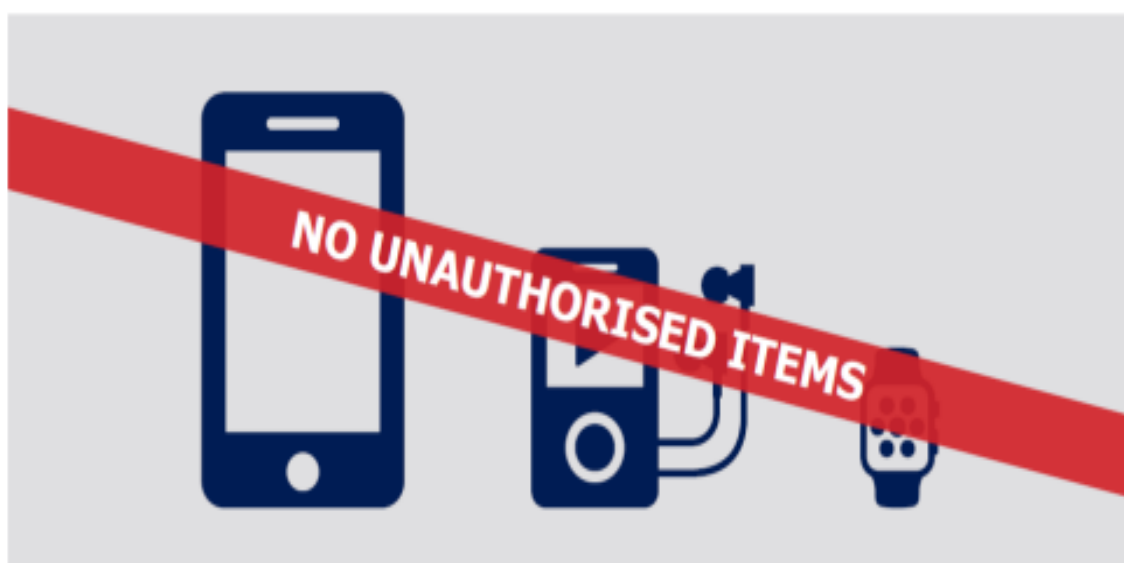
1.	You must now follow the regulations of the assessment.
2.	Only material listed on the question paper is allowed in the assessment room. You must not have on or near you any other material.
3.	Check your pockets now. Check for things such as notes, books, papers, iPods, mobile phones and smartwatches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4.	If you are wearing a wrist watch, remove it and place it on your desk.
5.	(For assessments with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the assessment room and that you have the correct edition of the allowed set text(s).)
6.	(For assessments where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7.	Check that you have been given the correct paper for the day, date, time, subject, unit/component and tier.
8.	Fill in all the details needed on the front of your answer book (or question paper) in black or blue ink. Make sure you fill these details in on any additional answer sheets that you use.
Pause to allow time for candidates to fill in the details	
9.	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10.	Check that you have all the materials you need for the assessment.
Pause to allow time for queries	
Tell the candidates about any erratum notices	
11.	Remember, you must write clearly and in black or blue ink. You may use pencil for drawings and rough notes.

12.	You must write in the designated sections of the answer booklet.
13.	You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
14.	You must not use correcting pens, fluid or tape, erasable pens, blotting paper. You must not use highlighters or gel pens in your answers.
15.	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this assessment room. You should put up your hand to attract the invigilator's attention.
16.	If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.
Tell the candidates when they may begin and how much time they have	

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NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**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.

This poster must be displayed in a prominent place outside each examination room.

Warning to candidates poster

1. You **must** be on time for all your assessments.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the assessment/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the assessment room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an assessment in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the assessment.
7. If you are confused about anything, only speak to an invigilator.

The Warning to candidates must be displayed in a prominent place outside each assessment room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2020

Accommodation and Seating Plan

Exams and Assessments planned must ensure appropriate accommodation exists to support the size of the cohorts.

Where the registered address is not being used, the address of the exam should be disclosed to the awarding organisation and the suitability checked at least 2 months prior to the exam taking place.

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.

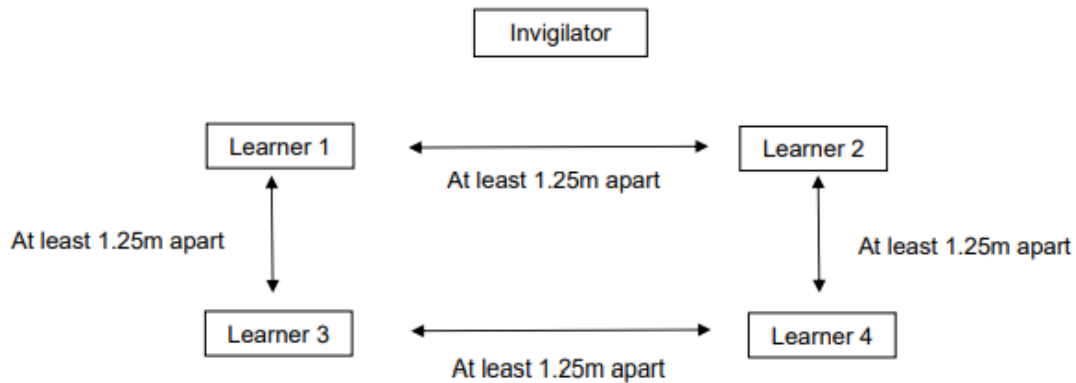
Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the assessment room. Care must be taken with assessments conducted in classrooms, laboratories or libraries.

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

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.

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; c) candidates who are working on a drawing board set on an easel or other non-horizontal surface must be arranged in an inward-facing circle or in some similar pattern.

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.



Invigilation

Invigilators are the people in assessment rooms responsible for conducting assessments in the presence of the candidates. It is not permitted to use CCTV. 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
- e) to report any concerns to the head of centre

Invigilators cannot be the teacher of the subject that has been taught.

All invigilators must complete in-house invigilation training and standardisation. If an invigilator has been subject to malpractice or maladministration they must disclose this to the head of centre.

Requirements:

- 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

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

Access Arrangements

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.

Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must fully

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understand the respective role and what is and what is not permissible in the assessment room.

Additionally, the head of centre 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.

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

Please refer to awarding organisation guidance on the use of bi-lingual dictionaries.

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 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.

Identity

Invigilators must establish the identity of all candidates sitting assessments. The Head of Centre must make sure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates. When identifying candidates the attendance register should be completed. Where the learner is not known to the invigilator photo identification should be seen and documented e.g. passport, identify card or driving licence.

Invigilators must balance cultural requirements with the requirement for identification. If clothing permits the identification of a person the person should be

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taken to another private room for identification purposes and they have the right to request a person from a particular gender to carry out the check.

Preparing for the exam

To avoid potential breaches of security, care must be taken to ensure 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 be recorded.

Question papers must never be left unattended once they have been removed from the centre's secure storage facility.

Invigilators must take all reasonable steps to make sure that the following conditions are met:

- a) The correct assessment question papers have been placed face-up on candidates' desks. This includes modified papers and those on coloured paper.
- b) The official assessment stationery for the unit/component, e.g. answer booklets and additional answer sheets, must be issued to candidates. No other stationery, including paper for rough work, can be provided.
- c) In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. Centres must check that the sheets relate to the subject and the unit/component concerned.
- d) In the assessment room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Potential technological/web enabled sources of information such as:

- o iPods;
- o mobile phones;
- o MP3/4 players or similar devices;
- o smartwatches;
- and o wrist watches which have a data storage device; are not permitted.

This means that: o ideally, all unauthorised items are left outside of the assessment room;

- o any pencil cases taken into the assessment room must be see-through;
- o any unauthorised items that have been taken into the assessment room must be placed out of reach of the candidates (and not under their desks) before the assessment starts. This will normally be at the front of the assessment room or a similar arrangement that enables the invigilator to control access to the items.

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Prior to the assessment starting, the invigilator must ensure that candidates have removed their wrist watches and placed them on their desks.

Food and drink may be allowed in the assessment room at the discretion of the Head of Centre. However, any food or drink brought into the assessment room by the candidate or the centre must be free from packaging and all labels removed from drink containers.

Starting the exam or assessment

Candidates are under formal assessment conditions from the moment they enter the room in which they will be taking their assessment(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the assessment room.

Before candidates can start the assessment, the invigilator must always:

- a) make sure that candidates are seated according to the set seating arrangements, see section 11 of these Regulations;
- b) tell the candidates that they must now follow the regulations of the assessment;
- c) ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate;
- d) tell the candidates to read the instructions on the front of the question paper;
- e) check that candidates have all the materials they need for the assessment;
- f) tell the candidates about any erratum notices;
- g) instruct candidates on emergency procedures.

Invigilators must also give candidates the information previously detailed before the assessment.

Candidates must:

- a) hand in their mobile phone if they have not already done so. This is the final chance to do so. Failure to do so may lead to disqualification;
- b) write clearly and in black or blue ink;
- c) write their name, surname, centre number, candidate number and unit or component code or paper details on their answer booklet(s) and on any additional answer sheet(s) used;
- d) fill in any other details as necessary;
- e) do all work, including rough work, on assessment stationery unless otherwise stated;
- f) write answers in the designated sections of the answer booklet;
- g) neatly cross through any rough work but do not make it totally illegible as it will be forwarded to the examiner;

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h) do any rough work for multiple-choice papers in the question booklet.

Candidates must not use:

- a) correcting pens, fluid or tape;
- b) erasable pens;
- c) highlighter pens in answers (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. Candidates may also use a highlighter pen to highlight extracts in any resource material provided);
- d) gel pens in answers;
- e) blotting paper.

The invigilator may read the question paper rubric (the instructions on the front of the question paper) to the candidates.

The invigilator must:

- a) announce clearly to the candidates when they may complete the details on their answer booklet;
- b) announce clearly to the candidates when they may begin to write their answers. The assessment will formally start at this point;
- c) specify the time allowed for the paper(s);
- d) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the assessment room;
- e) remind candidates sitting timed Art assessments that the work produced during the timed test period must be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the assessment room; (the Timed Art assessment must be carried out under formal assessment conditions.)
- f) only answer questions from candidates about the instructions on the front of the question paper

The invigilator must not:

- a) direct candidates to particular questions or particular sections of the question paper;
- b) make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the exams officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to NCFE;
- c) give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by NCFE;
- d) comment on the content of the question paper;
- e) read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- f) re-phrase a question for a candidate;
- g) explain any subject-specific or technical terms to a candidate;
- h) offer any advice or comment on the work of a candidate;

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i) give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. This also extends to where a question paper consists of distinct sections. (A five minute warning to candidates may only be given at the end of the assessment.) The invigilator must not undertake any of the above as they constitute malpractice.

Supervision of learners

Invigilators must supervise the candidates throughout the whole time the assessment is in progress, always giving their complete attention to this duty.

Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on an incident log.

Invigilators are required to move around the assessment area quietly and at frequent intervals.

Leaving the assessment room

For assessments that last one hour or more, candidates must stay under centre supervision until one hour after NCFE's published starting time for that assessment.

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

Candidates who are allowed to leave the assessment room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the assessment in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

Candidates who have finished the assessment and have been allowed to leave the assessment room early must hand in their script, question paper and any other material before they leave the assessment room. Those candidates must not be allowed back into the room.

At the end of the assessment, candidates must hand in their script, question paper and any other material before they leave the assessment room.

Where assessments have been re-scheduled in a morning or afternoon session, or deferred to the following morning, for one or more candidates, the question papers must not be released to members of centre staff: a) until NCFE's published finishing

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time for the paper concerned; or b) until all candidates within the centre have completed the paper concerned.

Scripts, question papers and any other material must not be removed from the assessment room until all candidates have completed the assessment. In cases where an assessment has been moved from an afternoon session to a morning session due to a timetable variation, the invigilator must collect all question papers and pass all copies to the exams officer for return to the centre's secure storage facility.

Upon completion of an on-demand assessment, question papers must not be released to centre personnel and/or to candidates at any time. (This applies to both written and on-screen assessments.)

Finishing the assessment

A five minute warning to candidates before the end of the assessment is permitted. However, this is at the centre's discretion. Where candidates have different finishing times, the centre must consider the impact of giving a warning.

At the end of the assessment invigilators must:

- a) tell candidates to stop working and remind them that they are still under assessment conditions;
- b) allow candidates who arrived late and were allowed the full working time to do their assessment, to continue after the normal finishing time. Tell them to stop working after the full working time allowed has passed;
- c) instruct candidates taking written assessments to:
 - o make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre number;
 - o make sure their answers are correctly numbered;
 - o make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples must not be used.

Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted for the necessary additional time. Invigilators must be aware in advance of the assessment which candidates have been granted extra time to complete their assessment and those with supervised rest breaks.

Collecting papers and scripts

Invigilators must:

- a) collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the assessment room;
- b) check that there is a script/objective test sheet for every candidate marked as present on the attendance register;
- c) check that the names on the scripts match the details on the attendance register;

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- d) put the scripts/objective test sheets in the order shown on the attendance register;
- e) check that candidates have used their correct centre and candidate number;
- f) give the scripts/objective test sheets to the person responsible for despatching them to the awarding body
- g) Scripts and documentation must then be placed in the envelope provided and sealed immediately.

The exams or scripts must then be taken directly to the head of centre or designated officer for posting and they must be sent recorded delivery with evidence of postage and tracking maintained. When this is not able to take place immediately they must be returned to the head office for safe storage in the safe.

Where exams or scripts are returned electronically these must be taken to the head of centre or designated person for scanning and uploading.

Where evidence is submitted electronically the script must be downloaded and not edited. The original email containing the information must be retained for 3 years.

Unused stationery

The invigilator must:

- a) collect all unused stationery in the assessment room;
- b) check it for any loose sheets which candidates may have missed;
- c) return it to the exams officer.

The exams officer must:

- a) return unused stationery to the secure storage facility or secure room until needed for a future assessment. Surplus stationery must not be used for internal school tests or mock assessments;
- b) destroy confidentially any out-of-date stationery using the confidential waste and destruction log

Externally Assessed Assignments

Learners must be made aware that the work submitted must be their own and that any support from others would be viewed as malpractice. This should be explained during induction and when the external assessment is distributed. Any instance of plagiarism will result in the Extended Assessment being awarded an NYA grade.

Learners must complete the External Assessment Cover Sheet. If this is not possible then advice should be sought from the awarding body, but only in extreme circumstances such as isolation or lockdown.

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Tel: 01803 897897 or email: info@ttcompany.co.uk

Tutors must make themselves familiar with the Tutor and Learner Information and Requirements documented for the qualification.

Learners must complete the Extended Assessment independently. There must be no assessment of learners' work prior to submission. Tutors must not give any guidance to learners about the content of their assessments.

Learners must be provided with a copy of the Extended Assessment External Assessment Cover Sheet to attach to the front of their assessment. The Extended Assessment External Assessment Cover Sheet

- is available on QualHub under the Level 3 Diploma in Child Care and Education (EYE) Related Documents;
- includes information that learners must follow when submitting their assessments;
- must be signed by the learner as a declaration that the work is their own and that they understand that work that is plagiarised will result in their assessment being returned unmarked and an NYA grade issued. A tutor/examination officer signature on behalf of the learner will not be accepted for any reason.

Email to learners:

Please find attached the Learner and Tutor Guidance Information for your upcoming external assessment. Please note, this submission should be entirely your own work and any contribution from others would be seen as malpractice and you will receive a Not Yet Achieved grade.

Your submission should be submitted to the designated person (insert name) by (insert date) and it should contain the assessment and the cover sheet.

The assessment must not exceed 5000 words and anything above 10% of this will not be marked.

Please pay attention to the quotation requirements for your particular assessment.

Please ensure that your name and learner number is in the header of each page.

Please number your pages in the following way 'page 1 of 8' using the page numbering function and place this in the footer of your document.

Reviewed: 10th March 2023

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