

A young man with dark, curly hair and a blue shirt is looking down at a document. A young woman with long blonde hair and a blue jacket is also looking at the document, with her mouth slightly open as if speaking. They are in a bright room with white blinds in the background.

# Instructions for Conducting Exams

Functional Skills English and Mathematics  
Level 1 and 2

2022-2023

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## Introduction

This document should be read in conjunction with the current version of the JCQ Instructions for Conducting Examinations (ICE). This document contains requirements that are in addition to the criterion included in the JCQ ICE document.

It is intended for centres undertaking paper based and/or onscreen models of the Pearson Edexcel Functional Skills qualifications at Levels 1 and 2 and focuses on all centre types that includes schools, colleges, training providers, etc.

Where there are differences between this document and the JCQ Instructions for Conducting Examinations (ICE), the instructions in this document should prevail.

Information relating to registrations, entries and certification for these programmes is available in the Pearson Information Manual which can be accessed on our website.

The Head, Principal or Chief Officer of a centre, approved by Pearson, is defined for the purposes of this document as the Head of Centre. The Head of Centre is responsible for the proper conduct of the external examinations by observance of these instructions. If a situation arises which is not covered by these instructions, please contact us via the [Pearson Support Portal](#).

Each centre must have a designated manager responsible for system security, the quality of provision and resources within the centre. The Head of Centre and Examination Officer must familiarise themselves with the entire contents of this document.

All centres running Functional Skills at Levels 1 and 2 must first be approved by Pearson.

All centres must have an official email address. Personal email addresses such as 'yahoo', 'hotmail' and 'gmail' are not acceptable. Emergency contact details must also be provided. These may be a mobile telephone number or personal email.

Various Pearson contact information can be found on our [website](#).

For guidelines on access arrangements, please refer to [website](#).

Pearson reserves the right to conduct audits to ensure examinations are administered appropriately. Audits for paper-based tests are unannounced but for onscreen tests, centres will be given advance notification of a potential audit.

Centres must ensure that the JCQ Information for candidates' documents (on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to examinations taking place. These documents may be found [here](#).

## Team Roles and Responsibilities

### Examinations Officer

The Examinations Officer is responsible for:

- the safe and secure storage of all assessments prior to administration
- allocating invigilators
- managing the security arrangements following receipt and completion of the functional skills tests

### Head of Centre/Test Manager

The 'head of centre' is the most senior operational officer in the organisation. This may be the headteacher of a school, the principal of a college, the Chief Executive Officer of an Academy Trust or the Managing Director of a company or training provider. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.**

### Quality Nominee

The Quality Nominee must ensure that suitably qualified and experienced adults carry out invigilation. The Quality Nominee must ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates.

### Invigilator

The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates. The Invigilator must not be a teacher who has prepared the candidates for the subject of the examination.

In exceptional circumstances a teacher who has prepared the candidates for the subject of the examination can be the sole invigilator during an examination in that subject if an alternative invigilator is not practicably possible e.g. a remote candidate sitting the test in the workplace.



# General instructions for paper-based and onscreen assessment

## Invigilation arrangements

The head of centre must ensure 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).

- 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

A centre must ensure that it 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 must ensure that suitably qualified and experienced adults carry out invigilation. Whilst the Head of Centre has discretion to decide who is

suitably qualified and experienced, any relative of a candidate in the 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
- 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.

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.

## Remote Invigilation

Our Remote Invigilation service, an innovative approach to onscreen assessment services, is live. Learners will be able to take their assessments at home or work, without the need for an invigilator to be in the room.

This service offers greater flexibility in terms of location and reducing travel times for both the learner and the assessor, as well as providing both a short and long-term solution for invigilation of onscreen assessments. This service is available for our reformed Functional Skills onscreen English and maths tests as well as our onscreen EPA tests.

More information on how to sign up and deliver this service can be found [here](#).

## Seating plans

Centres must 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.

A 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.

## Identification of candidates

Centres must check the identity of their candidates at enrolment and record the items of identification seen. Invigilators must 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 must check the identity of each candidate to ensure that the correct ID and password are issued.

It is the centre's responsibility to check candidate identity and confirm that the correct candidates have taken the correct tests. For candidates who attend regularly and are known to the invigilator it is not necessary to carry out a photographic identity check at the time of the assessment. If the centre has any concerns, photographic documentary evidence must be requested to confirm candidate identity.

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.

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.

### **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
- 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 material candidates can use in the examination
- Check that candidates have not brought into the examination any material 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.

### **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
- 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).

## **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.

Please refer to the [JCQ Regulations and Guidance](#) at relating to candidates who are eligible for adjustments in examinations for further information. For information on

how to apply for 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, and candidates may have their result withheld.

It is the centre's responsibility to inform Pearson's Business Improvement and Regulation department of any breach of regulations by contacting us via the [Pearson Support Portal](#). Centres should provide as much information as possible, including

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

Please refrain from including any specific content of live test papers.

Following receipt of your email, further guidance will be provided by Pearson's Investigations Team.

## Irregular conduct

The invigilator should 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 should 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 must 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 your centre details and the candidates' details.



## Paper based on demand English and Mathematics assessment

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

### Specific instructions

- 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
- 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

## Test paper version codes

Each test version has a specific code to help you identify the correct test allocated to each learner.

Maths paper codes will follow this format:

**PMAT1Cxx PMAT1Nxx PMAT2Cxx PMAT2Nxx**

'P' denotes this is a paper-based test; 'MAT' denotes this is a Maths test;

'1' or '2' denotes the level of the test;

'N' denotes this is the non-calculator paper;

'C' denotes this is the calculator paper;

'xx' will be the version number of the test - eg 01, 02, 03 etc.

English paper codes will follow this format:

**PENR1Sxx PENR2Sxx and PENW1Sxx PENW2Sxx**

'P' denotes this is a paper-based test;

'ENR' denotes this is an English reading test;

'ENW' denotes this is an English writing test;

'1' or '2' denotes the level of the test;

'Sxx' will be the version number of the test - eg S01, S02, S03 etc.

## 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 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

When your centre receives question papers from Pearson you should:

- Check the contents of each envelope by reading the title through the envelope window. Contact Pearson centre support if you believe specific question papers are missing
- Store all question papers securely in line with the instructions found in the [storage section](#). 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
- Never photocopy examination papers under any circumstances unless express permission is obtained from Pearson
- No information relating to the content of these tests should be 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

Centres running Functional Skills paper based on demand tests must have secure storage facilities as outlined below. Centre approval may be withdrawn if the secure storage is found to be unacceptable.

It is the responsibility of the Examinations Officer or Quality Nominee 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.

The Examinations Officer must:

- ensure that envelopes and boxes containing confidential materials are signed for
- keep a log, ideally at reception, recording the delivery of confidential materials showing each question paper delivery and the number of boxes received
- keep a record of when and who accesses question papers while in secure storage
- keep question papers safe and secure prior to the assessment dates
- make question papers available to assessors and candidates at the appropriate time
- ensure that the question papers are locked away in a place of high security after they have been received

- be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials
- make appropriate arrangements to ensure that confidential materials are delivered only to those authorised, i.e. to the Quality Nominee
- maintain the confidentiality of candidate responses and candidate details.

Centres are not allowed to store any live question papers on their computers. All question papers are considered 'live' until Pearson release them as practice papers. Test materials must be stored in a safe or a cabinet in a securely locked room conforming to the secure storage requirements below.

Requirement	Recommendation
<ul style="list-style-type: none"> <li>• Strong safe or security cabinet or metal cabinet with locking bar</li> <li>• 2 to 4 key holders only</li> </ul>	Bolted to wall or floor
<ul style="list-style-type: none"> <li>• Secure room in a fixed building, i.e. not a Portakabin or similar</li> <li>• Walls, ceiling and floor of strong, solid construction</li> </ul>	Preferably on an upper floor with no windows.
<ul style="list-style-type: none"> <li>• Solid door</li> <li>• Strong, secure hinges</li> <li>• Security lock, e.g. 5 lever mortise lock</li> <li>• 2 to 4 key holders only</li> <li>• There must be at least 2 keys rather than 1 key with 2 or more members of staff with access to it. Centres must not keep a spare set of keys in a cabinet or safe which can be accessed by members of staff who are not involved in exams administration. Keys must either be kept on the key holder's person or kept in a coded key safe which is only accessible to the designated key holders</li> </ul>	A hollow door would require reinforcement.

Please see the relevant section of the [JCQ ICE document](#) for a full list of requirements and the conditions for storing confidential exam material.

Pearson must be informed immediately if the security of the assessment papers has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances. Refer to the Appendix section at the end of this document for a full list of Pearson contact details.

## Completed question papers

- Completed question papers must be returned to Pearson to be marked
- For English Reading Level 2 the text booklet does **not** need to be returned to Pearson but must be collected in, accounted for, and destroyed securely
- For English Reading Level 2 ensure that candidates do **not** write their responses in the text booklet. Only answers given in the question paper booklet will be marked
- Completed question papers should be 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 **must** be 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 should **not** be returned but must be collected in, accounted for, and destroyed securely immediately. Spare copies of papers must not be issued to anyone, including teaching staff. Centres must 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**. If you have a query 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.

## Transporting assessment materials to offsite examination venues

Pearson will despatch question papers only to the Pearson approved centre through which the original entries were made, with storage facilities meeting the secure storage requirements.

Centres with multiple sites or examination venues are allowed to split packets of examination materials for transportation to alternative locations. Question paper packs cannot be opened any earlier than four days in advance of the assessment date.

If a centre wishes to conduct an examination at a location other than the approved centre address to which the papers are sent, the following requirements must be met.

## Transporting question papers to other approved sites

- No earlier than four days in advance of the assessment date, centres with multiple sites may split and reseal packs of papers
- Only open the packs of question papers if absolutely necessary
- Open the packs in a secure environment – i.e. a private room or office with restricted access
- Only appropriate centre administrative staff may have access to the question papers whilst they are being re-packaged
- Once the question papers are appropriately re-packaged for each assessment site, they must be re-sealed and stored according to the secure storage requirements.
- The newly sealed envelopes must not be re-opened until the time of the scheduled assessment
- No earlier than four days in advance of the assessment date, the rearranged packages may be despatched by trackable secure courier or by centre staff, to a Pearson approved centre site for collection by the Invigilator
- The packs must be signed for at this site and stored according to the secure storage requirements.

Centres must keep a transport log which records the following information:

- names of all people handling the papers
- times when papers were removed from secure storage at each location
- means of transport and security measures taken
- time of arrival at each location
- secure storage arrangements at each approved location
- tracking number log when a delivery postal method has been used.

## Transporting question papers to non-approved centres

- No earlier than 24 hours before the scheduled assessment date and time, assessment materials may be collected by hand and signed for by the Invigilator for transportation to the assessment venue, which may not necessarily be an approved centre.
- In **exceptional circumstances**, and when this is not possible, centres will need to [contact us via the online portal](#) to request approval to use a recorded delivery postal method.
- It is the responsibility of the Invigilator to ensure that materials in their possession are kept securely until the time of the examination. They must be kept in a lockable container. They must not be left – for example – in an unattended vehicle.

Centres **must** keep a transport log which records the following information:

- names of all people handling the papers
- times when papers were removed from secure storage at each location
- means of transport and security measures taken
- time of arrival at each location
- secure storage arrangements at each approved location
- tracking number log when Pearson has granted approval to use a trackable postal delivery method.

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

Centres with multiple exam rooms within one approved site are allowed to split packs of examination materials to facilitate the setting up of these rooms. You must only open the packs of question papers if absolutely necessary.

- No earlier than two working days in advance of the assessment date, centres with multiple examination rooms 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 must 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 (there is no specific template, but a spreadsheet would be suitable) 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 us via the online portal](#) for further guidance. It is advised that this is done prior to a Standards Verification visit taking place in order to avoid a potential block.

## English Speaking and Listening units

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

There is no set time limit for this assessment, but we 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.

Centres must 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**
- 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

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 must be securely managed at all times so that no unauthorised person has access. The centre must be able to demonstrate that appropriate security systems and processes are in place to prevent unauthorised access to tests on the computer system.

These must 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.

Centres must have the available expertise to administer and access tests using secure uploading and downloading. They should also have the appropriate level of expertise to deal with any issues or technical difficulties that may arise during a test.

Centres must maintain the confidentiality of the test.

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

You must 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

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, we strongly advise candidates 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.

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

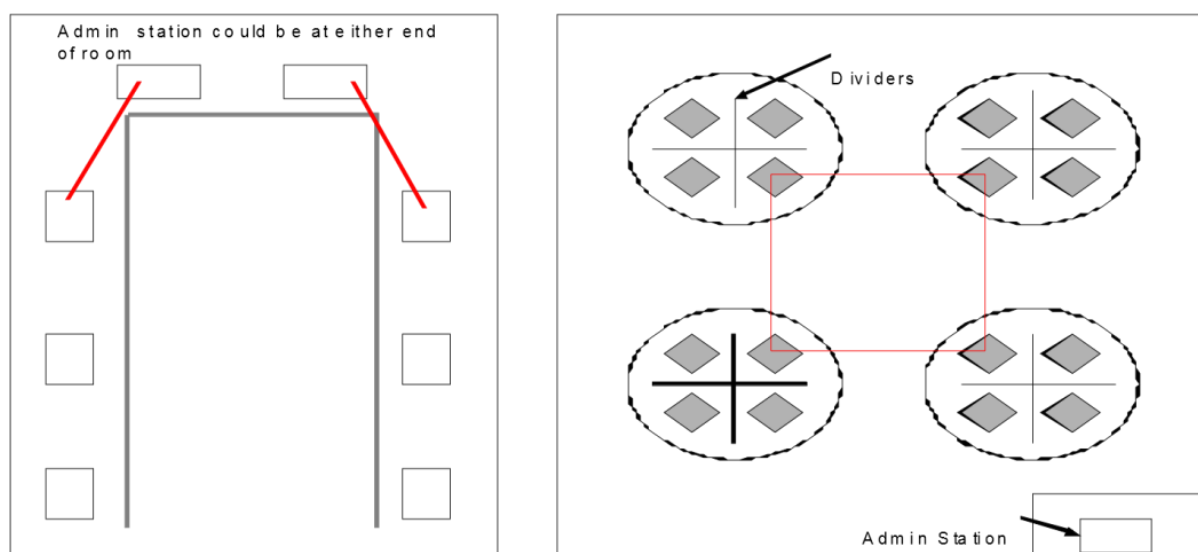
- English Reading Level 1 – (OENR1) 60 minutes
- English Reading Level 2 – (OENR2) 75 minutes
- English Writing Level 1 – (OENW1) 60 minutes
- English Writing Level 2 – (OENW2) 60 minutes
- Maths Level 1 – (OMAT1) 1 hour 55 minutes
- Maths Level 2 – (OMAT2) 1 hour 55 minutes

## General environment/layout

To ensure an appropriate assessment environment, centres should ensure that:

- the accommodation is suitable for use as a testing room
- the area is quiet and free from external disturbances
- due attention has been paid to such matters as heating, lighting and ventilation
- 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.

We advise 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.



## Computer Suite set up in test centres

The way in which your IT technician has installed the system will determine how many candidates are able to sit a test at one time. Spare PCs should always be available.

The testing room must be set up with all PCs logged on and the software open before candidates enter the room.

Test time will be determined by the individual candidate's clock on their PC, however a reliable clock must be visible to each candidate in the test room.

Any other test may be held in the test room at the same time, provided this does not cause any disturbance. The centre should ensure that candidates are not interrupted whilst taking a test.

## 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
- 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 while 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 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*).

The centre must be able to demonstrate 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.

Centres must have the available expertise to administer and access tests. They should also be 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.

Centres must make a decision regarding the management of this access. They may use Invigilators to make sure that candidates do not access the internet after the first 15 minutes, or they may employ other options such as software solutions to manage this.

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 should be protected from unauthorised access until immediately before the assessment and also after the assessment. Centres must maintain 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, centres will need to be given additional user privileges on Edexcel Online by an authorised member of

staff in the 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 the 'Documents' menu under 'Administration and Assessment':

You must 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. Centres **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.

We 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 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.

### 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

Centres must 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 centre 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 centre 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.

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

Centres 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. For past paper material can be accessed [here](#).

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.

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

It is strongly recommended 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.

## FAQs for Level 1 & 2 On-Demand ICT

### Q1. How can I access and download the tests?

A1. The question papers and data files can be accessed through the secure site via Edexcel Online. You will need to be given additional user privileges on Edexcel Online by an authorised member of staff in your centre. Once access has been granted, the question papers and data files can be downloaded from the secure site.

### Q2. When will the question paper/data files be available?

A2. The question paper and data files will be available to download from Edexcel Online 24 hours prior to the scheduled time for candidate's sitting the test.

### Q3. What do I do when I have downloaded the files?

A3. Centres must ensure that candidates sit the test at the correct level. It is the centre's responsibility to ensure that the data files are saved in a test folder, separate to the question paper. The question paper must not be saved in the candidate's test folder. The Head of Centre must ensure that the question paper is printed and distributed to all candidates sitting the test.

### Q4. How do I set up a test folder?

A4. 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 at any time other than during the test time/session itself.

### Q5. What do I do when the candidate has finished the test?

A5. Centres must ensure that all candidates' work is saved and is kept secure from unauthorised access. After the test, the candidates' work saved in their test folder needs to be zipped and uploaded onto the secure site. Centres should safeguard this work for two months in case it is required to be re-submitted. After the test the candidates' work should be copied to a storage medium and kept secure by the Examinations Officer.

**Q6. What do I do with the question paper once the candidate has finished the test?**

A6. At the end of each test session, all question papers must be collected in, accounted for and securely destroyed.

**Q7. How do I mark a candidate absent?**

A7. A candidate can be marked as absent through the site. Enter the order number and click on the red flag beside the candidate's name. Then click submit. This will mark the candidate absent.

**Q8. How do I set up offline access to email software?**

A8. Please see options below:

- if a centre has an email package locally installed on their computers or network, such as staff or student email systems (using an intranet/extranet) – this would be acceptable
- if the centre does not have any locally installed email software, they are able to download free email software tools, such as Pegasus – this would be acceptable
- if the centre has Windows XP or Windows Vista – there are already email clients installed, such as Outlook Express or Message Center. This would be acceptable. Windows 7 does not have a free email client. If the centre does use Windows XP or Windows Vista – their network manager should be able to install this software on to their computer systems. If the centre uses web-based email, it is possible for network managers to configure their network to permit access to web-based email websites only throughout the examination. This works very much in the same way as Firewalls permit access to certain websites to certain groups of users.

**Q9. How do I switch off internet access after the first 15mins of the test?**

A9. Most account managing software allows you to apply certain protocols to users or groups of users. This might involve instructing the network administrator to remove access to the web for the selected users at a certain time. The process can be simplified by making all users part of a group and removing the access to the group. If required the users can be given temporary logins to simplify further (e.g. FSUser1, FSUser2.). These are all standard tasks in most user management software.



Alternatively, if you are running RM Tutor or equivalent in the classroom then the control can be given to the teacher in the room. The last resort would be to leave web access on and instruct students not to use it. Effective monitoring of this may need an increase in the number of Invigilators.

Q10. Where can I find a step-by-step guide to administer the test?

A10. The Functional Skills on-Demand ICT User Guide is available to download [here](#)

## Pearson contact list

For any assessment-based queries please [contact us via the online portal](#) – for issues with the content of test paper questions, mark schemes, general assessment queries, emergencies or incidents during assessments.

**Please note:** The content of the tests is secure and emailing any part of it is considered a breach of security. If you have a query about the content of a test or the allocation of marks for a particular question/task, email us stating your name and contact details, asking for one of the team to contact you directly via phone.

### Curriculum Development Managers

Each centre has a Curriculum Development Manager who can provide general qualification advice and guidance across all qualifications. Your Curriculum Development Manager details can be obtained via the [contact us online portal](#)

If you have a question, please contact  
FS Assessment or your Vocational Quality Assurance Manager via  
[The Pearson Contact Portal](#).

In addition, you will find further information on our  
[Quality Assurance webpages](#).

## 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.

## Appendix 2: JCQ Mobile Phones Poster



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

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

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

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: <ul style="list-style-type: none"> <li>• a clock that all candidates can see clearly</li> <li>• a board or display showing the: <ul style="list-style-type: none"> <li>• centre number</li> <li>• subject title</li> <li>• paper number</li> <li>• actual start and finish time of the examination(s)</li> </ul> </li> </ul>
4	Check that you have the following on display outside the exam room: <ul style="list-style-type: none"> <li>• JCQ warning to candidate's poster</li> <li>• JCQ mobile phones poster</li> </ul>
5	Check that you have for the main examination hall or room: <ul style="list-style-type: none"> <li>• a copy of the current JCQ Instructions for Conducting Examinations</li> <li>• a copy of the Pearson Instructions for Conducting Examinations</li> <li>• any subject-specific instructions and/or stationery lists issued by Pearson</li> <li>• a seating plan of the examination</li> </ul>
6	Check that heating, lighting, ventilation and the level of extraneous noise is acceptable.
7	Check that emergency exits and fire routes are unobstructed.

## 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

	<ul style="list-style-type: none"> <li>• read the instructions on the front of the question paper</li> </ul>
6	Tell the candidates about any erratum notices.
7	Remind candidates: <ul style="list-style-type: none"> <li>• to write in black ink</li> <li>• not to use highlighters or gel pens in their answers.</li> </ul>
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.
<b>D – During the examination</b>	
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: <ul style="list-style-type: none"> <li>• suspected mistakes in the question paper unless Pearson has issued an erratum notice or given permission</li> <li>• any question on the paper or the requirements for answering particular questions.</li> </ul>
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.

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

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: <ul style="list-style-type: none"> <li>• a clock that all candidates can see clearly</li> <li>• a board or display showing the: <ul style="list-style-type: none"> <li>• centre number</li> <li>• start and finish time of the on-screen test.</li> </ul> </li> </ul>
4	Check that you have the following on display outside the exam room: <ul style="list-style-type: none"> <li>• JCQ warning to candidate's poster</li> <li>• JCQ mobile phones poster.</li> </ul>
5	Check that you have: <ul style="list-style-type: none"> <li>• a copy of the current JCQ Instructions for Conducting Examinations</li> <li>• a copy of the Pearson Instructions for Conducting Examinations</li> <li>• any subject-specific instructions and/or stationery lists issued by Pearson</li> <li>• a seating plan of the examination.</li> </ul>
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.



## 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.

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	<p>Ensure that technical support for malfunctions in the:</p> <ul style="list-style-type: none"> <li>• equipment</li> <li>• software</li> <li>• on-screen test itself</li> </ul> <p>is available throughout the on-screen test.</p>
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.

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|---|---|
| 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

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|---|---|
| 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

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| 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. |
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|---|--|
| 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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