



Joint Council
for Qualifications

AEA, GCE, VCE, GCSE, GNVQ and ELC

Instructions for conducting examinations

1 September 2006 to 31 August 2007

Produced on behalf of:



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At least one copy of these instructions must be available in each examination room.

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The Joint Council for Qualifications has written these Instructions for conducting examinations in examination centres.

These Instructions are for use in all AEA, GCE, VCE, GCSE, GNVQ and ELC examinations, including module tests, practical and oral examinations except where the awarding body specifies otherwise, and any other examinations as the JCQ awarding bodies may decide.

The Instructions are additional to any guidelines or regulations the awarding bodies issue in their booklets of regulations or specifications. If there is any conflict between the guidelines or regulations and these Instructions, these Instructions shall prevail.

These instructions are for examinations held between 1 September 2006 and 31 August 2007.

Changes to the previous version are highlighted.

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Please note that additional copies of these documents are included in the JCQ September despatch to centres.

Introduction

In these Instructions, a centre is an institution approved by an awarding body as a centre for its examinations. The head of a school, the principal of a college, or the chief officer of an institution approved as a centre is known as the head of centre. The head of centre is responsible to the awarding bodies for making sure examinations are conducted according to these instructions. If a situation arises which is not covered by these instructions, you should ask the awarding body concerned for advice.

These instructions apply to conducting examinations in all subjects. The awarding bodies may issue further subject instructions for conducting examinations, where appropriate, and you should check with the awarding body for such instructions. In case of conflict between such instructions and these instructions, these instructions shall prevail.

To accommodate the growth of on-screen external assessment this booklet has been expanded to include instructions for conducting such examinations. The instructions may be found in Appendix 1.

References to Appendix 1 are signposted in the text of the booklet by this symbol 

The awarding bodies have agreed regulations and procedures under which you may make access arrangements for candidates as set out in the booklet *AEA, GCE, VCE, GCSE, GNVQ and ELC: Access Arrangements and Special Consideration Regulations and Guidance relating to Candidates who are Eligible for Adjustments in Examinations (1 September 2006 to 31 August 2007)* (www.jcq.org.uk/). You must also follow those regulations and procedures carefully if candidates have been allowed to use a reader, a scribe, a practical assistant, a word processor or computer, or a prompter.

You should send all correspondence relating to the examinations straight to the awarding body concerned and not to the examiner (unless the awarding body directs otherwise).

The JCQ Centre Inspection Service visits centres when examinations are being held, although an inspector may visit to check your centre's secure storage (as defined in 1.2) at any time. You must co-operate with any visit from an inspector, including giving access to your secure storage.

You are warned that any breach of these instructions can constitute malpractice as defined in the JCQ *Suspected Malpractice in Examinations and Assessments Policies and Procedures* (www.jcq.org.uk/), to which you should refer for further information.

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Preparing for the examination

1. Keeping question papers and other examination materials secure

1.1 Checking question papers

- On receipt check the question paper packets and examination material carefully. Notify the awarding body immediately if there are any problems, e.g.
 - it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
 - there are any differences between the material received and the despatch/delivery note;
 - the material has been significantly damaged in transit;
 - the material appears not to meet your requirements.
- All materials should be checked immediately they are received and **must** be put into secure storage, the requirements for which are set out in 1.2.
- If question papers cannot be checked immediately they are received, they **must** be locked away in secure storage until an authorised member of staff is available to make the necessary checks. It is for your centre to set out the appropriate terms of authorisation for members of staff.

Advice: Check the question paper packets against the timetable and arrange them in timetable order to reduce the possibility of opening a packet at the wrong time.

Some question papers are colour coded to help identification:

Foundation tier GCSE and GNVQ	Maize
Intermediate tier GCSE and GNVQ	Green
Higher tier GCSE and VCE	White



Please refer to Appendix 1 para. 1

1.2 Conditions for storing question papers in secure storage

Question papers must be stored securely conforming to the requirements below.

Requirement:	Note
<ul style="list-style-type: none"> ○ Strong safe or ○ Security cabinet or ○ Metal cabinet with locking bar, bolted to wall or floor; ○ 2 or 3 key holders only. 	
<ul style="list-style-type: none"> ○ Secure room in fixed building, i.e. not a Portakabin™ or similar; ○ Walls, ceiling and floor of strong, solid construction. 	<ul style="list-style-type: none"> ○ Preferably on an upper floor with no windows.
<ul style="list-style-type: none"> ○ Solid door or reinforced door: ○ Strong secure hinges: ○ Security lock, e.g.5 lever mortise lock or coded keypad lock: ○ 2 or 3 key holders only 	<ul style="list-style-type: none"> ○ A hollow panel door would require extra reinforcement.

Suitable alternative for a centre with large numbers of question papers to store

Requirement:	Note
<ul style="list-style-type: none"> ○ Secure, locked, walk in store; ○ Solid door with added metal reinforcement; ○ Heavy duty hinges; ○ 5 lever mortise lock or coded keypad lock ; ○ No direct access from a corridor; ○ 2 or 3 key holders only. 	<ul style="list-style-type: none"> ○ Metal security screen i.e. roll-down shutter; should be used in front of door, or in front of open shelving

Advice: Where question papers are stored in a room with external windows, bars should be fitted or the room alarmed.

If the room has a glass panel in or above the door, e.g. for health and safety reasons, the glass should be toughened safety glass.

Where the volume of question papers is too great for secure storage in one room, you should use additional rooms within the centre which also meet the requirements for secure storage.

- 1.3 You must tell the awarding body immediately if the security of the question papers or confidential supporting instructions is put at risk. Any natural disaster, fire, theft, loss, damage or any other circumstances which render the existing accommodation or secure storage of examination materials at risk, must be reported to the awarding bodies immediately.

- 1.4 Question papers must remain in the secure storage facilities approved by the JCQ Centre Inspection Service until the day of the examination. You must not open the packets of question papers and other examination materials until the time appointed for the examination concerned, unless the awarding body tells you otherwise. **You must not open packets on a previous day under any circumstances.**

Advice: You should keep question papers in their sealed packets and open them in front of candidates where possible. If you are using a number of rooms on one or more sites for the same examination, you may open the packets of question papers before the examination so that you can make them up into appropriately sized sets for the different rooms. If you open some packets before the examination, you should open as few as possible and **only on the day of the examination.**

- 1.5 On occasions when you may open confidential material (such as instructions for practical examinations) before the examination, you must take strict precautions to keep it secure after it has been opened. You **must not** remove the material from the centre and, when it is not being used, must keep it in secure storage. You **must** make sure that a system for recording when material is taken from or returned to the secure storage is used throughout the time the material is confidential (see sections 2, 8-12, 14 and 18 regarding when materials are confidential).
- 1.6 If confidential material is recorded on tapes or other media, you **must** make arrangements before the examination for that material to be tested if the awarding body tells you to. If any of the material is faulty, you **must** tell the awarding body immediately.
- 1.7 You must store examination stationery and materials securely at all times so that no unauthorised person has access to them.

2. **Timetabling of examinations**

- 2.1 You must follow the awarding bodies' **final** published timetables, except as allowed in paragraphs 2.5 to 2.7.

The published starting time of all morning examinations is **9.00am**, and the starting time of all afternoon examinations is **1.30pm**. These are known as the morning and afternoon sessions.

These are UK times (either GMT or BST as appropriate) current on the examination date, so centres outside the UK must adjust their local starting times to begin at the same time as UK centres.

- 2.2 The JCQ awarding bodies allow centres in the UK to start examinations earlier than, or later than, the published starting time for the session, without obtaining permission beforehand. However, to maintain the security of the examination, all candidates must start question papers scheduled for a morning session no earlier than 8.30am and by 9.30am, and for an afternoon session no earlier than 1pm and by 2pm (unless they have a timetable clash or are involved in arrangements for the circumstances described in paragraph 2.5).

If your centre is outside the UK and you want to start examinations at times other than the published starting times, you must ask for the awarding body's permission each series.

- 2.3 You must not vary the timetable if there is a clash between papers of different awarding bodies in the same subject, or between subjects that cannot be taken together (for example, Biology and Human Biology).
- 2.4 You must not vary the timetable for the following reasons: if a timetabled examination clashes with
- work experience
 - a school function or closure
 - field trip
 - sporting events below international level
 - holidays and weddings
- 2.5 You may decide the order in which to hold examinations for candidates taking two or more examinations in a session (see the following example). You may also give candidates a supervised break between unit tests within a session. You must follow all arrangements for invigilating candidates during and between examinations and must ensure the security of question papers set out in paragraph 2.6. Any references to "supervision" require that a member of **centre staff** shall be in the same room as the candidate(s). Supervisors must adhere to the same requirements as for invigilation (see sections 10 – 16).

Example of examination supervision arrangements for candidates with more than one paper scheduled in a session.

A centre commences its morning examinations at 8.30 am. Most candidates are taking 3 x 1 hr English units but some are taking just one or two.

Candidates taking all three units

TIME	ACTIVITY
8.30 am - 9.30 am	Unit 1 exam
9.30 am - 9.40 am	10 minute supervised period for collection of completed Unit 1 worked scripts, followed by issue of question papers for Unit 2
9.40 am - 10.40 am	Unit 2 exam
10.40 am - 10.50 am	10 minute supervised period for collection of completed Unit 2 worked scripts, followed by issue of question papers for Unit 3
10.50 am - 11.50 am	Unit 3 exam

Candidates taking one or two of the three units

CANDIDATES TAKING ONE UNIT ONLY	CANDIDATES TAKING TWO UNITS
8.30 am - 9.30 am Unit exam	8.30 am - 9.30 am Unit exam
9.30 am - 10.00 am Candidates must remain supervised	9.30 am – 9.40 am Supervised period for collection of completed worked scripts, followed by issue of question papers for second unit
10.00 am Candidates leave	9.40 am - 10.40 am Unit exam
	10.40 am Candidates leave

- **Candidates sitting Unit 1 only must remain supervised until 10.00 am.**
- **Candidates sitting Unit 2 and /or Unit 3 but not Unit 1 must be supervised from 9.30 am until commencing their examinations.**
- **Alternatively, such candidates can commence their examinations at 8.30 am but must remain supervised until 10.00 am if doing Unit 2 or 3 only.**

2.6 If candidates are entered for **two or more** papers timetabled for a session and the total time is more than three hours, the awarding bodies allow centres to hold examinations in a later or earlier session than the published time **within the same day**, without permission beforehand. However, the security of the examination must still be maintained. You must follow all arrangements for invigilating candidates during and between examinations and must ensure the security of question papers as set out below:

- Candidates who take an examination earlier than the published starting time shown on the awarding body's timetable must stay under supervision (which you must arrange) until one hour after the published starting time for that examination. Also, you must make sure that question papers used by those candidates are kept in secure storage until one hour after the published starting time for that examination. For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the normal finishing time of the examination;
- Candidates who take an examination later than the published starting time shown on the timetable must be kept under supervision from 30 minutes after the published starting time for the paper concerned until they begin the examination;
- If some candidates are allowed to take an examination in a different session from other candidates at your centre, you must seal all copies of the question paper used in the earlier session in an envelope and return them to secure storage in your centre.

2.7 When candidates are entered for **three or more** examinations timetabled for the same day and the total time allowed for those papers is **more than**:

- six hours for AEA, GCE or VCE, or;
- five and a half hours for GCSE, GNVQ or ELC;

they may be allowed to take an examination in the earliest possible session on the next day.

Candidates are **not** allowed to take examinations on an earlier day than that scheduled on the timetable.

Advice: If overnight supervision by a member of staff is not possible or appropriate the candidate may be offered the opportunity to sit the examinations on the scheduled day. If the total time exceeds the hours stated above a request for special consideration should be submitted to the relevant awarding body.

2.8 Candidates who take an examination on a later day than that published in the timetable must be supervised from 30 minutes after the scheduled starting time of the examination until they begin their examination. This is to make sure there is no contact with other candidates. The supervision should normally be carried out by centre staff and should involve arrangements for overnight accommodation. In exceptional circumstances, an awarding body may accept a written statement from the parent or guardian of a candidate that appropriate arrangements will be made for supervision by the candidate's parent or guardian in place of a centre's staff, on journeys to and from the centre, and overnight. The awarding bodies have the right to refuse to allow the parents or guardians of a candidate to supervise that candidate in place of a centre's staff.

2.9 You do **not** need to obtain approval from the awarding body beforehand if **centre staff** will be supervising the candidate. In all such cases, you must fill in and **retain the** relevant overnight supervision forms and have them signed beforehand so that those involved understand their responsibilities. You must be satisfied that in all cases the arrangements meet awarding bodies' requirements. You must keep all completed forms available in your centre for inspection, until the closing date for the Enquiries about Results. If overnight supervision is to be carried out by anyone else, you **must** get approval from the awarding body beforehand.

You must fill in and return the JCQ form *Application for a timetable variation and Confidentiality Declaration for Overnight Supervision* to the awarding body at least two weeks before the start of the examination series (20 October for November examinations; 1 December for January examinations; 30 April for Summer examinations).

2.10 You must re-arrange any examination that cannot be taken on the scheduled day for the earliest possible session on the next day.

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



Please refer to Appendix 1 para. 2

3. Using calculators

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Candidates should be told these regulations beforehand.

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> ● be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet. ● be borrowed from another candidate during an examination for any reason; * ● have retrievable information stored in them - this includes: - <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition. 	

***Advice:** An invigilator may give a candidate a replacement calculator

4. Resources for examinations

- 4.1 Candidates may be allowed to use resources other than calculators for some papers, as set out in the instructions on the question paper. These include dictionaries and editions of set texts.
- 4.2 You must tell candidates beforehand that they are responsible for bringing with them any materials needed for the examination. If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances you should refer to the *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures* (www.jcq.org.uk/).
- 4.3 In examinations where resources are not shown on the question paper or on the stationery list (including those where calculators are not allowed) you must warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.



Please refer to Appendix 1 para. 4

5. Accommodation

- 5.1 All candidates must sit for the examination at the centre unless you have received permission from the awarding body beforehand for candidates to take the examination elsewhere (for example, under transferred candidate arrangements). As long as all requirements for accommodation in paragraphs 5.2 to 5.13 are met, you may arrange to use other local accommodation off-site for any examination. The awarding bodies still treat that accommodation as being 'at the centre' for the purposes of the examination.

In these circumstances, you must inform the *JCQ Centre Inspection Service* using the Alternative Site form at least six weeks before the first examination in the series. The address of the other accommodation, the dates it is to be used and the maximum number of candidates likely to be involved must be given. If, owing to unforeseen circumstances, you cannot meet the six-week deadline, you should give the *JCQ Centre Inspection Service* the necessary information as soon as it becomes available.

Question papers must remain in the secure storage facilities approved by the *JCQ Centre Inspection Service* until one hour before the published starting time on the day of the examination.

- 5.2 Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination. You should pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.
- 5.3 Practical examinations must be held under conditions that will give all candidates the chance to carry out their tasks and to display their true levels of attainment in the subjects concerned.
- 5.4 No display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must be visible in the examination room. You must take particular care with examinations held in laboratories or libraries.

- 5.5 A reliable clock must be visible to each candidate in the examination room. The clock must be big enough for all candidates to read clearly.

Advice: You should carry out regular checks to make sure all clocks used in the examination room are in good working order and show the same time.

- 5.6 The '*Warning to Candidates*' (Appendix 3) and the Mobile 'Phone notice (Appendix 6) must be displayed **both** inside **and** outside the examination room.
- 5.7 The poster version (A3 size) of the '*Notice to Candidates*' (Appendix 4) must be displayed in a public place outside the examination room.
- 5.8 A board must be visible to all candidates showing the centre number and the actual starting and finishing times of each examination.
- 5.9 The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.
- 5.10 Wherever possible, for written examinations:
- all candidates should face in the same direction;
 - 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;
 - 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;
 - if you want to use accommodation with screened booths (such as language laboratories) less than 1.25 metres apart, you must send details of the proposed accommodation to the awarding body for approval.
- 5.11 Where computers are used for assessment purposes the head of centre is responsible for ensuring that local health and safety laws are followed.
- 5.12 Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all instructions for conducting examinations can be applied. You must keep the candidate's script separate from other scripts from the centre. You must not despatch it until you have asked for advice from the awarding body.
- 5.13 Candidates should normally be seated in candidate number order.
- 5.14 Any other written external examination may be held in the examination room at the same time, as long as it does not cause any disturbance.



Please refer to Appendix 1 para. 5

6. Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.

6.1 The head of centre or exams officer must:

- make these Instructions available to each invigilator in the examination room;
- appoint invigilators to make sure that the examination is conducted according to the following requirements: -
 - at least one invigilator must be present for each group of 30 candidates or fewer;
 - invigilators may be changed, as long as the number of invigilators present in the examination 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 examination room and without disturbing the candidates;

Advice: There is a range of acceptable ways to meet this requirement, including using a mobile phone or a two-way radio. Mobile phones are only allowed in the examination room for this purpose. Any mobile phone used in this situation should be switched off to prevent any incoming calls or messages which may disturb candidates. A mobile phone should only be switched on and used if there is a need to ask for help.

If a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or to ask for help.

- make sure that all invigilators are suitably qualified and experienced adults who must not be students at the centre. Although you may decide who is suitably qualified and experienced, any relative of a candidate in the examination room must not be the *sole* invigilator;
- make sure that a teacher who has prepared the candidates for the subject of the examination during the academic year of the examination is not the *sole* invigilator at any time during a written examination in that subject;
- make sure that for practical tests, there is one invigilator for each group of 15 candidates or fewer. In these examinations it is essential that a teacher of the subject should also be present in the examination room at the start of the test (and as necessary after that) to deal with technical difficulties that may arise, including matters of safety, and to help with the invigilation in general.
- For assignments which are to be carried out under controlled conditions (for example, Art) teachers of the subject may be the only invigilator;
- keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records, so you should keep them until the deadline for Enquiries About Results has passed (this deadline is stated in the document: *Post-Results Services, Information and Guidance for Centres Relating to: Enquiries about Results – Re-Mark Services Access to Scripts – Photocopies and Original Scripts Services*) (www.jcq.org.uk/).

For candidates with Access Arrangements

- The centre is responsible for ensuring that, if a candidate and reader are not accommodated separately, other candidates cannot overhear what the reader is saying and are not disturbed by their presence. **If the candidate and reader are accommodated separately, a separate invigilator will be required.**
- If several candidates require only occasional reading assistance, they may be accommodated as a separate group with a reader and an invigilator.
- Centres whose candidates are not permitted a reader may wish to accommodate candidates separately so that they may read aloud to themselves, particularly where this is their normal way of working. Separate invigilation will be required.

- The centre is responsible for ensuring that a candidate dictating to a scribe cannot be overheard by, or distract, other candidates. Where a centre needs to accommodate candidates separately, a separate invigilator will be required.
- Candidates requiring a word processor must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where candidates using a word processor are accommodated separately, a separate invigilator will be required.
- Where a candidate requires a prompter, the invigilator may act as a prompter. If the prompter is acting as a reader or scribe, different invigilation arrangements must apply.
- Candidates requiring the use of a sign interpreter may need to be accommodated in another room, in which case a separate invigilator will be required.

For further information on Access Arrangements please refer to the JCQ *Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations* (www.jcq.org.uk).



Please refer to Appendix 1 para. 6

6.2 Invigilators **must**:

- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- be familiar with the 'Notice to Candidates', the 'Warning to Candidates' and any specific instructions relating to the subjects being examined.

6.3 Invigilators **must not**:

- Carry out any other task (for example, marking) in the examination room.

Advice: Invigilators should arrive 30 minutes before the starting time of the examination.

At the beginning of the examination

7. Identifying candidates

It is important that invigilators are able to establish the identity of all candidates sitting exams. The head of centre must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

Private candidates who are not known to the school or college authorities must show documentary evidence to prove that they are the same persons who entered for the examination, e.g. passport or driving licence.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a female member of staff and taken to a secluded area where they should be politely asked to remove the veil for identification purposes. Once identification has been established, the candidate should replace the veil and proceed as normal to sit the exam.

8. The people present

- 8.1 Only candidates taking external examination(s) and other people authorised by the head of centre are to be allowed in the examination room. In the interests of the security of the examination, and to protect teachers from potential accusation of malpractice, access to the question paper within the examination room for teachers unconnected with the administration or invigilation of that examination will only be possible from one hour after the published starting time of that examination (that is 10 am for morning examinations and 2.30 pm for afternoon examinations). If it has been agreed that candidates can take the examinations at a later time from the published timetable, no teacher who has seen the question paper will be allowed contact with those candidates, who will be under examination supervision throughout the intervening period.
- 8.2 The head of centre has a duty to maintain the integrity of the examination by reporting any suspected instances of malpractice by invigilators or members of staff.
- 8.3 The JCQ Centre Inspection Service also has the right to visit centres during the examinations (and at other appropriate times before and after the examinations) to inspect the arrangements made for the security of examination material and for conducting the examinations.

9. Question papers, stationery, materials and other equipment

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

- the official examination stationery, including additional answer sheets, for the particular subject examination must be issued to candidates. No other stationery, including paper for rough work, can be provided;
- candidates may take into the examination room only those instruments or materials which are clearly allowed in the instructions on a question paper, the stationery list or the specification for that subject;
- any pencil cases taken into the examination room must be see-through;

Advice: The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

- if unauthorised items have been or are about to be taken into the examination room, those items must be placed out of reach of the candidates (and not under their desks) before the examination starts;
- candidates must not bring mobile phones into the examination room. If candidates have unauthorised items in an examination, this may be considered as malpractice and they could be subject to sanctions and penalties in accordance with the relevant *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures* (www.jcq.org.uk/).
- any mobile phones that are brought to the examination room must be handed to the invigilator at the start of the examination;
- 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. Also, you should check that the sheets relate to the subject and the component concerned.

Advice: It is advisable to ensure that no bags are brought into the examination room by making provision for personal belongings to be stored outside the room. Where centres do not have the facilities to achieve this and candidates are permitted to bring bags into the room they must be stored away from the candidates and any mobile telephones must be turned off.

10. Starting the examination

- 10.1 An examination is treated as in progress from the time the candidates enter the room until all the scripts have been collected.
- 10.2 The JCQ considers the introduction of unauthorised material into the examination room, by either candidates or staff, as malpractice, and those who have done so may be subject to sanctions and penalties in accordance with the relevant JCQ *Suspected Malpractice in Examinations and Assessments Policies and Procedures* (www.jcq.org.uk).
- Examples include coaching and subject specific PowerPoint™ presentations.
- 10.3 Before candidates are allowed to start work in the examination, the invigilator **must always**:
- make sure that candidates are seated according to the set seating arrangements. (see section 5 of these Instructions);
 - tell the candidates that they must now follow the instructions of the examination;
 - warn candidates that they must hand in any unauthorised material (including mobile phones, MP3 players, pagers and other products with text facilities). This should also include any food or drink, unless allowed by the head of centre;
 - open the packets of question papers and give the papers to the candidates;
 - check that candidates have the correct paper and all the material they need for the examination;

Advice: The packets of question papers must normally stay sealed so that they may be opened in front of the candidates. However, there are special circumstances when this procedure is not possible (for example, where because of the large numbers of candidates, it would be more sensible to put question papers face-up on desks before candidates enter the room, or because a number of rooms are being used for the examination).

- inform the head of centre if they are suspicious about the security of the examination papers. In these cases, the head of centre must inform the awarding body immediately and send a full written report within 7 days of the suspicion arising;
- tell the candidates to read the instructions on the front of the question paper, and **ask them to check that they have been given the examination paper for the correct subject, unit, component and or tier, if appropriate**;
- tell the candidates about any erratum notices.

Invigilators **must also** give candidates the following information before the examination:

- you must write in black or blue ink or ballpoint pen, unless the instructions on the front of the question paper say otherwise;
- write your name (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklets;
- fill in any other details as necessary;
- you must do all work, including rough work, on examination stationery unless otherwise stated;
- you should neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner;
- you must do any rough work for multiple-choice papers in the question book;

You must not use: -

- correcting pens, fluid or tape
- reading pens
- blotting paper
- highlighter pens in your answers
- pale-coloured gel pens in your answers

10.4 The invigilator **must**:

- announce clearly to the candidates when they may begin to write their answers;
- specify the time allowed for the paper(s);
- 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 examination room.

Advice: The awarding bodies have given wording in Appendix 2 for invigilators to use, if they wish. This statement may be translated into other languages if you see a need for this and if the necessary expertise is available.

10.5 The invigilator **must not**:

- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice;
- offer any advice or comment on the work of a candidate;

10.6 Subject staff may be present at the start of the examination for the purposes of assisting with identification of candidates but must not advise on which questions are to be attempted.

During the examination

11. Supervising the candidates

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

11.2 During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.

12. Candidates who arrive late

12.1 A candidate who arrives after 9.30 am for a morning examination or after 2.00 pm for an afternoon examination may be allowed to enter the examination room and to sit the examination. However, the candidate should be warned that the awarding body has the right not to accept the script.

Advice: When deciding whether to accept any of the work done by a candidate who arrives late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained, particularly up to the time candidates leave the examination room and question papers are no longer confidential (normally one hour after the published starting time of the examination).

12.2 A candidate who arrives after the start of the examination may be allowed the full time for the examination, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.

12.3 If a candidate is late for a good reason (for example, sudden illness or transport difficulties), the awarding body will accept the work the candidate has done in the whole of the examination (including that completed in any additional time allowed to compensate for arriving late). However, the awarding body must be satisfied that the security of the examination has been maintained.

12.4 In cases where a candidate is allowed into the examination room within one hour of the published starting time, you must:

- send the script to the examiner/awarding body in the normal way
- warn the candidate that the awarding body may not be prepared to accept the work
- keep a record of all cases using the JCQ/LA Form
- send a copy of the form to the awarding bodies concerned by the dates shown in the table below:

November examinations	24 November 2006
January examinations	6 February 2007
March examinations	16 March 2007
June examinations	6 July 2007

You must **not** send reports to examiners.

12.5 In cases where a candidate arrives more than one hour after the published starting time you must:

- send the script to the examiner/awarding body in the normal way;
- send a full written report to the awarding body on form JCQ/VLA (*'Report on Candidate Admitted Very Late to Examination Room'*) as soon as possible, and in any event within 7 days from the date of the relevant examination. The report must contain the following information: -
 - the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
 - the actual starting and finishing times of the examination;
 - the time the candidate started the examination;
 - the time the candidate finished the examination;
 - a statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination;
- warn the candidate that the awarding body may not be prepared to accept the work.

You must **not** send reports to examiners.

12.6 Candidates arriving after the examination

- If any candidate arrives after the scheduled finishing time, you must record the candidate as 'absent' and should not allow the candidate to take the examination. In such a case, you must tell the candidate that he or she will not be awarded marks for the component.
- If a candidate arrives late for an afternoon paper that had been re-arranged (with the awarding body's approval) for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with any candidate who sat the paper earlier. The awarding body will then decide whether or not to accept the script.

13. Completing the attendance register

The invigilator **must**:

- complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are absent;
- write on the attendance register the names of candidates who came to the examination but are not shown on the register (except for CCEA examinations). The exams officer must make formal entries to the awarding body as soon as possible, if this has not already been done;
- cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

14. Leaving the examination room

14.1 Candidates must stay under supervision until one hour (or a period equal to the length of the examination, if less than one hour) after the starting time shown on the awarding body's final examination timetable.

14.2 Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of staff. Those candidates may be allowed at the discretion of the centre extra time to compensate for their temporary absence.

14.3 Candidates who have finished their work and have been allowed to leave the examination room early must hand in their work before they leave the examination room. Those candidates must not be allowed back into the room.

14.4 If papers have been re-scheduled in a morning or afternoon session, the question papers must not be released until after:

- the published finishing time for the paper concerned, or;
- the end of the examination session in the centre, whichever is later.

14.5 Question papers may not be removed from the examination room until the end of the examination session in the centre. In cases where an examination has been moved from an afternoon session to a morning session, the invigilator must collect all examination papers including question papers and must not release them until after the normal finishing time for the afternoon session.

15. Malpractice

15.1 Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination.

15.2 The head of centre must report to the awarding body as soon as possible all cases of suspected or actual malpractice in connection with the examination. The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

15.3 If candidates commit malpractice, the awarding body may decide to penalise or disqualify them. See 4.2 and 4.3.

Advice: In such circumstances please refer to the JCQ booklet '*Suspected Malpractice in Examinations and Assessments Policies and Procedures*' (www.jcq.org.uk/).

16. Emergencies

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

- Evacuate the examination room in line with the instructions given by the appropriate authority;
- Make sure that all question papers and scripts are left in the examination room;
- Make sure that the candidates are supervised 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 and of the action taken, and send it to the awarding body within 7 days of the incident, **not to the examiner**.

Advice: In dealing with emergencies you should be aware of your centre's policy and the expectations of your LEA, where appropriate.

At the end of the examination

17. Finishing the examination

At the end of the examination invigilators **must**:

- tell the candidates to stop writing;
- allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time and tell them to stop writing after the extra time allowed has passed
- instruct candidates to: -
 - make sure they have put all the necessary information on their scripts, including any loose sheets;
 - make sure their answers are correctly numbered;
 - put any loose sheets in the order they answered the questions, and then to fasten them and any supplementary answer sheets to the back of their answer booklets with a treasury tag. Paper clips or staples must not be used.

Advice: Make sure that candidates with additional time allowances carry on for the necessary additional time

Advice: You may give candidates a reminder that the examination is due to finish in 5 minutes, if all examinations in that room are due to finish at the same time.

18. Collecting scripts

Invigilators **must**:

- collect all the scripts before any candidates are allowed to leave the examination room;
- check that there is a script for every candidate marked as present on the attendance register;
- put the scripts in the order shown on the attendance register;
- check that candidates have used their correct centre and candidate numbers;
- give the scripts to the person responsible for despatching them to examiners/awarding bodies.

Please note: scripts are confidential between the candidates and the awarding body. No-one may read them or photocopy them before they are sent to the examiner/awarding body, unless the awarding body has stated otherwise.

After the examination

19. Packing scripts

You **must**:

- use the envelopes provided by the appropriate awarding body;
- send the relevant attendance registers with the scripts to the examiner/awarding body;
- fasten the envelopes securely, but do not use staples.

You **must not**:

- include any correspondence with the examination scripts sent to the examiner, including requests for special consideration;
- identify your centre in any way to the examiner (for example, through compliments slips or franking machines), in order to ensure the marking process is anonymous.

20. Sending scripts

You **must**:

- send the scripts and accompanying attendance registers to the address provided by the appropriate awarding body without delay on the same day whenever possible, and in all cases within one working day from the end of the examination; (except for CCEA examinations)
- keep scripts in secure storage if you have to keep them overnight.

Centres in England should refer to the instructions issued by the National Assessment Agency (NAA) under its Secure Script Carriage Service for general qualifications (www.naa.org.uk).

All other centres:

- should use first class mail (overseas centres must follow the additional instructions provided by the awarding body);
- may send large packages by parcel post;
- **must** get a certificate of posting from the post office for each package and keep it at the centre until the results are published, in case of loss or damage. If you cannot obtain a certificate of posting, the fastest tracked method of postage available must be used;
- **must not** use recorded delivery or registered post.

21. Unused stationery

The invigilator **must**:

- collect all unused stationery in the examination room
- check it for any loose sheets which candidates may have missed
- return it to the exams officer

The exams officer **must**:

- return unused stationery to secure storage until needed for a future examination
- destroy any out of date stationery

22. Applications for special consideration

If a candidate sits an examination under adverse circumstances and you want to put forward an application for special consideration, you **must** make the application in line with the procedures set out in the JCQ booklet *AEA, GCE, VCE, GCSE, GNVQ and ELC: Access Arrangements and Special Consideration Regulations and Guidance relating to Candidates who are Eligible for Adjustments in Examinations. (1 September 2006 to 31 August 2007)* (www.jcq.org.uk/).

You must never send any letters asking for special consideration to the examiner.

Supplement – checklist for invigilators

On the next page we have given a checklist for invigilators (in A4 format) to support these *'Instructions for conducting examinations'*. The checklist should help to remind invigilators what they need to do and must only be used in conjunction with the instructions in this booklet.

Checklist for invigilators (for examinations held between 1 September 2006 and 31 August 2007)

This checklist summarises the most essential actions for invigilating examinations. You must also fully understand the 'Instructions for conducting examinations' and should read the whole of those Instructions and guidance.

A Arranging the examination room

- 1 Check that any charts, diagrams, etc. have been cleared from the walls.
- 2 Check that you have the following on display:
 - 'Warning to Candidates';
 - A clock that all candidates can see clearly;
 - A board showing the centre number, and the starting time and finishing time of the examination(s).
- 3 Check that you have:
 - a copy of the current 'Instructions for conducting examinations';
 - any subject-specific instructions and/or stationery lists issued by each awarding body;
 - a seating plan of the examination.

B Identifying candidates

- 1 Make sure you know the identity of every candidate in the examination room.
- 2 Check the documentary evidence that private candidates provide to show that they are the same people who were entered for the examination.

C Before the examination

- 1 Check the front of the question paper for the exact requirements for authorised materials, particularly dictionaries and calculators (see F).
- 2 Tell candidates that they must now follow the regulations of the examination and draw attention to:
 - the 'Warning to Candidates';
 - the 'Notice to Candidates'.
- 3 Warn candidates that they must give you any unauthorised materials, including mobile phones.
- 4 Open the packet of question papers in the examination room.
- 5 Tell the candidates:
 - to fill in the details on the front of the answer booklet and any supplementary sheets;
 - to read the instructions on the front of the question paper.
- 6 Tell the candidates about any erratum notices.
- 7 Remind candidates to write in black or blue ink or ballpoint pen and not to use highlighters and pale-coloured gel pens in their answers.
- 8 Tell candidates when they may begin and how much time they have.

D During the examination

- 1 Complete the *attendance register*.
- 2 See paragraph 12 of the Instructions if a candidate arrives late.
- 3 Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
- 4 Do not give any information to candidates about:
 - suspected mistakes in the question paper, unless an erratum notice has been issued;
 - any question on the paper or the requirements for answering particular questions.
- 5 Make sure that no candidate leaves the examination room until at least one hour after the published starting time.
- 6 Make sure that no question paper is removed from the examination room during the examination.
- 7 Make sure that a member of staff is available to accompany any candidates who need to leave the room temporarily.
- 8 In an emergency, see section 16 of these instructions and any separate instructions issued by your centre.
- 9 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 scripts including supplementary sheets;
 - crossed out rough work or unwanted answers;
 - fastened any supplementary sheets, as instructed on the question paper or answer book.
- 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 being sent to the examiner.

F Use of Calculators and Dictionaries

- 1 Candidates are allowed to use calculators, unless the specification for the subject says otherwise.
- 2 Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.
- 3 Candidates may use bilingual dictionaries under certain access arrangements.

G Access Arrangements

Check in advance with the exams officer which candidates, if any, are allowed access arrangements.

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Instructions for conducting on-screen external assessments

1 September 2006 - 31 August 2007



Introduction

Where a centre conducts on-screen external assessments the head of centre is responsible for ensuring that any awarding body requirements for downloading software and test/examination materials are met. Centres must also ensure that all technical requirements have been met. Some technical requirements should be met in advance of the test/examination.

This appendix takes account of BS 7988 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

1 Conditions for secure storage of material

In addition to the instructions in section 1 of this publication the following instructions apply to all confidential materials relating to the administration and delivery of on-screen external assessments.

- 1.1 Centres must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.
- 1.2 Electronic test/examination materials must be stored securely at all times.
- 1.3 The test/examination materials must only be accessed in accordance with the awarding bodies' specific instructions.
- 1.4 Confidential material (including discarded print-outs) must be kept secure throughout the examination window.
- 1.5 Centres must maintain the confidentiality of candidate responses and candidate details.
- 1.6 Centres must have the expertise to access, administer and support the test/examination.

2 Timetabling of examinations

Where a test/examination is scheduled for a specific date or examination window, centres with large numbers of candidates entered for the test/examination should refer to the appropriate awarding body's subject-specific instructions.

3 Use of calculators

The instructions set out in section 3 of this publication apply to all on-screen external assessments unless stated otherwise in the appropriate awarding body's subject-specific instructions.

4 Resources

- 4.1 Centres must ensure that sufficient work stations are available, including at least one replacement computer (and printers where required). The equipment must be fit for purpose.

- 4.2 There should be appropriate security facilities including electronic protection for any information held on networks before, during and after the examination period.

Advice: Ensure stocks of toner, ink and paper are sufficient to meet the demands of the test, where required.

5 Accommodation

- 5.1 Centres should ensure an appropriate assessment environment.
- 5.2 The arrangement of the workstations and the position of the invigilator's desk should facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.
- 5.3 The layout of the room cannot be specifically defined since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room centres must consider the following limitations:
- the distance between the screens as defined in 5.4 below
 - the division of the work space to allow any permitted additional materials to be used
 - the use of booths, screens or partitions whether temporary or permanent
 - impact on invigilation requirements
 - ratio of invigilators
- 5.4 Each work station must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens.
- 5.5 Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by others, and exams officers must take appropriate steps to ensure that this can be achieved.

6 Invigilation arrangements

- 6.1 There must be a minimum ratio of 1 invigilator for each group of between 15 and 20 candidates. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are in view at all times.
- 6.2 Technical help should be available throughout the assessment in case of hardware/software problems and to assist with the invigilation.

7 Question papers, stationery, materials and other equipment

Unless permitted by the Awarding Body's subject-specific instructions:

- 7.1 There should be no access to the internet, data stored on the hard drive, or portable storage media e.g. floppy disks, CDs, memory sticks.
- 7.2 There should be no access to pre-prepared templates.

8 Emergencies

Centres should refer to any software specific instructions to safeguard:

- BS17.1a the security of assessment content and responses (for example by locking an assessment room which has been evacuated without closing down software)
- BS17.2.1 Procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment.
- BS17.3 Procedures for restarting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:
 - a) controls the restart;
 - b) re-sets the timing, where necessary;
 - c) ensures that candidates can reaccess their previous responses where this is technically feasible and permitted by the assessment regulations.

9 Finishing the examination

- 9.1 Centres must ensure that all candidates' work is saved and secure from unauthorised access.
- 9.2 All other examination material, including copies of candidates' work, additional print-outs and question papers must be collected by the invigilator and stored in a secure place.

Any common user areas accessible to candidates must be cleared of all work saved during the examination immediately after each session.

Candidates' user areas should be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Different passwords must be set up for each session, if more than one session is required. It is not sufficient to rely on candidates keeping their passwords secret.

A suggested wording for the invigilators' announcement at the beginning of an examination

- *"You must now follow the regulations of the examination.*
- **Only material listed on the question paper is allowed in the examination room. You must not have on or near you any other material.**
- *If you are found to have any material with you which is not allowed, **even if you did not intend to use it**, this will be reported to the awarding body. The normal practice in these circumstances is to disqualify the candidate from the paper or the subject.*
- *Check now in your pockets that you do not have on you any unauthorised material such as notes, books, papers, calculator case or lid, calculator instruction leaflets, electronic devices or **mobile phones**.*
- *(For examinations 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 examination room.")*
- *Hand in now to an invigilator any of these items. **Any mobile 'phones must be turned off** as a ringing 'phone constitutes malpractice and could make you subject to sanctions and penalties.*
- *Check that you have the right question paper for your subject, unit and **level or tier**.*
- *Check that you have everything you need to do the examination, including **all** the items listed on the question paper.*
- *You must write only in **black or blue ink or ballpoint pen**, except for drawings and rough notes.*
- *You must write all rough work in your answer book and neatly cross it through with a single line. You should cross any mistakes through neatly with a single line. You must not use **correcting pens, fluid or tape, highlighters or pale-coloured gel pens in your answers**.*
- *(For computer-marked multiple-choice papers, add "You should write rough work on the question paper.")*
- *You may not communicate in any way with another candidate. You may not give help to any candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention.*
- *Now, fill in **all** the details needed on the front of your answer book or question paper.*
- **The examination will finish at**
- *You may start now."*

AQA

Edexcel

OCR

CCEA

WJEC

Warning to Candidates

AEA, GCE, VCE, GCSE, GNVQ and ELC Examinations

Examinations held in the period 1 September 2006 to 31 August 2007

1. You must be on time for all your examinations. You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember: you must **not** become involved in any unfair or dishonest practice in any part of the examination;
 - sitting an examination in the name of another candidate, or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence;
 - you must not take into the examination room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including mobile telephones, iPods and MP3 players. Any pencil cases taken into the examination room must be see-through;
 - possession of 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;
 - you must **not** talk to or otherwise communicate with or disturb other candidates once the examination has started.



3. The head of your centre must report to the awarding body all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the examination room.
4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the AEA, GCE, VCE, GCSE, GNVQ and ELC awarding bodies.

Copies of this notice must be displayed both inside and outside the examination room.

AQA

Edexcel

OCR

CCEA

WJEC

Notice to Candidates

Examinations held in the period 1 September 2006 to 31 August 2007

**This notice has been written to help you.
Read it carefully and do what you are asked.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher

A. Regulations

MAKE SURE YOU KNOW THE RULES

- You must be on time for all examinations. If you are late, your work might not be accepted.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.
- You may take into the examination room only the materials and equipment which are allowed.
- You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including mobile telephones, iPods and MP3 players. Any pencil cases taken into the room must be see-through. Possession of 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.



- You must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens in your answers.
- You must not talk to or otherwise communicate with or disturb other candidates once the examination has started.
- If you leave unsupervised before the end of the examination, you will not be allowed to return.
- You must not borrow anything from another candidate during the examination.

B. Information

MAKE SURE YOU ATTEND

- Know the dates and times of your examinations.
- Arrive at least ten minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination.
- If you arrive more than one hour after the published start time for the examination, you will not normally be allowed to take it.

BRING WHAT YOU NEED

- Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.
- You must write in **blue or black ink or ballpoint pen**. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, Dictionaries and Computer Spell-checkers

- You may use a calculator, unless you are told otherwise.
- If you use a calculator:
 - make sure it works properly, and that any batteries required are working;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination room any operating instructions or prepared programs.
- You must not use a dictionary or computer spell-checker unless you are told that you may do so.

D. Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- Tell the invigilator at once:
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- Read and carefully follow the instructions printed on the question paper and/or on the answer booklet.
- Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
- Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

E. Advice and Assistance

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- Put up your hand during the examination if:
 - you have a problem and are in doubt about what you should do;
 - you feel ill;
 - you need more paper.
- You must not ask for, and will not be given, any explanation of the questions.

F. The end of the Examination

- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together with a treasury tag before you leave.
- You must not leave the examination room until the invigilator tells you to do so.
- You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the **published** starting time for each examination.

This poster must be displayed outside each examination room.

AQA

Edexcel

OCR

CCEA

WJEC

Notice to Candidates

Examinations held in the period 1 September 2006 to 31 August 2007

This notice has been written to help you. Read it carefully and do what you are asked. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations

MAKE SURE YOU KNOW THE RULES

- You must be on time for all examinations. If you are late, your work might not be accepted.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including mobile telephones, iPods and MP3 players. Any pencil cases taken into the room must be see-through. Possession of 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.



- You must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens in your answers.
- You must not talk to or otherwise communicate with or disturb other candidates once the examination has started.
- If you leave unsupervised before the end of the examination, you will not be allowed to return.
- You must not borrow anything from another candidate during the examination.

B. Information

MAKE SURE YOU ATTEND

- Know the dates and times of your examinations.
- Arrive at least ten minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination.
- If you arrive more than one hour after the published start time for the examination, you will not normally be allowed to take it.

BRING WHAT YOU NEED

- Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.
- You must write in **black or blue ink or ballpoint pen**. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, Dictionaries and Computer Spell-checkers

- You may use a calculator, unless you are told otherwise.
- If you use a calculator:
 - make sure it works properly, and that any batteries required are working;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination room any operating instructions or prepared programs;
- You must not use a dictionary or computer spell-checker unless you are told that you may do so.

D. Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- Tell the invigilator at once:
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- Read and carefully follow the instructions printed on the question paper and/or on the answer booklet.
- Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
- Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

E. Advice and Assistance

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- Put up your hand during the examination if:
 - you have a problem and are in doubt about what you should do;
 - you feel ill;
 - you need more paper.
- You must not ask for, and will not be given, any explanation of the questions.

F. The end of the Examination

- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together with a treasury tag before you leave.
- You must not leave the examination room until the invigilator tells you to do so.
- You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the **published** starting time for each examination.

A poster version of this notice will be displayed outside the examination room.

AQA

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OCR

CCEA

WJEC



NO MOBILE PHONES

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular should not be in their possession whether or not switched on.



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List of Candidates Arriving Late between 9.30am and 10.00am or 2.00pm and 2.30pm

AEA, GCE, VCE, GCSE, GNVQ and ELC Examinations

For guidance on how to complete this form, please see overleaf

Awarding Body [] Examination Series []

Centre No [][][][][] Centre Name []

Table with 7 columns: Candidate Number, Candidate Name, Date, am/pm, Unit/component Number, Arrival Time, Reason. Multiple empty rows for data entry.

DECLARATION

I am satisfied that the information provided on this form is accurate
Signed Name Date
(Head of centre) (BLOCK CAPITALS please)

For Awarding Body Use Only

Signed Date Awarding Body
Name Designation Telephone

Decision: Accepted / Rejected

Notes on the Completion of this Form

1. This form should be completed for those candidates arriving between 30 and 60 minutes late for an examination who were permitted to take the examination. Forms should be completed on an awarding body basis and submitted no later than the dates indicated in section 12.4 of this publication.
2. A candidate arriving more than one hour after the official starting time of the examination should not normally be allowed to take the examination. (see *Instructions for conducting examinations*, section 12). If a candidate is allowed to take the examination form JCQ/VLA should be submitted.
3. Fill in the details at the top of the form, specifying the examination series concerned, e.g. Summer, Autumn/Winter.
4. In the boxes provided, fill in the details of the candidate and the particular examination for which the candidate arrived late, including the date of the examination and the component affected (e.g. Paper 1).
5. In the box 'ARRIVAL TIME', state the time the candidate arrived at the centre.
6. In the box 'REASON', state precisely the nature of the circumstances resulting in the candidate's late arrival.
7. Complete the declaration. The head of centre must sign the declaration for the report to be accepted.
8. The top two copies of this form must be sent to the awarding body concerned. Completed forms must **not** be enclosed with the scripts. The scripts should be sent to the examiner/awarding body in the normal way.
9. One copy of the form will be returned to you showing the awarding body's decision. This should be kept on your centre's files until the closing date for Enquiries about Results for the series.

Effective from **1 September 2006**

Candidate Services
AQA
Devas Street
Manchester
M15 6EX

Assessment Processes
OCR
1 Hills Road
Cambridge
CB1 2EU

Compliance
Edexcel
One90 High Holborn
London
WC1V 7BH

Entries Section
CCEA
Clarendon Dock
29 Clarendon
Road
Belfast
BT1 3BG

GCE/GCSE Section
WJEC
Western Avenue
Cardiff
CF5 2YX

or

Candidate Services
AQA
Stag Hill House
Guildford
Surrey
GU2 7XJ



AQA Edexcel OCR CCEA WJEC

Report on Candidate Admitted Very Late to Examination Room
AEA, GCE, VCE, GCSE, GNVQ and ELC Examinations

For guidance on how to complete this form, please see overleaf

Awarding Body [] Examination Series []
Centre No [][][][][] Centre Name []
Candidate No [][][][] Candidate Name []

Table with 5 columns: LEVEL, DATE, SPECIFICATION TITLE, SPEC CODE, COMP/UNIT CODE

Table with 2 columns: TIME OF ARRIVAL, REASON FOR LATE ARRIVAL

Table with 4 columns: ACTUAL STARTING TIME, FINISHING TIME, CANDIDATE'S STARTING TIME, FINISHING TIME

Was the candidate given full time allowance? Yes/No

SECURITY OF THE EXAMINATION/CANDIDATE

DECLARATION
I am satisfied that the information provided on this form is accurate
Signed Name Date
(Head of centre) (BLOCK CAPITALS please)
For Awarding Body Use Only
Signed Date Awarding Body
Name Designation Telephone
Decision: Accepted / Rejected

Notes on the Completion of this Form

1. Please complete a separate report form for each candidate arriving more than one hour late for each examination who was permitted to take the examination. Submit the form to the appropriate awarding body within seven working days of the date of the paper concerned.
2. A candidate arriving more than one hour after the official starting time of the examination should not normally be allowed to take the examination. (see *Instructions for conducting examinations*, section 12).
3. Fill in the details at the top of the form, specifying the examination series concerned, e.g. Summer, Autumn/Winter, or the date of the modular test/examination session.
4. In the boxes provided, fill in the details of the particular examination for which the candidate arrived late, including level (e.g. AEA, A Level, AS, VCE, GCSE, GNVQ, ELC), the date of the examination and the component affected (e.g. Paper 1).
5. In the box 'TIME OF ARRIVAL', state the time the candidate arrived at the centre.
6. In the box 'REASON FOR LATE ARRIVAL', state precisely the nature of the circumstances resulting in the candidate's late arrival and give details of any special arrangements made for the candidate to reach the centre.
7. In the appropriate boxes, state the actual time at which the centre started and finished the examination and the time at which the candidate concerned started and finished.
8. In the box headed 'SECURITY OF THE EXAMINATION/CANDIDATE', state whether or not any possible breach of examination security arose from the candidate's late arrival, including information about the extent to which the candidate was under supervision from the actual starting time of the examination.
9. Complete the declaration. The head of centre must sign the declaration for the report to be accepted.
10. The top two copies of this form must be sent to the awarding body concerned. Completed forms must **not** be enclosed with the scripts. The scripts should be sent to the examiner/awarding body in the normal way.
11. One copy of the form will be returned to you showing the awarding body's decision. This should be kept on your centre's files until the closing date for Enquiries about Results for the series.

Effective from **1 September 2006**

Candidate Services

AQA

Devas Street
Manchester
M15 6EX

or

Candidate Services

AQA

Stag Hill House
Guildford
Surrey
GU2 7XJ

Assessment Processes

OCR

1 Hills Road
Cambridge
CB1 2EU

Compliance

Edexcel

One90 High Holborn
London
WC1V 7BH

Entries Section

CCEA

Clarendon Dock
29 Clarendon Road
Belfast
BT1 3BG

GCE/GCSE Section

WJEC

Western Avenue
Cardiff
CF5 2YX

Application for a Timetable Variation and Confidentiality Declaration for Overnight Supervision

Centre Number		Centre Name	
Candidate's Number		Candidate's Name	
Specification Title		Module/unit/ paper number	

Scheduled Time of Examination	Date	Time
Rescheduled Time of Examination	Date	Time
Reason for timetable variation		

A. Declaration by Candidate

I certify that I will not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination **and that I understand that communication includes any form of electronic communication, e.g. telephone, fax, e-mail.** I also certify that I will comply with the arrangements made by my examination centre.

Candidate name..... Signature Date

B. Declaration by Supervisor

I, (*insert name*), certify that the candidate named above will be personally supervised by me at all times from the time supervision of the candidate is handed over to me by the appointed person at the centre until I transfer responsibility for supervision of the candidate back to the appointed person at the centre.

I understand that the candidate must not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **Communication includes any form of electronic communication, e.g. telephone (including mobiles), fax, e-mail.**

I understand that I must escort the candidate to the examination centre and ensure that supervision is transferred to the appointed person at the centre.

Status of supervisor
(e.g. member of centre staff, invigilator, retired teacher, parent, family friend, member of faith community)

Signature Date

C. Declaration by Head of Centre

Given the declarations of the candidate and supervisor, I certify that I will do all that I might reasonably be expected to be able to do to ensure that these conditions are fulfilled. I will report any known or suspected contraventions to the appropriate awarding body.

Head of centre: (Please print name)

Signature Date

For office use only

APPROVED	
NOT APPROVED	

Notes for overnight supervision of candidates with a timetable variation

1. If the total duration of all the papers to be taken in one day exceeds 5 hours 30 minutes for, GCSE, GNVQ and Entry Level examinations or 6 hours for GCE and VCE examinations, centres may wish to request overnight supervision.
2. Candidates who take an examination on a later day than that published in the timetable must be supervised from 30 minutes after the scheduled starting time until the time when they begin their examination in order to ensure that there is no contact with other candidates. The supervision should normally be done by centre staff and should involve arrangements for overnight accommodation. The candidate must be escorted from and to the examination centre. The candidate must be strictly supervised for the whole time, especially overnight, between the scheduled time of the examination and the time when she/he takes the rescheduled examination.
3. A member of the centre staff must be appointed to be responsible for the arrangements. This person must supervise the candidate while she/he is on the premises.
4. If it is not possible to appoint a member of the centre staff as supervisor, a responsible adult, normally outside the candidate's family, must be chosen. The supervisor must undertake to supervise the candidate from the time when she/he leaves the supervision of the centre until supervision of the candidate is transferred again to the appointed person at the centre.
5. The candidate must not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **Communication includes any form of electronic communication, e.g. telephone, fax, e-mail. A supervised candidate must not be in possession of nor have access to a mobile telephone or any other form of electronic communicating device.**
6. In all cases, the *Application for a Timetable Variation and Confidentiality Declaration for Overnight Supervision* form must be filled out and signed in advance, in order that those involved understand their obligations. A copy of the form should be retained by the centre and the supervisor.
7. If a centre wishes to request permission for **non-centre personnel** to undertake overnight supervision, full details must be submitted to the Awarding Body for approval, at least two weeks before the start of the examination series. This process **must** be carried out **by** completing *the Application for Timetable Variation and Confidentiality Declaration for Overnight Supervision form, which should be sent to the awarding body of the examination affected.*
8. The top two copies of this form must be sent to the awarding body concerned. Completed forms must **not** be enclosed with the scripts. The scripts should be sent to the examiner/awarding body in the normal way.
9. One copy of the form will be returned to you showing the awarding body's decision. This should be kept on your centre's files until the closing date for Enquiries about Results for the series.
10. A centre **need not** obtain prior approval from the awarding body if supervision is to be undertaken **by centre staff**. All completed forms must be kept available at the centre for inspection, and should be retained on file until the closing date for Enquiries about Results.
11. *In all such cases, the head of centre must be satisfied that the arrangements meet awarding body requirements.*
12. The awarding body must be informed immediately of any known or suspected contravention of these conditions.
13. The awarding body may use appropriate means to check that these conditions have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding bodies would allow such concessions to be made in the future.

Effective from **1 September 2006**

Centre Services
and Support
AQA
Devas Street
Manchester
M15 6EX

Assessment Processes
OCR
1 Hills Road
Cambridge
CB1 2EU

Examination Services
Edexcel
One90 High Holborn
London
WC1V 7BH

Entries Section
CCEA
Clarendon Dock
29 Clarendon Road
Belfast
BT1 3BG

GCE/GCSE Section
WJEC
Western Avenue
Cardiff
CF5 2YX

Appendix 10

AQA

Edexcel

OCR

CCEA

WJEC

Application for GCSE, GCE, VCE, AEA, ELC and GNVQ Examinations

Transferred Candidates

This document should be used in conjunction with the guidance notes concerning transferred candidates. Please refer to the notes for acceptable reasons for transfer.

When a candidate is unable to sit an examination at his/her centre of entry (the entering centre), it may be possible for arrangements to be made for the examination to take place at an alternative **registered** centre (the host centre). This form should be completed by both parties so that the request can be submitted to the awarding body conducting the examination.

Part (1) To be completed by the entering centre

1. Entering centre number:

2. Entering centre name: _____

3. Entering centre contact name: _____

4. Entering centre tel no: _____

5. Entering centre fax no: _____

6. Entering centre e-mail address: _____

7. Candidate number:

8. **Candidate name:** _____

9. **UCI:**

10. Reason for transfer request: _____

11. Please list the written components/units for which transfer is required:

Specification Title	Specification/Unit Entry Code	Components to be taken at Host Centre	Examination Date

This declaration MUST be signed by the head of the entering centre

I have read the *Guidance notes concerning Transferred Candidates*, and support this application. I understand that the entering centre will be invoiced for the transfer fee.

Signed _____ Date: _____

Name (Please print): _____

Part (2) To be completed by the host centre

1. Host centre number:

--	--	--	--	--
2. Host centre name: _____
3. Host centre contact name: _____
4. Host centre tel no: _____
5. Host centre fax no. _____
6. Host centre e-mail address: _____
7. Host centre address: _____

8. Registered with the following awarding bodies: _____

This declaration MUST be signed by the head of the host centre

The host centre is a registered centre for GCE/GCSE/VCE/GNVQ/AEA/ELC examinations. I have read the *Notes of Guidance Concerning Transferred Candidates*, and confirm that the above candidate has been accepted to sit the above examination(s) at this centre. The examination(s) will be conducted in full accordance with the JCQ *Instructions for conducting examinations*.

Signed: _____ Date: _____

Name (Please print): _____

Please return to:

<p>AQA Entry Exceptions Centre Services and Support Stag Hill House Guildford Surrey GU2 7XJ</p>	<p>Entries Section CCEA Clarendon Dock 29 Clarendon Road Belfast BT1 3BG</p>	<p>Examination Services Edexcel One90 High Holborn London WC1V 7BH</p>	<p>Centre Support OCR 1 Hills Road Cambridge CB1 2EU</p>	<p>GCSE/GCE Section Welsh Joint Education Committee 245 Western Avenue Cardiff CF5 2YX</p>
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Guidance notes concerning Transferred Candidates

1. Introduction

- Transferred candidate arrangements may be requested in **exceptional** circumstances. If the awarding body is not satisfied that the security of the examinations will be maintained then the application will be refused.
- Private candidates should consult the regulations of the appropriate awarding body to check any restriction on these arrangements which may apply to them.
- **Please read the following guidance notes before completing the application form.**

2. Components

- Components covered by these arrangements are: externally assessed written components for the following qualifications: GCSE, GCE, VCE, GNVQ, AEA and ELC.
- Practical, oral or controlled tests such as externally assessed science practicals, Modern Foreign Language Speaking Tests and Music oral examinations should normally be dealt with under the JCQ Alternative Site arrangements. In such circumstances, exams officers should complete the appropriate JCQ form. Coursework is specifically excluded from these arrangements.

3. Reasons for requests

Acceptable reasons for requesting transfers include the following:

- illness/pregnancy prevents a candidate from taking the examination at the entering centre;
- a candidate has moved house **after** entries have been made;
- a candidate has been suspended/excluded from the entering centre;
- a candidate is in the armed forces and has transferred to another base;
- a candidate is representing the country at an International level in a sporting event.

Please note that acceptable reasons for requesting transfers are subject to the candidate(s) transferring to an approved examination centre.

Unacceptable reasons for requesting transfers include the following:

- a candidate's personal arrangements such as a wedding or holiday arrangements;
- school field trips, exchange visits, work experience and gap year;

Candidates following distance learning courses should make an entry arrangement at a local school or college willing to accept an entry.

Exams officers should seek advice from the appropriate awarding body if they are uncertain as to the acceptability of a proposed reason for transfer.

No arrangements should be confirmed until the entering centre has received the written approval of the appropriate awarding body.

4. Application procedure

- The application form JCQ/TC should be completed by the entering centre and then forwarded to the host centre for completion. Once completed by both centres, the forms should be sent to the **appropriate** awarding body. If confirmation has not been received by two weeks before the first examination concerned, please contact the awarding body.
- A separate application form should be completed for each examination series and forwarded to the **appropriate** awarding body.
- The host centre must be a registered centre for GCSE, GCE, VCE, GNVQ, AEA and ELC examinations.
- When a transfer has been agreed, the awarding body will send question papers, together with ancillary documents and materials to the host centre.
- The candidate's entry remains with the entering centre. The candidate will retain the centre, candidate and UCI numbers already allocated. If a candidate's entry is to be changed, please contact the awarding body conducting the examination.

5. Closing date for requests

Requests must be submitted as early as possible and normally **at least 4 weeks** before the date of the first examination of the series :

- **9 October 2006** for November 2006 examination series
- **13 December 2006** for January 2007 examination series
- **5 February 2007** for March 2007 examination series
- **16 April 2007** for June 2007 examination series

Awarding bodies will **not** be able to guarantee arrangements if requests are received within 4 weeks of the start of the examination series.

Examination centres should contact individual awarding bodies for details of the costs associated with this service.

6. Responsibility of entering centre

The following procedures should be adhered to by the entering centre:

- The entering centre is responsible for assessing any coursework/portfolio units;
- The entering centre must submit internally assessed marks to the awarding body;
- The entering centre must make any coursework samples available for moderation. There may be a need to liaise with the host centre in order to do this;
- Estimated (forecast) grades should be submitted to the awarding body by the entering centre;
- Any request for access arrangements should be submitted by the entering centre to the unit/department dealing with access arrangements at the awarding body;
- Results and certificates will be sent to the entering centre for onward transmission to the candidate;
- Any enquiries regarding results should be made to the awarding body by the entering centre;
- At the time of the examination(s), please write 'transferred to' (centre number) on your attendance register. This will inform the examiner that the script should arrive separately. Do not write 'Absent';
- The entering centre is responsible for payment of the fees for transferred candidates and will receive an invoice from the awarding body;
- The entering centre should ensure that the transferred candidate is informed of the need to provide suitable evidence of identification to the host centre.

7. Responsibility of host centre

The following procedures should be adhered to by the host centre:

- The host centre must check the identity of the transferred candidate;
- Separate attendance registers will be provided for each examination, and should be completed and returned to the awarding body/marker with the script in the envelope provided. If the candidate fails to attend, please write 'Absent' on the attendance register and return it in the envelope provided. Transferred candidates should not be added to any of your own attendance registers;
- Completed scripts should be placed in the special envelopes provided by the Awarding Bodies. They must not be enclosed with your candidates' scripts.
- Centres in England should refer to the instructions issued by the National Assessment Agency (NAA) under its Secure Script Carriage Service for General Qualifications (www.naa.org.uk);
- Any request for special consideration should be submitted by the entering centre to the unit/department dealing with access arrangements at the awarding body;
- The Candidate Statement of Provisional Results and certificates will be sent to the entering centre.
- Any enquiries regarding the results should be made through the entering centre.

8. Starting times of examinations

Examinations must start at 9.00 am. and 1.30 pm. UK time unless otherwise stated on the timetable.

For reasons of examination security, examinations in overseas centres must also start at the correct UK starting time. Any request from an overseas centre to alter the starting time from the local equivalent of the UK starting time must be submitted to the awarding body in writing for approval.



Centre Inspection Service

for GCSE, GNVQ, GCE, VCE, AEA and Entry Level

NOTIFICATION OF INTENT TO CONDUCT AEA, GCE, VCE, GCSE, GNVQ AND ENTRY LEVEL EXAMINATIONS AT AN ALTERNATIVE SITE

Please refer to the notes overleaf before completing this form

Centre Name:

Centre Number:

The examinations indicated below are to be held at:
(If more than one site please complete separate form)

Address

..... Post Code

Distance from registered address

Reason for moving examination to the alternative site

.....

Any queries about the suitability of the site proposed must be discussed with the appropriate Awarding Body in advance.

If **all** examinations are being held at an alternative site please tick box

Examinations' start date: Examinations' end date:

Date	am/pm	Awarding Body	Title of Examination (e.g. GCSE English Paper 1)	Number of Candidates

Conduct of the examinations at the alternative site will be undertaken by: (Name)

I confirm that all examinations held at the alternative site will be conducted in accordance with the JCQ *Instructions for conducting examinations*

Name (Capitals) Signature

Head of Centre/Examinations Officer Date



Centre Inspection Service

for GCSE, GNVQ, GCE, VCE, AEA and Entry Level

Guidance notes on alternative sites and completing this form

1. This form is to be used **only** when a centre intends to conduct an examination for **all** candidates at an address other than that held by an Awarding Body (see *JCQ Instructions for conducting examinations* paragraph 5.1). It is not to be used to inform JCQ of any 'split' sites, consortium arrangements or transferred candidate arrangements.
2. Question papers and examination stationery must be kept at the registered address until **one hour** before the published UK start time for the examination, when they should be taken to the examination venue by a member of the examination staff.
3. It is the centre's responsibility to ensure that question papers are transported in a secure manner **on the day of the examination**.
4. On the day of the examination it is permitted to open the minimum number of question paper packets in advance in order to prepare appropriate batches of papers to take to different rooms or sites.
5. Material must not be transported before the day of the examination under any circumstances.

The completed form(s) should be sent to the JCQ Centre Inspection Service as early as possible and no later than six weeks before the start of each examination series.

Please return the form(s) to the appropriate address:

Centre numbers in range:	Please return form to:
10000 - 67999	Jaya Avula
69000 - 70999	JCQ Centre Inspection Service
	Stag Hill House
	Guildford
	GU2 7XJ
	Tel. 01483 477 685
	Fax. 01483 303 968

Centre numbers in range:	Please return form to:
68000 - 68999	Len Belton
	WJEC
	245 Western Avenue
	Cardiff
	CF5 2YX
	Tel. 02920 265 161
	Fax. 02920 265 003

Centre numbers in range:	Please return form to:
1000 - 71999	Arlene Ashfield
	CCEA
	29 Clarendon Road
	Belfast
	BT1 3BG
	Tel. 028 9026 1293
	Fax. 028 9026 1290

