

Practical Assistant cover sheet

Please read the attached notes before completing this form.			
Examination series			
Centre No			
Candidate No		Candidate name	

Examination for which a practical assistant was used			
Awarding body	Specification title	Specification entry code	Unit/ component

The practical assistant performed the following tasks (if appropriate):

Did the candidate also have a scribe? Were diagrams/graphs completed by the candidate or the scribe?

The assessment will give credit for the skills performed independently by the candidate.
The help given by the practical assistant was in accordance with the JCQ regulations.

Practical assistant	Date	
Name (Please print)		
Signature		
Head of centre/Exams officer	Date	
Name (Please print)		
Signature		

To be completed by the examiner or moderator

I have read the practical assistant's cover sheet.

I have marked the script/moderated the candidate's work in accordance with the instructions given.

Comments (if appropriate) for awarding body attention

Examiner/Moderator	Date	
Name (Please print)		
Signature		

Notes on the completion of the Practical Assistant cover sheet

Centre:

- **Examination scripts:** the form **must** be completed and placed inside the candidate's completed script when handwritten. Where the candidate's completed script has been typed, please refer to the relevant awarding body's instructions.
- **Non-examination assessment:** the form **must** be completed and securely attached to the front of the work. The work **must** be sent to the moderator in addition to the sample requested.
- The script/non-examination assessment **must** be produced in accordance with the regulations in **Chapter 5, section 5.14 of the JCQ publication *Access Arrangements and Reasonable Adjustments*. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
- The information required in the boxes on the form **must** be correct and complete.
- In the appropriate box, indicate which tasks were performed by the practical assistant for the attention of the examiner or moderator, or attach the list which was approved by the awarding body.
- The form **must** be signed by the practical assistant and countersigned by the head of centre/examinations officer in order for the candidate's work to be accepted.

Practical assistant:

During the examination or the production of non-examination assessment, a practical assistant:

- **must** perform practical tasks **as specifically approved by the awarding body** and according to the candidate's instructions, unless the skill to be performed is the focus of the assessment, (in which case the practical assistant will not be permitted) or the procedure would be unsafe;
- **must** immediately refer any problems in communication during the assessment to the invigilator or examinations officer;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** ensure the safety of the candidate and those around him/her;
- **must not** give factual help to the candidate or indicate when the task is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may** ask the candidate to repeat instructions where these are not clear.