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EDEXCEL ESOL, Entry ALAN and ADULT ICT QUALIFICATIONS

Entry 1

Entry 2

Entry 3

ESOL Speaking and Listening L1

ESOL Speaking and Listening L2

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Guidance and instructions for conducting the tests

Updated August 2007

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## Checklist for test supervisors and Head of Centre

This checklist summarises only the main requirements for holding ESOL, Entry ALAN and Adult ICT tests. It should be read in conjunction with the full guidance/instructions document and any supplementary documentation issued by the awarding body the candidates have been entered with.

<b>A</b>	<b>Receiving test materials</b>
1	Check sufficient test materials have been received following the registration of candidates and the CD ROM is fit for purpose. Centres must contact awarding body if anything missing.
2	Test materials must be stored securely at <b>all times</b> , prior to tests and after the tests have taken place. Security and integrity of tests <b>must</b> be maintained throughout if papers need to be transported to multiple sites/locations.
3	No unauthorised person to have access to test papers and/or test materials - i.e. supervisor(s) and Head of Centre. However, all assessors should be issued with copies of relevant Instructions to Assessors, (copies of which can be found on the CD ROM) a few days prior to the test(s), in order to ensure that specific vocabulary has been covered in teaching.
<b>B</b>	<b>Scheduling the tests</b>
1	Tests may take place at any time on any date. <b>Note:</b> Where candidates are re-sitting tests for <b>Entry ALAN</b> , centres must allow a gap of at least two weeks from the date the candidates sat the test. Where candidates are re-taking an activity for <b>Adult ICT</b> , centres must allow a gap of at least seven working days from the date the candidates first attempted the activity. For candidates sitting <b>ESOL or ESOL Speaking and Listening Tests</b> , centres must use the ESOL matrix provided to minimise the possibility of candidates sitting the same test paper.
2	Take all possible steps to prevent collusion if candidates taking tests at different times.
3	Ensure test room(s) fit for purpose and supervised conditions can be assured - e.g. candidates not able to overlook each other's work, desks big enough to accommodate papers, etc.
4	For <b>Adult ICT</b> - check workstations/printer/mobile phones/CD's and DVD Players or any other technology based item is in working order and appropriate software installed.
<b>C</b>	<b>Before the test</b>
1	Supervisor must be satisfied as to identity of every candidate.
2	Check candidates have or are provided with any equipment indicated as required on front of test paper.
3	Check candidates do not have access to anything that might compromise test - mobile phones must be switched off and placed out of reach, (excluding <b>Adult ICT</b> if required for assessment and <b>only</b> within that assessment time).
4	Hand test papers out immediately before test starts.
5	Bring any erratum notices to candidates' attention (do not announce suspected errors on paper unless confirmation has been received from awarding body).
6	Ensure candidates record personal details as instructed.
7	Announce clearly to candidates when they may begin.
<b>D</b>	<b>During the test</b>
1	The supervisor(s) must give their whole attention throughout to ensuring proper conduct of test and needs to be able to summon assistance without leaving candidates unattended.
2	Must be enough supervisors to properly observe each candidate (recommend at least one supervisor per 30 candidates).
3	Attendance list or similar must be completed as instructed.
4	Any candidate leaving test room temporarily must be accompanied.
5	Make candidates aware of time remaining - either by having visible clock in room or by regular time checks.
6	Follow instructions on what to do in the event of an emergency.
<b>E</b>	<b>Finishing the test</b>
1	Candidates must be given full time allowance (even if a candidate is admitted after other candidates have started).
2	Candidates may leave once they have finished provided this does not disturb other candidates or compromise integrity of test - no candidate may be re-admitted after leaving.
3	All work to be handed in - candidates must not take any papers or notes on paper away with them.
4	Supervisor must collect all work before candidates leave the room.
<b>F</b>	<b>Despatching and disposing of materials</b>
1	Collate candidates' work as instructed by awarding body.
2	Ensure all candidates' work is <b>internally marked</b> and has been passed through the <b>Internal Verification</b> process before despatch.
3	Send candidates' work, completed pass lists and attendance records as instructed by awarding body by the date arranged with the External Verifier. (Keep materials in secure place if held overnight).

## 1 Introduction

- 1.1 In these Instructions, a centre is an institution approved by an awarding body as a centre for its examinations.
- 1.2 For the purpose of this document, the Head of Centre, Principal of the College or the Chief Officer is the named person, known to the awarding body, who takes ultimate responsibility for quality assurance within the centre. All centres must have relevant approval from their awarding body before offering the ESOL, ESOL Speaking and Listening Stand alone, Entry Adult Literacy and Numeracy or Adult ICT qualifications.
- 1.3 The Head of Centre is responsible to the awarding body for ensuring the proper conduct of the tests, although he/she may delegate certain tasks as necessary. Advice should be sought from the awarding body in the event of a situation arising that is not covered by this document or the awarding body's own documentation.
- 1.4 This document is concerned only with the conduct of the tests for:
  - Entry 1, 2 and 3 (all modes) - ESOL, Entry ALAN and Entry Adult ICT
  - Levels 1 and 2 - ESOL Speaking and Listening and Writing. (Instructions for the conduct of tests for the Reading (*National Literacy Test*) is covered separately).
- 1.5 For procedural matters not covered by this document (e.g. how and when to make registrations, where to return candidates' work to, etc.) the awarding body's own documentation should be consulted.
- 1.6 The tests are graded as either 'pass' or 'fail', however centres must refer to the Instructions for Assessors and Mark Schemes when grading the papers for the agreed pass mark.
- 1.7 The instructions to assessors that correspond to the test to be used must be read a few days before each test.
- 1.8 Tests are permitted to be held on any date suitable to the centre. There are no requirements for centres to inform Edexcel of the arranged test date beforehand. However, in order to receive test materials candidate registrations must be made a minimum of 3 weeks before the scheduled test date.
- 1.9 Any correspondence relating to the tests should be sent directly to the allocated External Verifier unless otherwise instructed by Edexcel.

## 2 Safe custody of test papers and other materials

- 2.1 Awarding bodies will send out all live test materials (including corresponding mark schemes and instructions to assessors) once candidates have been registered. These materials must be checked carefully on receipt and the awarding body notified immediately if there are any problems, e.g.:
  - 2.1.1 if there are any discrepancies between the material received and the advice/delivery or despatch note
  - 2.1.2 if the material received appears not to meet the Centre's requirements
  - 2.1.3 if the material has been significantly damaged in transit

- 2.1.4 there appears to have been any possible breach of security whilst the material was in transit.
- 2.2 If test materials cannot be checked immediately when they are received, they must be locked away in a secure storage until an authorised member of staff is available to make the necessary checks. It is for the Head of Centre to set out the appropriate terms of authorisation for members of staff.
- 2.3 It is the responsibility of the Head of Centre to ensure that the test papers are locked away in a place of high security.
- 2.4 The awarding body must be informed immediately if the security of the test papers has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.
- 2.5 All test papers, scripts and/or test discs must be collected before the candidates leave the room after the test to ensure that none are accidentally removed.
- 2.6 **Adult ICT Entry only.** As