

Invigilator Regulations for the conduct of examinations delivered electronically through the use of *ifs e-test*TM

The following regulations should be read and adhered to in conjunction with the accompanying *ifs e-test*TM User Guide. Examinations should be conducted as per the instructions issued by the Joint Council for Qualifications (JCQ), with specific reference to sections relating to on-screen and online testing, **except** as follows:

Before the Examination

- The ratio of the number of students being tested to invigilators must be no greater than 20 to 1.
- Prior to the examination starting an announcement must be given, advising students to check that the name on their sitting slip is correct.
- Sitting slips must not be distributed to students before they enter the examination room. It is envisaged that most centres will have a seating plan for the examination and will place sitting slips at students' workstations.
- Arrangements regarding distribution of the sitting slips are left to the centre, though it should be noted that the *ifs* recommends students should be arranged by candidate number where possible
- The procedures for students logging in to the client system (*see ifs e-test*TM User Guide 3.1) must be strictly followed. Centres may not opt to perform any of the logging in process on behalf of the students.
- Tutors may be present in the examination room up until the start of the examination to assist invigilators, but they **must** leave before the invigilator starts the live test.

Timing and Attendance

- The timing of the examinations is automatic once the students have clicked on the 'start examination' button. The time allocated for the exam is shown at the top right corner of the screen and will count down during the course of the examination. This will change colour when the students only have ten minutes left. When the clock reaches zero, the examinations will automatically end. (*See ifs e-test*TM User Guide 3.3)
- Students entitled to extra time for Reasonable Adjustments will have the additional time automatically calculated, subject to the *ifs School of Finance* being informed of these students prior to downloading eligibilities. (*See ifs e-test*TM User Guide 2.8) The correct procedure for informing the *ifs School of Finance* is the completion of a 'Reasonable Adjustment' form.
- If this is not the case a 'Special Consideration' form will need to be completed immediately after the examination for the students concerned.
- Unauthorised persons (including tutors) should **not** enter the examination room during the examination. An unauthorised person is anyone other than the invigilators and

students or a member of **ifs** staff undertaking a random check of the conduct of the examination.

Additional Items

- Students may make notes in the space provided underneath the login details found on their sitting slip. If required, invigilators may provide students with additional blank paper. All paper **must** be collected at the end of the examination and disposed of securely. Under **no circumstance** is a student or tutor allowed to remove any paper from the examination room.
- A calculator has been programmed in the software to be available to students at all times during the test. If any student prefers to bring their own with them you **must** ensure that it is a basic silent desktop calculator with + - x / % and memory functions. Scientific, programmable or calculators with any additional functions are **NOT** allowed
- The structure of the assessment is kept as simple as possible and since no creative writing is required, the use of English to foreign language dictionaries is not allowed in examinations.

During the Examination

- Please ensure the Announcements are made to students prior to the start of the examination.
- The Administration System contains a number of Invigilator Functions that may be used during the course of an examination (*See ifs e-test™ User Guide 2.10*). The purpose of these functions is to enable the invigilator(s) to effectively monitor tests that are in progress, and to control them during the course of the examination.
- Any action that pauses a student's timer should only be considered in an exceptional circumstance, and should not be used in the general course of an examination eg if a student requests a rest break. In this circumstance it would be appropriate to use the "Pause" function, protecting the student's examination from interference without pausing their timer.
- Use of the reset eligibility function may only be used once all other options have been exhausted, including the suspend eligibility function. It should be noted that these functions are **not** to be used in the case of a student falling ill, where a Special Consideration form needs to be submitted to Awards and Curriculum.

Conduct of Examination form

- This is available through the invigilators console. This needs to be completed if there is an incident during the examination that may affect the performance of the students, eg noise disturbances, interruptions, malpractice etc. and should be reported to the Awarding Body.
- If a student makes a complaint, the invigilator must ensure that the student completes and signs the appropriate section of the form.
- Once this has been signed by the Examinations Officer, this should be sent to the address at the top of the form.

Results

- Students must not be informed of their result in the examination room whilst the examination is still taking place.
- Before uploading, the invigilator should ensure that all results have been printed (if applicable to the exam), (see *ifs e-testTM User Guide 2.11*). Once uploaded, the results can be seen immediately on myifslearning.com. If you find this is not the case then please contact the **ifs**.
- For students who have pending results, further eligibilities cannot be downloaded until their current session results have been uploaded.

Quality Assurance Procedures

- Please be aware that, as part of the **ifs** quality assurance procedures, the **ifs** may conduct random inspection visits to examination venues.
- The purpose of these visits is to ensure that the **ifs** examinations are being held in appropriate and suitable venues, that they are being run according to the published guidelines and that examination materials are being treated with due care and confidentiality.
- The **ifs** inspections will be conducted on a random basis, so any school/college may or may not be visited. They will be conducted by ifs staff who will be identifiable by their ifs security pass and by a letter of authority from the Head of Operational Support within the Awards and Curriculum division.

Familiarisation Test and Specimen Papers

- In addition to access to the User Guide, Invigilators may gain knowledge of **ifs e-testTM** by means of undertaking a Familiarisation Test and Specimen Papers.

Announcements to Students

- Please check that both the student name and examination on your sitting slip are correct. *(NB to invigilator/exams officer – if name is spelt incorrectly please ensure **ifs** are informed).*
- You may make notes in the space provided underneath the login details found on your sitting slip. If required, you may request additional blank paper. All paper must be handed in at the end of the examination. Under no circumstances are you allowed to remove any paper from the examination room.
- An on-screen calculator is available to you at all times during the examination. If you prefer to use your own, it must be a. basic silent desktop calculator with + - x / % function. Scientific, programmable or calculators with any additional functions are **NOT** allowed
- You may not leave the examination room unless under supervision.
- The timing of the examinations is automatic once you have clicked on the 'start examination' button. The time allocated for the examination is shown at the top right corner of the screen and will count down during the course of the examination. This will change colour when you have ten minutes left. When the clock reaches zero, the examinations will automatically end.
- If you are entitled to extra time for Reasonable Adjustments you will have the additional time automatically calculated. If this is not the case when you start the exam, please raise your hand. *(NB for invigilator/exams officer. You will need to inform the **ifs** and you may wish to apply for Special Consideration if evidence available).*