

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

The following regulations should be read and adhered to in conjunction with the accompanying *ifs e-test* 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 learners being tested to invigilators must be no greater than 20 to 1.
- Arrangements regarding distribution of the sitting slips are left to the centre, though it should be noted that *ifs* recommends learners should be arranged by learner number where possible
- Sitting slips must not be distributed to learners before they enter the examination room. It is envisaged that most centre's will have a seating plan for the examination and will place sitting slips at learners' workstations.
- Prior to the examination starting, an announcement must be given, advising learners to check that the name on their sitting slip is correct.
- The procedures for learners logging in to the client system (*refer to ifs e-test User Guide for assistance*) must be strictly followed. **Centres may not opt to perform any of the logging in process on behalf of the learners.**
- 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 learners 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 learners only have ten minutes left. When the clock reaches zero, the examinations will automatically end.
- Learners 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 learners prior to downloading eligibilities. The correct procedure for informing the *ifs School of Finance* is the completion of a 'Reasonable Adjustment Request Form'. If a reasonable adjustment for extra time has not been applied for in error a 'Special Consideration' form will need to be completed immediately after the examination for the learners concerned.

- Unauthorised persons (including tutors) should **not** enter the examination room during the examination. An unauthorised person is anyone other than the exam officers and learners or a member of **ifs** staff undertaking a random check of the conduct of the examination. Any unauthorised person entering an examination for any reason **MUST** be recorded on the 'Conduct of Examinations' Form.

Additional Items

- Learners may make notes in the space provided underneath the login details found on their sitting slip. If required, invigilators may provide learners with additional blank paper. All paper **must** be collected at the end of the examination and disposed of securely. Under **no circumstance** is a learner or tutor allowed to remove any paper from the examination room.
- A calculator has been programmed in the software to be available to learners at all times during the test. If any learner prefers to bring their own with them you **must** ensure that it is **not** a programmable calculator.
- 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.

Examination Administration / Invigilator Function

- The Administration System contains a number of Invigilator Functions that may be used during the course of an examination. 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 learner's timer should only be considered in an exceptional circumstance, and should not be used in the general course of an examination e.g. if a learner requests a rest break. In this circumstance it would be appropriate to use the "Pause" function, protecting the learner'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 learner falling ill, where a Special Consideration form needs to be submitted to FE Operations.

Conduct of Examination form

This form **MUST** be completed in any of the following circumstances:

- If an incident occurs during the examination that may affect the performance of the learners, e.g. noise disturbances, interruptions, malpractice etc. this should be noted in the spaces provided on the form.
- If a learner makes a complaint, the invigilator must ensure that the learner completes and signs the appropriate section of the form.
- An unauthorised person entering the examination room.

- This form should be signed by the Examinations Officer and returned to the address at the top of the form.

Results

- Learners 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). Once uploaded, the results can be seen immediately on myifsllearning.com. If you find this is not the case then please contact us.
- For learners who have pending results, further eligibilities cannot be downloaded until their current session results have been uploaded.
- We recommend you log into the administration console on a weekly basis to ensure all results / expired eligibilities are uploaded to the **ifs** in a timely manner.

Quality Assurance Procedures

- Please be aware that, as part of **ifs** quality assurance procedures, **ifs** may conduct random inspection visits to examination venues.
- The purpose of these visits is to ensure that **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 Operations.

Familiarisation Test and Specimen Papers

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