

<b>Procedure:</b>	Examinations & Practical Examinations Procedure: Planning, Conducting and Concluding
<b>QSI Section:</b>	S6: Assessment of Learners
<b>Purpose:</b>	The purpose of this procedure is to detail how LWETB will implement the examination processes to ensure that learners are assessed in a fair and consistent manner. Quality assured assessment ensures adherence to the principles of assessment.
<b>Scope:</b>	This procedure applies to programmes leading to QQI awards as well as other awarding bodies. Where other awarding bodies have specific examination procedure/processes they will supersede this procedure. This procedure does not apply to Apprenticeships.

<b>LWETB Staff Involved:</b>	Educators/Assessors, FET Coordinators/Centre Managers Training Standards Officer	<b>Others Involved:</b>	Assessment Assistant Invigilator
<b>Related Documents:</b>	Learner Assessment Malpractice Procedure Learner Reasonable Accommodation Access, Transfer and Progression Policy & Procedure Extenuating Circumstances Procedure Examination Procedure Admission Policy Recruitment Appeals Procedure LWETB Security of Assessment Material Evidence	<b>Related Templates:</b>	Examination & Skills Demonstration Brief (FE) Assessment Attendance Sheet (T) Educator/Assessor/Invigilator Checklist Learner Induction Process

**Procedure Sections:**

Approach used to carry out procedure		Responsibility	Evidence Documentation
<b>1. Planning an Examination</b>			
<b>1.1</b>	<ul style="list-style-type: none"> <li>Learners must be aware of conduct expected for examinations. A copy of the Examination Learner instructions must be accessible to learners.</li> <li>Sufficient notice of examination date, time and location must be given to learners in line with the assessment plan/notification of assessment.</li> <li>Prior notice must be given to learners if they are responsible for bringing any resources with them needed for the examination.</li> <li>Learners should arrive at the examination room at least 15 minutes prior to the examination start time unless stated otherwise.</li> <li>An Assessment Assistant should be available on site in case the Invigilator / Educator / Assessor needs assistance during the assessment event.</li> </ul>	Educator/Assessor  Coordinator/Centre Manager/TSO	Exam Notice, Learner Instructions, Attendance Record  Learner Induction Process
<b>1.2</b>	<b>Room Layout/Facilities</b> <ul style="list-style-type: none"> <li>Ensure reasonable &amp; sufficient spacing around learners is available within the examination room. Seating arrangements must prevent learners from overlooking the work of other learners.</li> <li>Each learner must have a workspace large enough to hold question papers, necessary equipment and answer books. Learners who are not working at individual desks must be far enough apart so that their work is not visible, and contact cannot be made with other learners.</li> <li>All learner workspaces must be visible to the invigilator/Educator/Assessor.</li> <li>All relevant wall posters, charts, diagrams, etc must be removed prior to the examination.</li> <li>A clock must be visible in a central location for learners.</li> <li>Heating, lighting, ventilation and noise level must be appropriate within the environment.</li> <li>A sign must be affixed at the entrance to the examination room indicating an examination is in progress.</li> <li>Computer based examinations – workstations must be arranged to facilitate the detection of any unauthorised activity by learners e.g. internet usage</li> <li>Practical Based Examinations - work space must be arranged to facilitate necessary equipment/technology in order to conduct practical requirements.</li> </ul>	Coordinator/Centre Manager/TSO Invigilator Educator/Assessor	'Exam in Progress' Sign  Seating Plan <i>(if required)</i>  Assessment Attendance Sheet  Invigilator Educator/Assessor

	<ul style="list-style-type: none"> <li>All PCs should be synchronised to GMT.</li> </ul> <p><b>Seating Plan</b></p> <ul style="list-style-type: none"> <li>Complete a seating plan, if applicable, that shows the name/initials of the learner at their workspace and the location of the Invigilator/Educator/Assessor.</li> </ul> <p><b>Bags, Coats, Personal Belongings and Class Notes/Folders/Books</b></p> <ul style="list-style-type: none"> <li>All bags, coats, other personal belongings and class notes/folders/books must be placed out of reach of each learner.</li> </ul>		
<b>1.3</b>	<p><b>Check Centre Examination Equipment/Resources</b></p> <p>Where examinations involve the use of computers and other hardware</p> <ul style="list-style-type: none"> <li>Check that sufficient workstations are available</li> <li>Ensure they are switched on in advance of the examination (where applicable) and contain the software required to meet the demands of the examination.</li> <li>Check that sufficient printing paper, toner/ink etc are available.</li> </ul>	<p>Coordinator/Centre Manager/TSO</p> <p>Invigilator Educator/Assessor</p>	<p>Invigilator Educator/Assessor Checklist</p>
<b>1.4</b>	<p><b>Check Learner Examination Equipment/Resources</b></p> <ul style="list-style-type: none"> <li>All examination resources provided by the learner (e.g. thesaurus, log-books, dictionaries etc) must be checked to ensure integrity of the examination.</li> <li>Unless otherwise specified, learners must use non-programmable calculators.</li> </ul>	<p>Coordinator/Centre Manager/TSO</p> <p>Invigilator Educator/Assessor</p>	<p>Invigilator Educator/Assessor Checklist</p>

<b>1.5</b>	<b>Reasonable Accommodation</b>  Ensure that the Invigilator/Educator/Assessor is made aware of any reasonable accommodation applications pertaining to the examination prior to the assessment – refer to LWETB reasonable accommodation procedure.	Coordinator/Centre Manager/TSO	Invigilator Educator/Assessor Checklist
<b>1.6</b>	<b>Mobile Phones/Internet Enabled Devices</b>  <ul style="list-style-type: none"> <li>Mobile phones and/or internet enabled devices must be switched off and placed in a designated area. If a learner is found to have in their possession a mobile phone and/or internet-enabled device, that is switched on it will be confiscated, recorded as a breach of the examination and investigated. Penalties may be imposed on the learner in line with the Learner Assessment Malpractice Procedure.</li> </ul>	Coordinator/Centre Manager/TSO  Invigilator Educator/Assessor	Educator/Assessor Invigilator Checklist  Examination & Skills Demonstration Brief
<b>2. Conducting the Examination</b>			
<b>2.1</b>	Only authorised learners and personnel to be present in the examination room.	Educator/Assessor Invigilator	
<b>2.2</b>	<b>Learner Identification Check</b> <ul style="list-style-type: none"> <li>All learners must verify their identity (where applicable) by passport, driving licence or public service card to the Invigilator/Assessor/Educator or FET Coordinator/Centre Manager. Learners must sign the <b>assessment attendance sheet (Training)</b>.</li> </ul> <p><b>Examination/Skills Demonstration Brief (FE).</b></p> <ul style="list-style-type: none"> <li>Learners must sign after completion of their examination/skills demonstration brief.</li> <li><b><i>This must be done in conjunction with the learner identification check.</i></b></li> </ul>	Educator/Assessor Invigilator	Examination & Skills Demonstration Brief  Assessment Attendance Sheet
<b>2.3</b>	<b>Advise Learners of the required Conduct for Examinations</b> <ul style="list-style-type: none"> <li>Strict Silence must always be observed during examination (where applicable).</li> </ul> <p>The Learner must:</p> <ul style="list-style-type: none"> <li>Raise their hand if they want to attract the attention of the invigilator/educator/assessor.</li> <li>Not use, or attempt to use, any book, notes or paper that are not authorised.</li> </ul>	Educator/Assessor/Invigilator	Examination Learner Instructions

	<ul style="list-style-type: none"> <li>Not aid, or attempt to aid, another learner.</li> <li>Not obtain, or attempt to obtain, aid from another learner or from the invigilator/educator/assessor.</li> <li>Not communicate, or attempt to communicate, in any way with another learner in the examination room, the centre or outside the centre.</li> <li>Not take away any examination resources whether used or unused.</li> <li>Not damage the examination resources or equipment.</li> <li>If a learner violates any of the above, it will be recorded as a breach of the examination and will be investigated. Penalties may be imposed on the learner in line with the Learner Assessment Malpractice Procedure.</li> </ul> <p><b><i>Advise Learners on Regulations for Entering and Leaving Examinations</i></b></p> <ul style="list-style-type: none"> <li>No learner will be admitted to the examination 15 mins after examination commencement time.</li> <li>No learner will be authorised to leave the examination until 30 mins after the exam starts.</li> <li>No Learners will be authorised to leave the examination in the final 15 minutes.</li> <li>The invigilator/Assessor/Educator must note the learners finish time on the Examination &amp; Skills Demonstration brief (FE) or the assessment attendance sheet (T) for those that leave before end of examination period.</li> <li>Learners will not be permitted to leave an examination and return during any examination period unless the reason is genuine e.g. illness. Learners who are permitted to leave and return will be supervised by relevant provision personnel.</li> <li>When a learner leaves the examination, they must not take any examination material which was provided to them.</li> <li>Learners who have finished their work and have been allowed to leave must not be allowed re-enter.</li> <li>Learners requiring toilet breaks will be escorted by relevant provision personnel.</li> </ul>	<p>Educator/Assessor Invigilator</p>	<p>Educator/Assessor/ Invigilator Checklist</p>
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<b>2.4</b>	<b><i>Distribution of Examination Papers, Answer Booklets &amp; Relevant Materials/Equipment</i></b> <ul style="list-style-type: none"> <li>The examination papers must be distributed face down at the commencement of the examination. Learners will not be permitted to commence until instructed.</li> <li>Instruct the learners to check that they have received the correct examination paper and all necessary assessment resources e.g., logbooks, art supplies etc.</li> <li>The learners should be advised to put their name on all their assessment answer books and records before commencing the assessment event.</li> </ul>	Educator/Assessor Invigilator	Invigilator checklist
<b>2.5</b>	<b><i>Durations and Examination Times</i></b> <ul style="list-style-type: none"> <li>The specified examination start time, duration and the end time will be read aloud and displayed.</li> </ul>	Educator/Assessor Invigilator	Invigilator checklist
<b>2.6</b>	<b><i>Start the Examination</i></b> <ul style="list-style-type: none"> <li>Announce clearly that learners can begin the examination and read aloud relevant exam instructions to learners.</li> </ul>	Educator/Assessor Invigilator	Invigilator Checklist
<b>2.7</b>	<b><i>Supervision</i></b> Invigilators/Educators/Assessors must give their entire attention to conducting the examination properly. They must: <ul style="list-style-type: none"> <li>Not carry out any other task e.g. reading, marking, use of electronic devices etc.</li> <li>Observe each learner in the examination room at all times.</li> <li>Monitor the learners for the entire duration of the examination to ensure the proper conduct of the examination.</li> <li>For computer-based examinations: printouts must be distributed &amp; collected by the invigilator/assessor/educator.</li> <li>When a learner finishes the assessment event they should collate all their work and staple it together before handing it to the Invigilator/Educator/Assessor. All documents including printouts should have the learner name and date on the top of each page.</li> </ul>	Educator/Assessor Invigilator	Invigilator Checklist
<b>2.8</b>	<b><i>Advice and Assistance</i></b> <b><i>The Invigilator/Educator/Assessor must not:</i></b> <ul style="list-style-type: none"> <li>Assist or provide advice to the learner.</li> <li>Direct learners to particular sections or questions.</li> </ul>	Educator/Assessor Invigilator	

	<ul style="list-style-type: none"> <li>Give any information to learners about possible mistakes in the question paper, unless there is an erratum notice.</li> <li>Comment on the content of the examination.</li> <li>Re-phrase a question for a learner.</li> <li>Explain any subject-specific or technical terms to a learner.</li> </ul>		
<b>2.9</b>	<p><b><i>Alleged Errors Noted by the Learners in the Examination Papers</i></b></p> <ul style="list-style-type: none"> <li>Where a learner notes an error in the examination, clarification must be immediately obtained by the invigilator from the assessor or other subject-matter expert.</li> <li>This clarification must then be communicated orally to all learners and reported on the Examination/Skills Demonstration Brief.</li> </ul>	Educator/Assessor Invigilator	Examination/Skills Demonstration Brief
<b>2.10</b>	<p><b><i>Unexpected Event During an Examination</i></b></p> <ul style="list-style-type: none"> <li>When an unexpected event/emergency occurs during an examination e.g. technical failure, fire alarm, medical emergency or any other unexpected interruptions, the Invigilator/Educator/Assessor must ensure where possible and if safe to do so that the integrity of the examination is maintained.</li> <li>Unexpected events must be recorded in the Examination/Skills Demonstration Brief.</li> </ul>	Educator/Assessor Invigilator	<p>Invigilator Checklist</p> <p>Examination/Skills Demonstration Brief</p>
<b>3. Concluding the Examination</b>			
<b>3.1</b>	<p><b><i>Notice of Time Remaining</i></b></p> <ul style="list-style-type: none"> <li>Learners should be reminded at regular intervals of time remaining of exam duration.</li> <li>Learners must be reminded when final 15 minutes is reached and must remain in the room until the examination concludes.</li> </ul>	Educator/Assessor Invigilator	Educator/Assessor/ Invigilator Checklist
<b>3.2</b>	<p><b><i>Stop the Examination</i></b></p> <ul style="list-style-type: none"> <li>Instruct learners to stop working when the time has elapsed and to remain in their seats until all examination material has been collected.</li> </ul>	Educator/Assessor Invigilator	
<b>3.3</b>	<p><b><i>Provide Reminders to Learners to:</i></b></p> <ul style="list-style-type: none"> <li>Sign all examination scripts, answer booklets, practical work including printouts if relevant etc.</li> <li>Ensure that they have all the necessary information on their cover sheets.</li> <li>Gather all examination material securely.</li> <li>Ensure that all electronic files are saved to the designated location, where appropriate.</li> <li>.</li> </ul>	Educator/Assessor Invigilator	Educator/Assessor, Invigilator Checklist

<b>3.4</b>	<b>Collecting of Examination Material:</b> <ul style="list-style-type: none"> <li>Check that there is a script/evidence for each learner marked as present on the Assessment Attendance sheet/ Examination Brief.</li> <li>Sign and date the Assessment Attendance sheet/Examination Brief.</li> <li>Collate and package all assessment materials in the manner required by the centre.</li> <li>Ensure that all electronic files are saved to the designated location, where appropriate.</li> </ul>	Educator/Assessor Invigilator	Assessment Attendance Sheet
<b>3.5</b>	<b>Secure Storage of Assessment Material</b> <ul style="list-style-type: none"> <li>Securely store all assessment material, including practical and digital evidence, in line with the <b>LWETB's Security of Assessment Material, Evidence and Records Procedure</b></li> </ul>	Coordinator/Centre Manager/TSO	Assessment(s) securely stored

#### FETQS Internal Review:

<b>Procedure Review</b>			
<b>Review Date:</b>	11 <sup>th</sup> March 2023	<b>Review Log &amp; Reason for Update:</b>	
<b>Version:</b>	1.0	<b>Quality System Index Code:</b>	PR14
<b>Appendix Overview:</b>			
<b>Appendix Txx:</b>		<b>Appendix Txx:</b>	



## Assessor/Educator/Invigilator guidelines

Section 1		Section 2	
<b>Examination Pack Checklist</b> <ul style="list-style-type: none"> <li>- Examination &amp; Skills Demonstration Brief</li> <li>- Examination learner Instructions (<i>Section 2</i>)</li> <li>- Seating Plan (if relevant)</li> <li>- Exam In Progress Sign</li> </ul>		<b>Examination Learner Instructions</b> <ol style="list-style-type: none"> <li>1. Mobile phones and/or internet-enabled devices must be switched off and placed in a designated area. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession, it will be confiscated, recorded as a breach of the examination and investigated. Penalties may be imposed on the learner.</li> <li>2. Bags and personal belongings including notes and folders must be placed out of the reach of each learner.</li> <li>3. No learner will be admitted to the examination once 15 mins of the specified duration of the examination has elapsed.</li> <li>4. No learner may be authorised to leave the examination until 30 mins of the specified duration of the examination has elapsed.</li> <li>5. No learner will be authorised to leave the examination in the final 15 minutes.</li> <li>6. Learners will not be permitted to temporarily leave the examination and return during the examination period unless the reason is genuine (e.g. illness). Learners who are permitted to temporarily leave the examination will be in the supervised by the relevant personnel.</li> <li>7. When a learner temporarily leaves the examination, they must not take any examination materials with them.</li> <li>8. Learners who have finished their work and are permitted to leave the examination room must hand in their work before they leave the examination. These learners must not be allowed to re-enter the examination.</li> <li>9. Lost time must not be compensated for at the close of the examination period.</li> <li>10. Strict silence must be observed in the examination.</li> <li>11. Learners must make sure that they have the correct examination instructions (e.g. examination paper, task list etc.).</li> <li>12. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.</li> <li>13. A learner shall not, while in the examination               <ul style="list-style-type: none"> <li>- Use, or attempt to use, any book, memorandum, notes or paper (except the examination paper and such answer books, etc., as supplied to him/her by the Invigilator); or</li> <li>- Aid, or attempt to aid, another learner; or</li> <li>- Obtain, or attempt to obtain, aid from another learner, or Invigilator; or</li> <li>- Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the centre</li> </ul> </li> <li>14. A learner shall:               <ul style="list-style-type: none"> <li>- Not take out, or attempt to take out, of the examination, any answer books, whether used or unused</li> <li>- Not take out the examination paper (if applicable)</li> <li>- Not damage the examination premises or its furniture</li> </ul> </li> </ol> <p><b><i>If a learner violates any of the above, it will be recorded as a breach of the examination and will be investigated. Penalties may be imposed on the learner</i></b></p>	
<b>Invigilator Examination Checklist</b> <ul style="list-style-type: none"> <li>- Learners are seated with sufficient space between each other</li> <li>- Learners have sufficient space to work</li> <li>- All learner work spaces are visible to Invigilator</li> <li>- Any relevant posters/diagrams etc have been removed</li> <li>- Appropriate environment(sound/heat/light/ventilation)</li> <li>- Any centre examination resources/equipment - checked and present</li> <li>- Any learner examination resources - checked and present</li> <li>- All equipment required are in working order (USBs, printers etc)</li> <li>- Reasonable Accommodation – required /present</li> <li>- Learner confirmed receipt of correct examination brief</li> <li>- Sufficient paper/ink/toner for printing (if required)</li> <li>- Specific Examination requirements (if any) have been read aloud</li> <li>- Personal belongings/class folders – stored away</li> <li>- Mobile phone / internet-enabled devices – off and removed</li> <li>- Strict silence was observed throughout the examination with learners raising hand if requiring assistance</li> <li>- Timeline reminders:               <ul style="list-style-type: none"> <li>- Time start, middle, 15 minutes prior to the end</li> <li>- Time on whiteboard/flipchart &amp; working clock visible to learners</li> </ul> </li> <li>- Late learners entered within 15 min window</li> <li>- If learner permitted to leave temporarily – accompanied by assessment assistant</li> <li>- No learners left within 15 min window of end of exam</li> <li>- No learner was permitted to return to examination room post-exam</li> <li>- You, the Invigilator, have given your entire attention to conducting examination</li> <li>- Learners were instructed to stop writing and remain seated until all assessment material was collected</li> <li>- Learners did not remove paperwork/documentation from the examination</li> <li>- Any unexpected event/issue was recorded</li> <li>- The integrity of the examination was maintained at all times</li> </ul>			