

Procedure: Examinations & Practical Examinations Procedure: Planning, Conducting and Concluding

QSI Section: S6: Assessment of Learners

Purpose: 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.

Scope: 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.

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





Procedure Sections:

Appro	each used to carry out procedure	Responsibility	Evidence Documentation
1.	Planning an Examination		
1.1	Learners must be aware of conduct expected for examinations. A copy of the Examination Learner instructions must be accessible to learners.	Educator/Assessor	Exam Notice, Learner Instructions, Attendance Record
	 Sufficient notice of examination date, time and location must be given to learners in line with the assessment plan/notification of assessment. Prior notice must be given to learners if they are responsible for bringing any resources with 	Coordinator/Centre Manager/TSO	Learner Induction Process
	them needed for the examination.		
	 Learners should arrive at the examination room at least 15 minutes prior to the examination start time unless stated otherwise. 		
	· An Assessment Assistant should be available on site in case the Invigilator / Educator / Assessor needs assistance during the assessment event.		
1.2	Room Layout/Facilities	Coordinator/Centre	'Exam in Progress' Sign
	· Ensure reasonable & sufficient spacing around learners is available within the examination	Manager/TSO	
	room. Seating arrangements must prevent learners from overlooking the work of other learners.	Invigilator Educator/Assessor	Seating Plan (if required)
	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		Assessment Attendance Sheet
	enough apart so that their work is not visible, and contact cannot be made with other learners.		Invigilator
	· All learner workspaces must be visible to the invigilator/Educator/Assessor.		Educator/Assessor
	· All relevant wall posters, charts, diagrams, etc must be removed prior to the examination.		
	· A clock must be visible in a central location for learners.		
	· Heating, lighting, ventilation and noise level must be appropriate within the environment.		
	· A sign must be affixed at the entrance to the examination room indicating an examination is in		
	progress.		
	 Computer based examinations – workstations must be arranged to facilitate the detection of any unauthorised activity by learners e.g. internet usage 		
	 Practical Based Examinations - work space must be arranged to facilitate necessary equipment/technology in order to conduct practical requirements. 		

	· All PCs should be synchronised to GMT.		
	Seating Plan		
	 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. 		
	Bags, Coats, Personal Belongings and Class Notes/Folders/Books		
	- All bags, coats, other personal belongings and class notes/folders/books must be placed out of reach of each learner.		
1.3	Check Centre Examination Equipment/Resources Where examinations involve the use of computers and other hardware Check that sufficient workstations are available Ensure they are switched on in advance of the examination (where applicable) and contain the software required to meet the demands of the examination. Check that sufficient printing paper, toner/ink etc are available.	Coordinator/Centre Manager/TSO Invigilator Educator/Assessor	Invigilator Educator/Assessor Checklist
1.4	 Check Learner Examination Equipment/Resources All examination resources provided by the learner (e.g. thesaurus, log-books, dictionaries etc) must be checked to ensure integrity of the examination. Unless otherwise specified, learners must use non-programmable calculators. 	Coordinator/Centre Manager/TSO Invigilator Educator/Assessor	Invigilator Educator/Assessor Checklist



1.5	Reasonable Accommodation	Coordinator/Centre Manager/TSO	Invigilator Educator/Assessor Checklist
	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.	Widningery 130	Educatory/133c3301 Circckiist
1.6	 Mobile Phones/Internet Enabled Devices 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. Conducting the Examination 	Coordinator/Centre Manager/TSO Invigilator Educator/Assessor	Educator/Assessor Invigilator Checklist Examination & Skills Demonstration Brief
2.1	Only authorised learners and personnel to be present in the examination room.	Educator/Assessor Invigilator	
2.2	 Learner Identification Check 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 assessment attendance sheet (Training). Examination/Skills Demonstration Brief (FE). Learners must sign after completion of their examination/skills demonstration brief. This must be done in conjunction with the learner identification check. 	Educator/Assessor Invigilator	Examination & Skills Demonstration Brief Assessment Attendance Sheet
2.3	Advise Learners of the required Conduct for Examinations Strict Silence must always be observed during examination (where applicable). The Learner must: Raise their hand if they want to attract the attention of the invigilator/educator/assessor. Not use, or attempt to use, any book, notes or paper that are not authorised.	Educator/Assessor/ Invigilator	Examination Learner Instructions





- · Not aid, or attempt to aid, another learner.
- Not obtain, or attempt to obtain, aid from another learner or from the invigilator/educator/assessor.
- · Not communicate, or attempt to communicate, in any way with another learner in the examination room, the centre or outside the centre.
- · Not take away any examination resources whether used or unused.
- · Not damage the examination resources or equipment.
- · 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.

Advise Learners on Regulations for Entering and Leaving Examinations

- No learner will be admitted to the examination 15 mins after examination commencement time.
- · No learner will be authorised to leave the examination until 30 mins after the exam starts.
- No Learners will be authorised to leave the examination in the final 15 minutes.
- The invigilator/Assessor/Educator must note the learners finish time on the Examination & Skills Demonstration brief (FE) or the assessment attendance sheet (T) for those that leave before end of examination period.
- · 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.
- · When a learner leaves the examination, they must not take any examination material which was provided to them.
- · Learners who have finished their work and have been allowed to leave must not be allowed reenter.
- Learners requiring toilet breaks will be escorted by relevant provision personnel.

Educator/Assessor/ Invigilator Checklist

Educator/Assessor Invigilator



2.4	 Distribution of Examination Papers, Answer Booklets & Relevant Materials/Equipment The examination papers must be distributed face down at the commencement of the examination. Learners will not be permitted to commence until instructed. Instruct the learners to check that they have received the correct examination paper and all necessary assessment resources e.g., logbooks, art supplies etc. The learners should be advised to put their name on all their assessment answer books and records before commencing the assessment event. 	Educator/Assessor Invigilator	Invigilator checklist
2.5	Durations and Examination Times The specified examination start time, duration and the end time will be read aloud and displayed.	Educator/Assessor Invigilator	Invigilator checklist
2.6	Start the Examination Announce clearly that learners can begin the examination and read aloud relevant exam instructions to learners.	Educator/Assessor Invigilator	Invigilator Checklist
2.7	 Supervision Invigilators/Educators/Assessors must give their entire attention to conducting the examination properly. They must: Not carry out any other task e.g. reading, marking, use of electronic devices etc. Observe each learner in the examination room at all times. Monitor the learners for the entire duration of the examination to ensure the proper conduct of the examination. For computer-based examinations: printouts must be distributed & collected by the invigilator/assessor/educator. 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. 	Educator/Assessor Invigilator	Invigilator Checklist
2.8	Advice and Assistance The Invigilator/Educator/Assessor must not: Assist or provide advice to the learner.	Educator/Assessor Invigilator	
	 Direct learners to particular sections or questions. 		



	Re-phrase a question for a learner.		
	Explain any subject-specific or technical terms to a learner.		
2.9	Alleged Errors Noted by the Learners in the Examination Papers	Educator/Assessor	Examination/Skills Demonstration
		Invigilator	Brief
	• 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.		
	This clarification must then be communicated orally to all learners and reported on the		
	Examination/Skills Demonstration Brief.		
2.10	Unexpected Event During an Examination	Educator/Assessor	Invigilator Checklist
	When an unexpected event/emergency occurs during an examination e.g. technical failure, fire	Invigilator	
	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		5
	of the examination is maintained.		Examination/Skills Demonstration
	Unexpected events must be recorded in the Examination/Skills Demonstration Brief.		Brief
	Concluding the Examination	1-1	
3.1	Notice of Time Remaining	Educator/Assessor	Educator/Assessor/
	- Learners should be reminded at regular intervals of time remaining of exam duration.	Invigilator	Invigilator Checklist
	Learners must be reminded when final 15 minutes is reached and must remain in the room		
	until the examination concludes.		
3.2	Stop the Examination	Educator/Assessor	
	Instruct learners to stop working when the time has elapsed and to remain in their seats until	Invigilator	
	all examination material has been collected.		
3.3	Provide Reminders to Learners to:	Educator/Assessor	Educator/Assessor,
	Sign all examination scripts, answer booklets, practical work including printouts if relevant etc.	Invigilator	Invigilator
	· Ensure that they have all the necessary information on their cover sheets.		Checklist
	· Gather all examination material securely.		
	• Ensure that all electronic files are saved to the designated location, where appropriate.		
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3.4	Collecting of Examination Material:	Educator/Assessor	Assessment Attendance Sheet
	· Check that there is a script/evidence for each learner marked as present on the Assessment	Invigilator	
	Attendance sheet/ Examination Brief.		
	· Sign and date the Assessment Attendance sheet/Examination Brief.		
	· Collate and package all assessment materials in the manner required by the centre.		
	· Ensure that all electronic files are saved to the designated location, where appropriate.		
3.5	Secure Storage of Assessment Material	Coordinator/Centre	Assessment(s) securely stored
	· Securely store all assessment material, including practical and digital evidence, in line with the	Manager/TSO	
	LWETB's Security of Assessment Material, Evidence and Records Procedure		

FETQS Internal Review:

Procedure Review				
Review Date:	11 th March 2023	Review Log & Reason for Update:		
Version:	1.0	Quality System Index Code:	PR14	
Appendix Overview:				
Appendix Txx:		Appendix Txx:		





Assessor/Educator/Invigilator guidelines

Examination Pack Checklist Secretary Examination (as Sicil Demonstration Brief Examination (as Sicil Demonstration (Section 2) Seating Plan (if relevant) Seat	Section 1		Section 2		
- Examination learner instructions (Section 2) - Seating Plan (if relevant) - Exam in Progress Sign - Invigilator Examination Checklist - Learners are seated with sufficient space between each other - Learners are seated with sufficient space to work - All learners work spaces are visible to linvigilator - Any relevant posters/disgrams etc have been removed - Any relevant posters/disgrams etc have been removed - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any centre examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Any learner examination resources, equipment - checked and present - Resourced and present - Learners was a security of the examination and return during the examination of the examination	Examination Pack Checklist ✓ Or X Or N/A		Examination Learner Instructions		
- Seating Plan (if relevant) - Exam Progress Sign Noting Plan (if relevant)	- Examination & Skills Demonstration Brief	·	1. Mobile phones and/or internet-enabled devices must be switched off and placed in a designated area. If a		
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- Reasonable Accommodation - required / present - Learner confirmed receipt of correct examination brief - Sufficient paper/ink/toner for printing (if required) - Specific Examination requirements (if any) have been read aloud - Personal belongings/class folders - stored away - Mobile phone / internet-enabled devices - off and removed - Strict silence was observed throughout the examination with learners raising hand if requiring assistance - Time start, middle, 15 minutes prior to the end - Time on whiteboard/flipchart & working clock visible to learners - Late learners entered within 15 min window - If learner permitted to leave temporarily - accompanied by assessment assistant - No learners left within 15 min window of end of exam - No learners left within 15 min window of end of exam - No learners left within 15 min window of end of exam - No learner shall not remove paperwork/documentation to conducting examination - Learners were instructed to stop writing and remain seated until all assessment material was collected - Any unexpected event/issue was recorded work before they leave the examination. These learners must not be allowed to re-enter the examination. Strict silence was be observed if the close of the examination instructions (e.g. examination paper, task list etc.). 12. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination. 13. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination. 14. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination. 15. Learners should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination. 16. Learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination. 17. Learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator acc	 All equipment required are in working order (USBs, printers etc) 				
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