OCR
Oxford Cambridge and RSA

OCR Instructions for conducting examinations (OCR ICE) for the externally assessed components of the following qualifications:

- **Functional Skills**
- **Cambridge Progression**
- **Digital Employability**

(see Appendix 12 for a complete list of qualifications)

For other General/Vocational internally or externally assessed qualifications please refer to the OCR website to determine the appropriate regulatory documentation

1 September 2016 to 31 August 2017

OCR has produced these instructions using the Joint Council Instructions for conducting examinations (JCQ ICE) as its core. Changes have been made to reflect the delivery and scheduling of examined components of the qualifications listed on the front page and at Appendix 12.

Every centre delivering these qualifications should have at least one copy of these instructions made available for use at each exam wherever it takes place.

This may be a printed hard copy version or an electronic copy which is visible at all times via a computer.

All invigilators must be familiar with, understand and follow the relevant sections of this booklet

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* **These documents are only provided electronically to centres.** Centres may use the
posters provided attached to this document or those provided on the JCQ website
http://www.jcq.org.uk/exams-office/exam-room-posters.

Summary of differences between this document and the previous version

Changes have been made to this document since the previous version (1 September 2015 to 31 August 2016). The majority of changes (except for spelling/formatting issues) are highlighted for easy identification in ==yellow== throughout the document.

Heads of centres and examinations officers must familiarise themselves with the **entire** contents of this booklet, **not** just the changes made. Most of the changes are clarification of existing regulations, although there are some regulatory changes.

The following changes should be noted

Introduction, page 10

Reference to "awarding bodies" has been changed to "==OCR==".

Where a centre uses more than one building or site, ==these must meet the requirements of section 5 of this document, and the examinations/assessments conducted must conform to these Instructions.==

Access Arrangements, page 11

For **modified papers** centres should refer to ==Chapter 6 of the== JCQ publication Access Arrangements and Reasonable Adjustments http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration. ==You must submit your application using **JCQ Form 7** at least **10 weeks** before the scheduled test date==.

Centre Inspections, page 11

==It is recommended that== **your centre is permanently staffed between 8.30 am and 3.30 pm during term time**. Your centre **must** co-operate with any visit from an inspector, including giving access to your secure storage.

A senior member of staff or a member of the exams office **must** be available ==to receive delivery of examination materials, log their receipt and place them in the approved secure storage==.

Preparing for the examination, page 13

1.1   **The following instructions apply to all confidential materials relating to the administration and delivery of examinations and assessments**.

==**All centres must ensure that their centre is open and appropriately staffed to accept delivery of examination materials. This will normally be within 5 working days of making entries, or one week before the start of the test window, and will be delivered by courier during normal working hours.**==

Conditions for storing written question papers and any other confidential material distributed to centres in advance of the examinations, page 14

1.3   Question papers and any other confidential material (including downloaded materials) **must be stored securely and available only to a limited number of persons authorised by the head of centre and the exams officer.** This will require that:

- papers are stored in a **non-portable safe,** or **lockable metal cabinet**. If using a filing cabinet, this **must be equipped with an additional external locking bar. Small safes must be fixed securely in place.**

- The secure room should have lockable windows and doors within a strong, solid construction.

1.8   **Question papers page 15**

The question papers extracted from the sealed question paper packet **must** be placed in an envelope which is then sealed and transported securely to the allocated room or satellite exam venue(s). See 1.9 for information about security at, and when travelling between, venues.

1.9   **Alternative exam venues, pages 15 and 16**

If examination materials are being transported to an alternative exam venue they can be removed from the centre's approved secure storage to accommodate appropriate travel time to the venue. This can be **any time on the day** the exam is scheduled to take place, without requesting permission from OCR.

Examination Materials must always be transported securely and must only be held overnight in inspected and approved secure storage.

Note: Centres with offices/associated sites around the UK may find it more practical for their offices/associated sites to be inspected for the storage of examination materials. Please contact OCR's Customer Contact Centre on 02476 851509 to discuss this with the appropriate team.

Page 16

1.11   The agreement for a Practical Assistant to have access to the question paper 60 minutes before the scheduled exam has been removed. This was previously included in error.

5.   Exam venues

Alternative sites for the conduct of examinations, page 20

5.4   Question papers and examination stationery to be used at an exam venue away from the centre's registered address **must:**

- be removed from the centre's secure storage and transported to the exam venue in a secure manner **on the day the exam is scheduled to take place** at that venue. Please refer to sections 1.8 and 1.9.

The exam room, page 21

5.12   the seating plan **must** be retained by the centre <mark>for at least a year after the exam</mark> and made available to OCR upon request.

6.   Invigilation arrangements, page 24

6.3   The head of centre, or exams officer, or quality assurance co-ordinator **must**:

- keep signed records of the seating plan, the invigilation arrangements and the centre's copies of any attendance registers for each examination. OCR may need to refer to these records. <mark>You **must** keep them for at least 1 year after the date of the examination.</mark>

> **Advice:** An invigilator should be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them.

7.1   **Practical Assistant, page 24**

<mark>Candidates using a practical assistant may need to be accommodated in another room.</mark>

<mark>**Where the candidate and practical assistant are accommodated in another room, on a one to one basis, the invigilator may additionally act as the practical assistant.**</mark>

<mark>The practical assistant **must** be made aware, prior to the examination, of the particular task(s) he/she will be performing as specifically approved by the awarding body.</mark>

> **Advice:** Where the invigilator additionally acts as a practical assistant, reader and/or a scribe the centre **must** use a 'roving' invigilator who checks the room(s) from time to time.

8.2   <mark>**Bilingual translation dictionary and 10% extra time**, page 28</mark>

<mark>For the use of a **bilingual translation dictionary and 10% extra time**, you **must** refer to</mark> the *JCQ publication Access Arrangements and Reasonable Adjustments 1 September 2016 to 31 August 2017* - http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration.

8.4   **Prompters, page 28**
- The invigilator may act as a prompter, <mark>a practical assistant, a reader and/or a scribe</mark> where the candidate is accommodated separately on a one to one basis.

8.7   **Transcript, pages 29 and 30**

<mark>Exams for the qualifications included in this document are available throughout the year. Therefore candidates suffering a temporary injury/illness or other indisposition at the time of their exam should be able to undertake the exam at a later date, when they have fully recovered.</mark>

Braille transcripts must be submitted with a completed **Braille transcript cover sheet (Form 5)**, printed from the JCQ website http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms. This should be inserted inside the candidate's transcript. The candidate's Braille script **must** also be despatched to the examiner/OCR.

Other transcripts must be submitted with a cover sheet on the centre's headed paper this **must** include the following details

- centre number and centre name;

- candidate's full name, OCR candidate number and date of birth;

- qualification/unit code and title (see appendix 12);

- date of the examination and where it took place;

- a summary of the reasons why a transcript is being submitted for the candidate;

- transcriber's full name and job title;

- a declaration signed and dated by the transcriber that the transcript met the requirements of these regulations.

The cover sheet **must** be securely attached to the transcript. The candidate's original script **must** also be attached.

8.8 **Word processors, pages 30, 31 and 32**

Centres are allowed to provide **any** candidate with a word processor (e.g. laptop, computer).

Centres **must** check the question paper rubric and/or qualification specification and **must** disable the spelling and grammar check/predictive text if these are not permitted. This also includes an electronic brailler or a tablet.

Centres do **not** need to submit a word processor cover sheet (JCQ/WP Form 4) with the candidate's work.

A word processor:

- **must not** be connected to the internet, an intranet or any other means of communication, unless this is a requirement of the exam being taken

- **must not** have any predictive text software or an automatic spelling and grammar check enabled unless the qualification allows this, it is required by the question paper or the candidate has been permitted a scribe or is using voice activated software (the script must have a scribe cover sheet attached);

Centres **must** remind candidates that they **need to**:

- include their **centre number, candidate number** and the unit/component code **on each page as a header or footer**. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination, and printed off his/her typed script, he/she should be advised to handwrite their details as a header or footer. The candidate **must** be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

- attach word processed scripts to any answer booklet/assessment paper which contains some of the answers;

- number each page appropriately;

- save their work at regular intervals;

- use a minimum of 12pt font and double spacing when printing, in order to assist examiners when marking.

12.   Starting the examination, page 36

12.3 the invigilator must not:

- re-phrase a question for a candidate;

- explain any subject-specific or technical terms to a candidates;

- Give any indication of the time elapsed or remaining where a question paper consists of distinct sections

16.   Leaving the examination room, page 40

Note: **All** question papers, for these OCR qualifications, will remain "live" until they are withdrawn, when they may be made available on OCR's website as past papers. Therefore, except for transportation and distribution purposes, **question papers must not be provided, before, during or after the exam, to anyone (including teaching staff), other than the candidates undertaking the exam at that time.** This includes both paper based and onscreen examinations.

17.   Suspected malpractice, page 40

For on-screen tests – the head of centre should **also** copy the email to etest@ocr.org.uk

18.   Emergencies, page 41

As part of their general emergency planning centres should have in place plans for possible disruption to examinations. This must include plans for disruption at any venue where candidates undertake exams for the qualifications listed at Appendix 12. It is important to ensure that all relevant staff are familiar with the plans.

In the event that the head of centre decides an exam venue cannot be used for examinations OCR **must** be informed as soon as possible. OCR will be able to consider the options for candidates who have not been able to take examinations.

19.   Finishing the examination, page 43

Advice: A five minute warning to candidates, **although not encouraged,** is permitted

Supplements, pages 47 to 53

- <mark>smartwatches</mark> have been added as unauthorised items

Checklists for invigilators

3	Check that you have:
	• A copy of the current OCR Instructions for conducting examinations (OCR ICE);
	• <mark>Blank paper for candidates to use as "rough" paper;</mark>
	• <mark>Attendance list;</mark>
	• Any subject-specific instructions;
	• A seating plan of the examination.

C	**Access Arrangements**
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements <mark>and/or if candidates are using a word processor that the appropriate arrangements have been made for a working printer to enable them to print off their work.</mark>

Appendices, pages 54 to 75

Appendix 1: Instructions for conducting on-screen tests

7.5   You **must** keep a signed record of the seating plan <mark>for at least a year after the exam</mark>.

Suggested wording for the invigilator's announcement (**Appendices 1a and 2**), and the information to candidates (**Appendices 4a and 4b**), have included advice on the following:

- <mark>smartwatches</mark> have been added as unauthorised items
- candidates must clear anything stored in the memory of their calculators before these are used in the exam.

Appendix 6: Notice to Centres − The people present in the examination room

This section has been updated to reflect the requirements for the OCR qualifications included in this document.

Appendix 12 – Qualifications list
Additional Cambridge Progression Units have been added

Introduction

For the purposes of this document:

An examination is any externally assessed component of a qualification which is undertaken under exam conditions. This may additionally be referred to as a "test" or "tested unit".

An examination or assessment centre (the centre) is an establishment approved and registered by OCR for the registration or entry of candidates to its examinations/assessments and for the conduct of those examinations/assessments.

A centre may be:

- a school/college or other educational establishment comprising of a single site; or a training organisation or small company comprising of a single site;

- a school/college with a range of buildings in close proximity

- a 'controlling agency' with one or more associated sites, called satellites, which may include franchise arrangements

Where a centre uses more than one building or site, these must meet the requirements of section 5 of this document, and the examinations/assessments conducted must conform to these Instructions.

The head of centre is

- the head of a school; or

- the principal of a college; or

- the chief officer of an institution which is approved by OCR as an examination/assessment centre;

The head of centre is responsible to OCR for making sure all examinations/assessments are conducted to instructions and the qualification specifications issued by OCR.

These Instructions must be read in conjunction with the JCQ publication General Regulations for Approved Centres-http://www.jcq.org.uk/exams-office/general-regulations

> **Note**: for centres who **only** deliver the externally assessed components for Cambridge Progression and/or Functional Skills and/or Digital Employability, the checklist provided at Appendix B of the JCQ General Regulations for Approved Centres, regarding secure storage does **not** apply – please see section 1 of **this** document for the relevant requirements for secure storage

On-screen external assessment

Where a centre conducts on-screen external assessments the head of centre is responsible for ensuring that OCR's requirements are met for downloading software and test/examination materials. Centres **must** also ensure that all technical requirements have been met. Some technical requirements will need to be met in advance of the test/examination. Centres should refer to the OCR Website for guidance on administration http://www.ocr.org.uk/.

You **must** refer to **Appendix 1** of this booklet where information is provided on conducting on-screen tests. **Appendix 1** provides a summary of the necessary actions to which you must adhere when conducting such assessments.

Access Arrangements

Centres should refer to the JCQ publication Access Arrangements and Reasonable Adjustments -http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration. Chapter 2 of that document relates specifically to vocational qualifications as defined in section 53 of the Equality Act 2010.

OCR's Centre Handbooks provide more detail about what access arrangements are permissible for each Functional Skill and Cambridge Progression qualification. These are available to download by subject/level from:

- Functional Skills - http://www.ocr.org.uk/qualifications/by-type/functional-skills/
- Cambridge Progression - http://www.ocr.org.uk/qualifications/by-type/cambridge-progression/

The Digital Employability Centre Handbook is also available on the OCR website - http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award/

For the qualifications covered by this document (see Appendix 12) centres should apply for access arrangements/reasonable adjustments as early as possible (see below for applying for modified papers) but **no later** than 2 weeks before the date of the examination for which they are required. **Forms 1, 8 or VQ/EA must be used http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms**

For **modified papers** centres should refer to Chapter 6 of the JCQ publication Access Arrangements and Reasonable Adjustments http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration. You must submit your application using **JCQ Form 7** at least **10 weeks** before the scheduled test date.

Centre Inspections

OCR inspectors and/or the JCQ Centre Inspection Service will visit centres and exam venues throughout the year.

It is recommended that your centre is permanently staffed between 8.30 am and 3.30 pm during term time. Your centre **must** co-operate with any visit from an inspector, including giving access to your secure storage.

A senior member of staff or a member of the exams office **must** be available to receive delivery of examination materials, log their receipt and place them in the approved secure storage.

Authorised inspectors will present and identify themselves to the centre by means a letter of authority.

A senior member of staff or a member of the exams office **must** be available to accompany the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility.

Malpractice (including maladministration) and Irregularities

You are warned that any breach of these instructions can constitute malpractice as defined in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, - http://www.jcq.org.uk/exams-office/malpractice to which you should refer for further information.

Correspondence

You should send correspondence on centre headed paper to OCR and not to the examiner (unless you are told otherwise). For regulations on returning scripts and exam papers please refer to sections 20, 21 & 22 of this document and the appropriate administration guidance available on the OCR website http://www.ocr.org.uk/.

Preparing for the examination

1. Keeping question papers and other examination materials secure

1.1 **The following instructions apply to all confidential materials relating to the administration and delivery of examinations and assessments**.

All centres must ensure that their centre is open and appropriately staffed to accept delivery of examination materials. This will normally be within 5 working days of making entries, or one week before the start of the test window, and will be delivered by courier during normal working hours.

Centres **must** be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

Centres **must** make appropriate arrangements to ensure that confidential materials are delivered only to those authorised by the head of centre. These should be adults with an appropriate level of responsibility within the centre, who are not current students at the centre. The head of centre is responsible for monitoring any conflicts of interest which may arise, and be confident that the security of confidential examination materials is maintained, from the point of their delivery at the centre to their return to OCR.

Centres **must** ensure that envelopes and boxes containing confidential materials are signed for. A log **must** be kept recording the delivery of confidential exam materials including, if appropriate, the number of boxes/packets received. This log must be made available for review by OCR on request.

Examination and live assessment materials **must** be stored securely at all times both before and after examinations.

Only persons authorised by the head of centre and the exams officer must be allowed access to the centre's secure storage facility.

Centres **must** maintain the confidentiality of candidate responses and candidate details.

1.2 **Checking question paper packets**

On receipt, check the question paper packets and examination material carefully. This must be undertaken in the secure area.

Inform OCR **immediately** if there are any problems, call OCR's customer contact centre on 02476 851509, e.g.

- it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
- there are any differences between the material received and the despatch/delivery note;
- the material has been significantly damaged in transit or upon opening;
- the material appears not to meet your requirements.

All materials should be checked immediately they are received and **must** be put into your secure storage facility, i.e. a safe/security cabinet in the secure area **(the requirements for which are set out in section 1.3).**

If question paper packets cannot be checked immediately upon receipt, they **must** be locked away in the secure storage until an authorised member of staff is available to make the necessary checks. It is for your centre to set out the appropriate terms of authorisation for members of staff.

> **Advice**: Remember to check for modified question papers which may arrive separately from your main despatch of question papers, and handle these in the same way.

Conditions for storing written question papers and any other confidential material distributed to centres in advance of examinations

1.3   Question papers and any other confidential material (including downloaded materials) **must be stored securely and available only to a limited number of persons authorised by the head of centre and the exams officer.** This will require that:

- papers are stored in a **non-portable safe,** or **lockable metal cabinet**. If using a filing cabinet, this **must be equipped with an additional external locking bar. Small safes must be fixed securely in place.**

- **Key holders for the secure storage should be limited to 2 to 6 authorised people.**

- The safe or cabinet **must sit within a room which is secured from non-authorised entry and locked when not attended by authorised persons**.

- The secure room should have lockable windows and doors within a strong, solid construction.

> **Note**: If a centre delivers General or Vocational examined units for other OCR qualifications their secure storage **must** meet the requirements outlined in section 1.3 of the JCQ Instructions for Conducting Examinations http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations.

Centres only delivering on-screen tests

1.4   Where centres only deliver on-screen tests and instructions stipulate that material is to be stored in hard copy format during the 'window' for the conduct of the test, these should be stored as described in section 1.3, in a non-portable safe or security cabinet within a secure locked room.

Information for all centres preparing for examinations

1.5   **You must tell OCR immediately if the security of the question papers or confidential supporting instructions is put at risk**. Any natural disaster, fire, theft, loss, damage or any other circumstances which render the existing accommodation or secure storage of examination materials at risk **must** be reported to OCR immediately.

1.6   You **must** inform the National Centre Number Register, - ncn@ocr.org.uk (as administered by OCR on behalf of the JCQ awarding bodies – AQA, CCEA, Edexcel, OCR and WJEC) **no later than 6 weeks prior to moving to a new address or changing secure storage facilities in light of a substantial new build.**
(A change of address, a substantial new build or a change of secure storage location, resulting in revised arrangements for the centre's secure storage facilities will lead to a new centre inspection.)

1.7   Where centres change address or a substantial new build occurs, reference **must** be made to **Appendix B**, **page 23 of the JCQ publication General Regulations for Approved Centres**.

> **Note**: for centres who **only** deliver the externally assessed components for Cambridge Progression and/or Functional Skills, the checklist provided at Appendix B of the JCQ General Regulations for Approved Centres, regarding secure storage does not apply – please see section 1 of **this** document for the relevant requirements for secure storage.

1.8   **Question papers**

Except in the circumstances set out below or in sections 1.9, 1.10, 1.11 and 1.12, question papers must remain in their sealed packets in secure storage and only removed to be taken to the examination room **1 hour** before the first exam, within the five day test window, is scheduled to take place.

- For Functional Skills test windows are determined by the centre.

- For Cambridge Progression test windows are scheduled by OCR.

If circumstances are such, ie: exams are taking place at a number of exam venues, that a packet of question papers needs to be split, as few packets as possible should be opened and the sealed question paper packet **must** be opened in the secure area.

The question papers extracted from the sealed question paper packet **must** be placed in an envelope which is then sealed and transported securely to the allocated room or satellite exam venue(s). See 1.9 for information about security at, and when travelling between, venues.

The question paper packet with the remaining papers **must** be re-sealed and placed back in the centre's secure storage facility, and only re-opened and removed from the secure storage 1 hour before the next scheduled exam.

An invigilator **must** be present in the exam room at all times. When out of the secure storage, question papers must always be under the supervision of an adult authorised by the head of centre and exams officer.

1.9   **Alternative exam venues**

If examination materials are being transported to an alternative exam venue they can be removed from the centre's approved secure storage to accommodate appropriate travel time to the venue. This can be **any time on the day** the exam is scheduled to take place, without requesting permission from OCR.

When travelling between the centre's secure storage and exam venue(s), examination materials must be kept securely at all times. When being transported to a venue materials must be kept in their sealed packets/envelopes in a **secure locked container, such as a locked** briefcase, and travel with a **person authorised by the head of centre and the**

exams officer. After the exam, all examination materials must be securely transported and, if not despatched immediately, returned to the centre's inspected and approved secure storage.

Examination Materials must always be transported securely and must only be held overnight in inspected and approved secure storage.

Note: Centres with offices/associated sites around the UK may find it more practical for their offices/associated sites to be inspected for the storage of examination materials. Please contact OCR's Customer Contact Centre on 02476 851509 to discuss this with the appropriate team.

1.10 Where a candidate requires one of the following access arrangements (and approval has been granted for the arrangement by Access arrangements online or OCR):

- a computer reader; or

- a question paper on coloured/enlarged paper;

you are permitted to open the question paper packet within 90 minutes of the start time of the examination within the centre.

Further information may be obtained from the JCQ booklet Access Arrangements and Reasonable Adjustments http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance.

1.11 Where approval has been granted by Access arrangements online or OCR for an Oral Language Modifier, he/she may have access to the question paper **60 minutes before the start time of the examination in** order to prepare.

1.12 Where the centre has granted the candidate a Live Speaker, and/or a Sign Language Interpreter:

- the Live Speaker may have access to the transcript of the Listening examination **60 minutes before the start time of the examination in** order to prepare;

- the Sign Language Interpreter may have access to the question paper **60 minutes before the start time of the examination in** order to prepare.

Note: A practical assistant, reader and/or scribe is **not** allowed access to the question paper prior to the starting time for the examination

1.13 Where confidential materials such as live assignments are required to be opened or downloaded in advance of the examination and held for use over an extended period, strict precautions **must** be taken to safeguard them after they have been opened or downloaded from OCR's secure extranet site, Interchange.

- They **must** be issued only at the time of the assessment and **must** be collected at the end of the assessment session.

- They **must not** be removed from the centre and when not in use **must** be kept secure under the conditions described in **section 1**.

- Each copy **must** be checked regularly to ensure that it is clean and free from pen or pencil annotations or amendments.

- Live assessment material including datafiles **must not** be used as practice material for any qualifications.

- No information relating to the examination papers should be published, unless authorised by OCR.

1.14 **You must store examination stationery and materials securely at all times** so that no unauthorised person has access to them. (This includes answer booklets.)

1.15 You **must** make sure that a system is used for recording when material is taken from or returned to the secure storage facilities throughout the time the material is confidential.

2. Supervision of candidates

2.1 Although candidates who will be taking, or who have already taken, a test within a test window do not have to be supervised before and after their test(s), centres must take every reasonable action to ensure that staff and candidates do not engage in any unfair or dishonest practice before, during or after the test that would result in any candidate having an unfair advantage over another candidate, or being at a disadvantage. This would include, but not be limited to:

- Candidates communicating or attempting to communicate the contents of their tests with anyone before the end of the testing window.

- Candidates who are due to sit the same tests after their peers trying to elicit information on the content of the tests.

- Publishing the content of the tests, or inferences as to the content of the tests, unless authorised by OCR.

Candidates should be informed of these instructions before the testing window begins and invigilators should remind candidates of this at the beginning of each test.

2.2 **In all circumstances the candidate(s) must be supervised while taking the examination**. **Supervision requires that an invigilator will be in the same room as the candidate(s) at all times**. The candidate(s) **must not** be in possession of an electronic communication/storage device or have access to the internet, or data stored on the hard drive of a computer, unless explicitly required by the examination paper.

2.3 Candidates may only sit a specific paper **once** within the test window. If a centre allows a candidate to sit the same test more than once within the test window this will be reported as suspected malpractice and sanctions/penalties will be imposed on the candidate and/or centre.

3. Using calculators

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the following regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in OCR's subject-specific instructions.

Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents (see Appendices 4a and 4b)	
Calculators must be: • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas;	**Calculators must not:** be designed or adapted to offer any of these facilities: - • language translators; • symbolic algebra manipulation; • symbolic differentiation or integration; • communication with other machines or the internet; be borrowed from another candidate during an examination for any reason;* have retrievable information stored in them - this includes:
The candidate is responsible for the following: • the calculator's power supply; • the calculator's working condition. • Clearing anything stored in the calculator	• databanks; • dictionaries; • mathematical formulas; • text

Advice:* An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam

4. Resources for examinations

4.1 Candidates may be allowed to use a dictionary for some examinations. Where they are permitted, dictionaries **must not** be annotated. A candidate using a dictionary which contains notes will lose their marks and their right to this arrangement.

4.2 You **must** give candidates prior notice that they are responsible for bringing with them any materials needed for the examination. Unless the exam paper indicates otherwise, centres should provide the candidate with paper for rough work/notes and, if required, this should be available in the exam room and must be blank. Candidates **must not** bring their own paper into the exam with them. Any rough work/notes made by candidates during the exam **must not** be removed from the exam room and should be collected and disposed of, as confidential material, by the invigilator.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances you **must** refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures- http://www.jcq.org.uk/exams-office/malpractice

4.3 In examinations where resources are not shown on the question paper (including those where calculators are not allowed) you **must** warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.

4.4 Ensure stocks of toner, ink and paper are sufficient to meet the demands, where required.

5. Exam Venues

5.1 Centres **must** ensure examinations take place in an appropriate assessment environment. (see sections 5.5 and 5.14)

5.2 Centres may carry out assessment in satellite exam venues under the following conditions:

- all exam venues must meet the requirements of these instructions.

> **Note:** All confidential materials relating to the administration and delivery of examinations and assessments should **only** be stored overnight in the centre's OCR/JCQ approved secure storage. Therefore exam venues, other than the centre's inspected and approved site(s), do not usually need to meet the requirements for the secure storage of confidential materials at section 1.3

- all exam venues must be available to OCR for the purposes of inspection;

- transport, handling and storage of examination materials from the main centre address to exam venues must be carried out with rigorous regard for the security and integrity of assessment material, before, during and after the assessment (see sections 1.8 & 1.9)

Alternative sites for the conduct of examinations

5.3 **A satellite exam venue may be any of the following which has been approved by the head of centre as meeting the requirements of this section as a suitable venue in which examinations may be held, for example:**

- a church hall;

- a community hall;

- a sports hall;

- another building owned by the centre which is situated at a different location from the centre's registered address;

- a workplace;

- a hotel/conference facility.

5.4 Question papers and examination stationery to be used at an exam venue away from the centre's registered address **must:**

- remain in the secure storage facilities at the centre's registered address, approved by OCR and/or the JCQ Centre Inspection Service, until the day the exam is scheduled to take place;

- **be taken to the exam venue by a person authorised by the head of centre and the exams officer;**

- be removed from the centre's secure storage and transported to the exam venue in a secure manner **on the day the exam is scheduled to take place** at that venue. Please refer to sections 1.8 and 1.9.

The exam room

5.5 Any room in which an examination is held **must** provide candidates with appropriate conditions for taking the examination.

You **must** pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.

5.6 Display material (such as diagrams, wall charts and projected images) which might be helpful to candidates **must not** be visible in the examination room.

You **must** take particular care with exams held in libraries.

5.7 **A reliable clock (analogue or digital) must be visible to each candidate in the exam room**. The clock must be big enough for all candidates to read clearly.

> **Advice:** You should carry out regular checks to make sure all clocks used in the examination room are in good working order and show the same time.

5.8 The Warning to Candidates poster (**Appendix 3**) and the Mobile Phone poster (**Appendix 5**) **must** be displayed in a prominent place outside the examination room. Centres may use these or the JCQ posters available on the JCQ website.

This may either be a hard copy A3 paper version of the poster, in either black and white or colour, or a projection of the poster onto a wall or screen for all candidates to see.

5.9 A board/flipchart/whiteboard should be visible to all candidates showing the

- centre number, subject title and paper number; **and**
- the actual starting and finishing times of each examination

5.10 The seating arrangements **must** prevent candidates from overlooking (intentionally or otherwise) the work of others.

5.11 Wherever possible, **for written examinations**:

- all candidates should face in the same direction;
- each candidate should have a separate desk or table big enough to hold question papers and answer booklets (as appropriate). Candidates who are not working at individual desks **must** be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates.

5.12 You **must** create a seating plan that shows the exact position of each candidate in the examination room.

Any changes made to seating arrangements during the examination **must** be noted on the seating plan.

The seating plan **must** be retained by the centre **for at least a year after the exam** and made available to OCR upon request.

5.13 **Any other external examination may be held in the examination room at the same time, as long as it does not cause any disturbance**.

5.14 For on-screen tests centres **must** refer to **Appendix 1.**

> **Advice:** When preparing your examination rooms you should consider making provision for candidates to securely store their personal belongings outside the room.
>
> If this is not possible, determine how bags and other items could be stored within the examination room so that they are out of reach of candidates and access to them can be monitored by the invigilator.

> **Advice:** Produce an exam room checklist in order to make sure you have fully prepared the exam room, including clocks, correct seating arrangements, appropriate heating and lighting.

> **Advice:** You may wish to laminate the centre number and permanently display it during examinations. This will save space on the board/flipchart/whiteboard and it will save having to remember to write up the centre number every time.

6. Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures

6.1 **Invigilators must**:

- be familiar with these **Instructions**, including the Appendices;
- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- inform the head of centre if they are suspicious about the security of the examination papers. In such cases, the head of centre **must** inform OCR immediately, by calling OCR's customer contact centre on 02476 851509 and sending a full written report within 7 days of the suspicion arising. Please refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, http://www.jcq.org.uk/exams-office/malpractice

6.2 **Invigilators must not**:

- carry out any other task (for example, reading a book or marking) in the examination room;

> **Advice:** Centres should prepare a handbook for invigilators incorporating appropriate sections from this booklet.
>
> A training session should be held for any new invigilators.
>
> An update meeting should be held for the existing invigilation team so that they are aware of any changes. Make sure that invigilators know what is expected of them.
>
> Consideration should be given to the appointment of senior invigilators.
>
> Invigilators should always be provided with badges so that they may be easily identified and acknowledged as a member of centre staff.

6.3 The head of centre, or exams officer, or quality assurance co-ordinator **must**:

- make sure invigilators understand what is expected of them;
- make these **Instructions** available to each invigilator in the examination room. This may be a printed hard copy version or an electronic copy which is visible at all times via a computer;
- appoint at least one invigilator who must be present for each group of 30 candidates or fewer sitting written examinations;
- appoint at least one invigilator for each group of 20 candidates or fewer sitting computer based or on-screen tests/examinations. Further invigilators should be

employed at the exams officer's discretion to ensure that all candidates are in view at all times;

- make sure that, if invigilators are changed, the number of invigilators present in the examination room does not fall below the required number;

- make sure that, when one invigilator is present, he or she **must** be able to get help easily, without leaving the examination room and without disturbing the candidates;

- make sure that all invigilators are suitably qualified and experienced adults who **must not** be current students at the centre. Although you may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room **must not** be the sole invigilator;

- make sure that invigilators are appropriately trained in their duties, training sessions must be held for any new invigilators and update meetings for existing invigilators so that they are aware of the regulatory requirements and any changes made to them;

- consider and arrange appropriate invigilation for every examination. While OCR **recommends** that tutors are **not** assigned as the sole invigilator to a cohort of learners whom they have directly prepared for the subject being examined, it is acknowledged that, in some circumstances, arranging alternative/additional invigilation may be impractical. Tutors **can**, therefore, act as the sole invigilator for a group of learners (see above for required ratio of invigilators to learners) they have directly prepared for the subject being examined.

- be satisfied that invigilation is carried out in accordance with the regulations wherever the exams take place and report any breach of regulations to OCR as soon as possible (see section 17);

- keep signed records of the seating plan, the invigilation arrangements and the centre's copies of any attendance registers for each examination. OCR may need to refer to these records. You **must** keep them for at least 1 year after the date of the examination.

> **Advice:** An invigilator should be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them.
>
> This will allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete.

> **Advice:** There is a range of acceptable ways for an invigilator to get help easily without leaving the examination room and without disturbing the candidates, such as using a mobile phone or a two-way radio. Mobile phones are only allowed in the examination room for this purpose. **Any mobile phone used in this situation should be kept on silent mode to prevent any incoming calls or messages which may disturb candidates.**

If a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or ask for help.

6.4 For examinations using computer equipment, technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.

7. Invigilation arrangements for candidates with access arrangements

Centres should refer to the JCQ publication Access Arrangements and Reasonable Adjustments -http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration. Chapter 2 of that document relates specifically to vocational qualifications as defined in section 53 of the Equality Act 2010.

OCR's Centre Handbooks provide more detail about what access arrangements are permissible for each Functional Skills and Cambridge Progressions qualification. These are available to download by subject/level from:

- Functional Skills - http://www.ocr.org.uk/qualifications/by-type/functional-skills/
- Cambridge Progression - http://www.ocr.org.uk/qualifications/by-type/cambridge-progression/

The Digital Employability Centre Handbook is also available on the OCR website - http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award/

For the qualifications covered by this document (see Appendix 12) centres should apply for access arrangements/reasonable adjustments as early as possible (see below for applying for modified papers) but **no later** than 2 weeks before the date of the examination for which they are required. **Forms 1, 8 or VQ/EA must be used http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms**

For **modified papers** centres should refer to Chapter 6 of the JCQ publication Access Arrangements and Reasonable Adjustments http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration. You must submit your application using **JCQ Form 7** at least **10 weeks** before the scheduled test date

7.1 Practical Assistant

Candidates using a practical assistant may need to be accommodated in another room.

Where the candidate and practical assistant are accommodated in another room, on a one to one basis, the invigilator may additionally act as the practical assistant.

The practical assistant **must** be made aware, prior to the examination, of the particular task(s) he/she will be performing as specifically approved by the awarding body.

7.2 Reader/Computer reader

The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract, other candidates. **(This will also apply if the candidate uses a computer reader.)**

If the candidate and reader are accommodated separately, on a one to one basis, the invigilator may additionally act as the reader.

Where candidates require only occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated separately **a separate invigilator will be required.**

Note: where reading is not being assessed centres can appoint reader(s) for those sections of some Entry Level qualifications without prior approval. Please check subject specific documents on OCR's website.

7.3 Scribe/Speech recognition technology

The centre is responsible for ensuring that, if a scribe or speech recognition technology is used, the candidate and scribe cannot be overheard by, or distract other candidates. Normally, the candidate and scribe will be accommodated in a separate exam room. Where the candidate and scribe are accommodated in another room, on a one to one basis, the invigilator may additionally act as the scribe.

Advice: Where the invigilator additionally acts as a practical assistant, reader and/or a scribe the centre **must** use a 'roving' invigilator who checks the room(s) from time to time.

7.4 Sign Language Interpreter

Candidates requiring the use of a Sign Language Interpreter may need to be accommodated in another room, **in which case a separate invigilator will be required**.

7.5 Oral Language Modifier

The candidate and Oral Language Modifier should be accommodated separately. **A separate Oral Language Modifier and invigilator must be available for each candidate**. **The invigilator must listen carefully and observe the conduct of the Oral Language Modifier throughout the duration of the examination**. The invigilator **must** countersign the cover sheet ensuring that it accurately reflects the actions of the Oral Language Modifier during the examination.

7.6 General principles for the invigilation of candidates with access arrangements

Where a person is appointed to facilitate an access arrangement, i.e.

- a practical assistant
- a prompter
- a reader
- a scribe
- a sign language interpreter
- an oral language modifier

he/she is responsible to the head of centre and must be acceptable to the head of centre. The person appointed:

- must be a responsible adult.
- must not normally be the candidate's own subject teacher
- must not be a relative, friend or peer of the candidate.

The head of centre must ensure that the person appointed is appropriately trained and understands the rules of the particular access arrangement(s), as detailed in this document**.**

A training session **must** be organised for invigilators and those facilitating an access arrangement for a candidate under examination conditions.

Exam officers **must** ensure that both invigilators and those acting as a practical assistant, a prompter, a reader, a scribe, a Sign Language Interpreter or an Oral Language Modifier **fully understand** the respective role and what is and what is not permissible for the particular paper/component being examined at that time.

Additionally, exam officers **must** ensure that those acting as a practical assistant, a scribe, a Sign Language Interpreter or an Oral Language Modifier are provided with the appropriate cover sheet prior to the examination commencing.

This will enable the cover sheet to be completed during the course of the examination and accurately reflect the activities performed by the practical assistant/scribe/Sign Language Interpreter/Oral Language Modifier, as appropriate.

> **Advice:** Photocopy and laminate the appropriate sections of **Chapter 5** of the JCQ publication Access Arrangements and Reasonable Adjustments so that invigilators and those acting as a practical assistant, a reader, a scribe, a Sign Language Interpreter or an Oral Language Modifier understand the rules.
>
> Photocopy and laminate, as appropriate, the Memory Aids (**Appendices 7 - 10**) at the back of this document

> **Advice:** Identify candidates with access arrangements on your centre timetable and on seating plans.

8. Other arrangements

The following arrangements may be provided to a candidate at the time of his/her examinations (without prior approval).

8.1 **Amplification equipment, braillers, closed circuit television (CCTV), coloured overlays, low vision aid/magnifier, optical character reader (OCR) scanners**

Centres **must** consult OCR about any new technology which might invalidate the assessment objectives.

8.2 **Bilingual translation dictionaries**

A bilingual translation dictionary **must**:

- only be used in examinations by a candidate whose first language is not English, Irish or Welsh; **and**

- reflect the candidate's normal way of working within the centre;

Bilingual translation dictionaries can be used in:
- Functional Skills examinations in English, mathematics and ICT.
- Cambridge Progression qualifications in mathematics.
- Digital Employability

Bilingual translations dictionaries **must not** be used in the Cambridge Progression qualifications in English.

A standard bilingual translation dictionary **must** be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

Monolingual dictionaries (which define words and phrases), translators (including web based translators), wordlists or glossaries **must not** be used except for Functional Skills English, Mathematics and ICT where a monolingual dictionary is permitted for all candidates.

The bilingual translation dictionary **must not:**

- contain/display pictures **or**

- provide an explanation or clarification of words and phrases;

As an example, a Polish to English bilingual translation dictionary **must** simply be the word in Polish and the equivalent word in English.

Any dictionaries to be used in the examination **must** be thoroughly checked to ensure that no unauthorised information such as notes, revision data, have been enclosed within or written on the pages of the dictionary.

A candidate using a dictionary which contains notes or revision data may lose marks and their right to this arrangement.

Translation of either examination material or the candidate's answers into or from the candidate's first language will not be permitted.

The regulations for the use of bilingual translation dictionaries **must** be adhered to; failure to do so can lead to the disqualification of the candidate.

8.3 Colour naming by the invigilator for candidates who are colour blind

(This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives.)

No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations.

8.4 Prompters

A prompter may be permitted by the centre where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.

- A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.

- A prompter is not a reader, a scribe or a practical assistant but the same person may act as such, as long as permission has been given for any or all of these arrangements.

- The prompter is responsible to the head of centre/exams officer and **must** be a person acceptable to the head of centre and a person who is known to the candidate.

- The prompter should not normally be the candidate's own subject teacher and **must not** be a relative, friend or peer of the candidate.

- The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one to one basis.

- If the prompter is acting as an Oral Language Modifier and/or a practical assistant, a separate invigilator will be required.

A prompter:

- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;

- **must not** advise the candidate regarding which questions to do, or on the order in which questions should be answered;

- **must not** give factual help or offer any suggestions or communicate in any way other than those listed below;

- **may** use the following prompts either vocally or written on a flash card: "Jack - focus on the question''; "Jack - there are 15 minutes left'';

- **may** tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;

- **may** use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper.

8.5 Reading Aloud and/or using an examination reading pen

The arrangement **must** reflect the candidate's normal way of working in tests and mock examinations.

A candidate reading aloud to him/herself, since they **persistently** struggle to understand what they have read, **must** be accommodated separately.

A permitted examination reading pen **will not** have an in-built dictionary or thesaurus, or a data storage facility.

8.6 Separate Invigilation

A candidate may only take their examinations under separate invigilation within the centre/exam venue where he/she has **an established difficulty** – see section 5.16 of the JCQ publication Access Arrangements and Reasonable Adjustments.

Where candidates are subject to separate invigilation, the regulations and guidance within this booklet **must** be adhered to at all times. This is particularly so in relation to accommodation and invigilation arrangements.

8.7 Transcript

Exams for the qualifications included in this document are available throughout the year. Therefore candidates suffering a temporary injury/illness or other indisposition at the time of their exam should be able to undertake the exam at a later date, when they have fully recovered.

However, transcription **may** be used in **exceptional circumstances** such as for candidates:

- whose handwriting may be hard to decipher at times (**but is not illegible) or,**

- who are not competent in dictating to a scribe **or**,

- where the use of a word processor is not appropriate.

A transcript is a copy of the candidate's script which is made after the examination has taken place and without the participation of the candidate.

A transcript may be:

- a full copy handwritten by a member of centre staff on a spare answer booklet/assessment paper or a full copy word processed by a member of centre staff; **or**

- a partial copy where only certain words need clarification. In this case, the original script **must** be photocopied and the words written clearly above the candidate's writing but not in red, green or purple ink or pencil. It may be helpful to enlarge the photocopy to A3.

A transcript can also be permitted by the centre for a candidate who requires assistance completing multiple choice answer sheets or needs to use an enlarged answer sheet, but does not need a scribe for written examinations.

Manual braillers will require transcription into print. Braille scripts **must** be transcribed by the centre. The transcriber **must** be competent in the Braille code concerned.

The transcript must be:

- produced by a member of the centre's staff, which may include the candidate's subject teacher, who is familiar with the candidate's handwriting or is fully competent in the Braille code for the subject concerned;

- **a word for word, exact copy of the candidate's script**. The transcriber **must not** insert or omit any words, nor alter their order. Spellings and technical terms **must not** be corrected.

Braille transcripts must be submitted with a completed **Braille transcript cover sheet (Form 5)**, printed from the JCQ website http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms. This should be inserted inside the candidate's transcript. The candidate's Braille script **must** also be despatched to the examiner/OCR.

Other transcripts must be submitted with a cover sheet on the centre's headed paper this **must** include the following details

- centre number and centre name;

- candidate's full name, OCR candidate number and date of birth;

- qualification/unit code and title (see appendix 12);

- date of the examination and where it took place;

- a summary of the reasons why a transcript is being submitted for the candidate;

- transcriber's full name and job title;

- a declaration signed and dated by the transcriber that the transcript met the requirements of these regulations.

The cover sheet **must** be securely attached to the transcript. The candidate's original script **must** also be attached.

The production of the transcript must not delay the despatch of scripts to the examiner/OCR.

Additional information **must not** be sent to the examiner/OCR.

8.8   **Word processors**

Centres are allowed to provide **any** candidate with a word processor (e.g. laptop, computer).

Centres **must** check the question paper rubric and/or qualification specification and **must** disable the spelling and grammar check/predictive text if these are not permitted. This also includes an electronic brailler or a tablet.

Centres do **not** need to submit a word processor cover sheet (JCQ/WP Form 4) with the candidate's work.

A word processor:

- **must** be used as a type-writer, not as a database, although standard formatting software is acceptable;

- **must** have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate**. Where required, the centre **must** provide a memory stick to the candidate, which is cleared of any previously stored data;

- **must** be in good working order at the time of the examination;

- **must** be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated separately, a separate invigilator will be required;

- **must** either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This **must** be done after the examination is over, not in any extra time allowed. The candidate **must** be present to verify that the work printed is his or her own;

- **must** be used to produce scripts under secure conditions, otherwise they may be refused;

- **must not** be used to perform skills which are being assessed;

- **must not** be connected to the internet, an intranet or any other means of communication, unless this is a requirement of the exam being taken;

- **must not** give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

- **must not** include graphic packages or computer aided design software unless permission has been given to use these;

- **must not** have any predictive text software or an automatic spelling and grammar check enabled unless the qualification allows this, it is required by the question paper or the candidate has been permitted a scribe or is using voice activated software (the script must have a scribe cover sheet attached);

- **must not** include voice-activated software unless the candidate has permission to use a scribe or relevant software;

- **must not** be used on the candidate's behalf by a third party **unless the candidate has permission to use a scribe** and a scribe cover sheet JCQ Form 2 http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms is completed and attached.

Centres must remind candidates that they **need to**:

- include their **centre number, candidate number** and the unit/component code **on each page as a header or footer**. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination, and printed off his/her typed script, he/she should be advised to handwrite their details as a header or footer. The candidate **must** be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

- attach word processed scripts to any answer booklet/assessment paper which contains some of the answers;

- number each page appropriately;

- <mark>save their work at regular intervals;</mark>
- <mark>use a minimum of 12pt font and double spacing when printing, in order to assist examiners when marking.</mark>

8.9   **Laptops and tablets**

The battery capacity of a laptop or a tablet **must** be checked before the candidate's examination(s). **The centre must ensure that the battery is sufficiently charged for the entire duration of the examination.** The use of a fully charged laptop or tablet will allow a centre to seat a candidate within the <mark>examination room</mark> without the need for separate invigilation and power points.

At the beginning of the examination

9.   Identifying candidates

9.1   It is important that invigilators are able to establish the identity of all candidates sitting exams.

The head of centre **must** make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

9.2   A candidate who is not known to the school, college or training provider **must** show documentary evidence to prove that he/she is the same person who was entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

9.3   In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by <mark>a member of staff of the same gender</mark> and taken to a private room where they should be politely asked to remove the veil for identification purposes.

Once identification has been established, the candidate should replace the veil and proceed as normal to sit the exam.

> **Advice:** Centre staff **who have been authorised by their head of centre** may be present at the start of the examination for the purposes of assisting with the identification of candidates.

10.   The people present

10.1   The head of centre has a duty at all times to maintain the integrity of the examination.

10.2   Invigilators **must** carry out their duties as defined in **section 6**.

10.3   Members of centre staff **approved by the head of centre** to be present at the start of the examinations may:

- identify and settle candidates and instill discipline;
- check that the candidates have been issued with the correct question papers for their subject/unit and level;
- check that the candidates have the necessary equipment and materials, e.g. calculators, where permitted;
- start the examination off.

Only those members of staff authorised by the head of centre (and agreed with the exams officer) must be present in the examination room.

Only candidates actually sitting the examination/assessment must be present in the examination room while an examination is taking place.

10.4 Where there is an alleged error on the question paper and it has been confirmed that OCR has not issued an erratum slip, the instruction to candidates **must** be to answer the question as printed.

10.5 Centre staff **must not** provide advice to candidates without the permission of OCR. Additionally, centre staff **must not** comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.

10.6 Centre staff who are called upon to enter the examination room during the course of the examination (because a candidate has identified a possible problem which the invigilator is unable to resolve) **do not** need prior authorisation from the head of centre. **If they leave the examination room they may only take the question paper with them if they need to check a possible problem with OCR.**

10.7 OCR has the right to visit centres and satellite exam venues during the examinations (and at other appropriate times before and after the examinations) to inspect the arrangements made for the security of examination material and for conducting the examinations.

Authorised inspectors will present themselves to the centre and will identify themselves by means of a letter of authority. A senior member of staff or a member of the exams office **must** be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility.

11. Question papers, stationery, materials and other equipment

11.1 The invigilator **must** take all reasonable steps to make sure that the following conditions are met.

- The correct examination question papers have been placed on candidates' desks. This includes modified papers or those on coloured paper.

- The official examination stationery, including additional answer sheets, for the particular unit/component **must** be issued to candidates. **No other stationery, except paper for rough work, can be provided**. If paper is required for rough work is required, this should be blank and provided by the centre. It **must not** be brought into the exam room by the candidate.

- In the examination room candidates **must not** have access to items other than those permitted as an Access Arrangement, stated in the instructions on the question paper, or the specification for that subject.

- Potential technological/web enabled sources of information such as:
  ◊ iPods;
  ◊ iWatches;
  ◊ Mobile phones;
  ◊ MP3/4 players;
  ◊ reading pens;
  ◊ Smartwatches;
  ◊ wrist watches which have a data storage device; and
  ◊ any other products with text or digital facilities

  are not permitted.

This means that:

◊ all unauthorised items are left outside of the examination room; or any unauthorised items that have been taken into the examination room **must** be placed out of reach of the candidates (and not under their desks) **before** the examination starts; This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

◊ Food and drink may be allowed in the examination room at the discretion of the head of centre.

◊ Following the invigilator's announcement **(see Appendix 2)** any mobile phones or other unauthorised items in the candidates' possession **must** be handed to the invigilator **prior to the examination starting**.

◊ **If candidates have access to unauthorised items in the examination room this may be considered as malpractice** and they could be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Advice: By making provision for personal belongings to be stored outside of the examination room you will help to reduce the risk of candidates contravening the regulations.

Advice: You may wish for your invigilators to start 30-45 minutes before the start of the examination(s).

Label each desk as per the seating plan.

Place question papers face-up on desks before candidates enter the room.

Use a senior invigilator to check that the correct question paper has been placed on the candidate's desk.

Invigilators can then supervise candidates as they enter the examination room rather than trying to place question papers on desks.

Remind candidates not to touch anything until instructed to do so.

Candidates must only fill in the details on the front of the answer booklet/assessment paper once everybody is seated.

Question papers must never be left unattended.

12. Starting the examination

12.1 An examination is treated as in progress from the time the candidates enter the room until all the scripts have been collected.

Candidates must be under examination conditions from the time that they enter the room in which they will be taking their examination(s).

12.2 OCR considers the introduction of unauthorised material into the examination room where the examination is to be held (including coaching, subject specific PowerPoint™ presentations or any other subject specific material), by either candidates or staff, as malpractice, and those who have done so **may be subject to sanctions and penalties** in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

12.3 Before candidates are allowed to start the examination, the invigilator **must always**:

- make sure that candidates are seated according to the set seating arrangements; tell the candidates that they must now follow the regulations of the examination; check that candidates have the correct paper and all the material they need for the examination;

- tell the candidates to read the instructions on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, unit, component and/or tier, if appropriate;

- tell the candidates about any erratum notices;

- instruct candidates about emergency procedures;

Invigilators must also give candidates the following information before the examination.

You must:

- hand in your mobile phone, or any other data storage or web enabled device if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;

- write clearly in black ink, unless otherwise instructed;

- write your first name, surname, centre number, candidate number and unit or component code or paper details on your answer booklet(s)/assessment paper and on any additional answer sheet(s) used;

- fill in any other details as necessary;

- do all work, including rough work, on examination stationery unless otherwise stated; write your answers in the designated sections of the answer booklet/assessment paper as stated;

- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner;

- If you require any additional paper for rough work/notes request this from the invigilator by raising your hand. All rough work/notes must be handed in at the end of the exam.

You must not use:

- correcting pens, fluid or tape;

- erasable pens;

- highlighter pens in your answers (**although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet**). You may also use a highlighter pen to highlight extracts in any resource material provided;

- gel pens in your answers;

- reading pens, unless as an Access Requirement;

- blotting paper.

The invigilator must:

- announce clearly to the candidates when they may begin to write their answers;

- specify the time allowed for the paper(s);

- remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;

- only answer questions from candidates about the instructions on the front of the examination paper.

The invigilator must not:

- direct candidates to particular questions or particular sections of the question paper;

- make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator **must** however, refer the matter immediately to the exams officer;

- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by OCR;

- comment on the content of the question paper;

- read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;

- re-phrase a question for a candidate;

- explain any subject-specific or technical terms to a candidates;

- offer any advice or comment on the work of a candidate;

- give any indication of the time elapsed or remaining where a question paper consists of distinct sections.

The invigilator must not undertake any of the above as they constitute malpractice.

The invigilator may:

- read the question paper rubric (the instructions on the front of the question paper) to the candidates;

Advice: Wording is given in **Appendix 2 (or Appendix 1a for on-screen tests)** for invigilators to use, if they wish.

Advice: As candidates complete the details on their answer booklet/assessment paper, invigilators should move around the exam room ensuring that this is being done.

Advice: If a candidate thinks that the question paper has a section missing or that he/she has not been prepared for the set texts or options being tested by the paper, the invigilator **must** report the problem to the exams officer immediately.

The exams officer should check that the candidate has the right paper or has been entered for the correct qualification unit/level

During the examination

13. Supervising the candidates

13.1 Invigilators **must** supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.

13.2 Invigilators **must** be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell. Any irregularities **must** be recorded.

13.3 Invigilators are required to move around the examination room quietly and at frequent intervals.

> **Advice:** An exam room incident log should be used to record any irregularities. Centres may wish to use the form available on the JCQ website.

14. Candidates who arrive late

14.1 **A candidate who arrives after the start of the examination** may be allowed to enter the examination room and sit the examination. **This is entirely at the discretion of the centre**.

> **Advice:** it is good practice for a centre to have a policy for late and absent candidates. Invigilators **must** be made aware of this policy.

14.2 A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.

14.3 In all circumstances, the centre must ensure that the security of the examination paper is maintained.

> **Advice:** Centres should have their own internal procedures for dealing with candidates who persistently arrive late for examinations.
>
> The exams officer may need to liaise with a senior member of staff who has pastoral responsibilities.

15. Completing the attendance list

Attendance lists can be printed from OCR's secure extranet, Interchange.
Please note that hard copy attendance lists will not be sent to you.

Attendance lists must be submitted online via Interchange, unless otherwise stated.

Details of how to create and submit attendance lists are provided in the relevant OCR Administration guidance available on the OCR website http://www.ocr.org.uk/

Centres must pay close attention to the completion of the attendance list as failure to do so will impact upon OCR's ability to deliver an accurate set of results.

Advice: Centres should either print off the appropriate attendance list or provide their own attendance register to invigilators to enable them to confirm candidate attendance and check their identity before the start of the exam.

16. Leaving the examination room

16.1 Candidates who are allowed to leave the examination room temporarily **must** be accompanied by a member of centre staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

16.2 Candidates who have finished their work and have been allowed to leave the examination room early **must** hand in their work before they leave the examination room. Those candidates **must not** be allowed back into the room.

16.3 Question papers **must not** be removed from the examination room.

Note: **All** question papers, for these OCR qualifications, will remain "live" until they are withdrawn, when they may be made available on OCR's website as past papers. Therefore, except for transportation and distribution purposes, **question papers must not be provided, before, during or after the exam, to anyone (including teaching staff), other than the candidates undertaking the exam at that time.** This includes both paper based and onscreen examinations.

17. Suspected malpractice

17.1 If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room.

The candidate should also be warned that OCR will be informed and may decide to disqualify the candidate.

17.2 The invigilator **must** record what has happened.

Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

17.3 **The head of centre must report to OCR as soon as possible all cases of suspected or actual malpractice in connection with the examination**.

Form JCQ/M1 (suspected candidate malpractice) **must** be completed. This is available to download from the JCQ website http://www.jcq.org.uk/exams-office/forms and should be completed and sent to OCR as soon as possible, email: malpractice@ocr.org.uk.

For on-screen tests – the head of centre should **also** copy the email to etest@ocr.org.uk

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

17.4 **The head of centre has a duty to monitor and report any potential or suspected malpractice by invigilators, staff members or tutors as soon as possible using form JCQ/M2A (suspected malpractice/maladministration involving centre staff).** This is available to download from the JCQ website http://www.jcq.org.uk/exams-office/malpractice and should be completed and sent to OCR as soon as possible, email: malpractice@ocr.org.uk.

For on-screen tests – the head of centre should **also** copy the email to etest@ocr.org.uk

17.5 If candidates commit malpractice OCR may decide to penalise or disqualify them. Centres should warn candidates of the possible penalties OCR may apply

> **Advice:** You may wish to photocopy Appendix 5 of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures and place it on your exam notice board so that all candidates are aware of the penalties and sanctions.

17.6 Examination materials including candidates scripts must be packed as normal (see section 21). Although reports of malpractice must be submitted separately to OCR please refer to the guidance on the JCQ/M1 and JCQ/M2A forms.

> **Advice:** In such circumstances please refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures http://www.jcq.org.uk/exams-office/malpractice .

18. Emergencies

As part of their general emergency planning centres should have in place plans for possible disruption to examinations. This must include plans for disruption at any venue where candidates undertake exams for the qualifications listed at Appendix 12. It is important to ensure that all relevant staff are familiar with the plans.

In the event that the head of centre decides an exam venue cannot be used for examinations OCR **must** be informed as soon as possible. OCR will be able to consider the options for candidates who have not been able to take examinations.

18.1 The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.

- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.

- Advise candidates to leave all question papers and scripts in the examination room.

- Candidates should leave the room in silence.

- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

- Make a note of the time of the interruption and how long it lasted.

- Allow the candidates the full working time set for the examination.

- Make a full report of the incident and of the action taken, and send to OCR.

18.2 For examinations using computer equipment, refer to Appendix 1.

> **Advice:** In dealing with emergencies you should be aware of your centre's policy and the expectations of the Local Authority, where appropriate.
>
> You **must** have a centre policy for dealing with an emergency evacuation of an examination room, at all exam venues, which will be subject to inspection by OCR.

> **Advice:** You may wish to laminate your emergency evacuation procedure and display this in the examination room, using coloured paper to draw attention to it.

At the end of the examination

19. Finishing the examination

19.1 At the end of the examination invigilators **must**:

- tell the candidates to stop working and remind them that they are still under examination conditions;

- allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time and tell them to stop working after the extra time allowed has passed;

- instruct candidates taking written examinations to:

  ◊ make sure they have put all the necessary information on their scripts and any additional answer sheets, e.g. candidate name, candidate number, centre number;

  ◊ make sure their answers are correctly numbered;

  ◊ put any loose sheets in the order they answered the questions, and then firmly attach them to, or insert them in, the answer booklet with a treasury tag, paper clips or staples

  ◊ complete the invigilation certificate, if one is provided.

> **Advice:** Make sure that candidates granted extra time and/or supervised rest breaks carry on for the necessary additional time. Invigilators **must** be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks.

> **Advice:** A five minute warning to candidates, **although not encouraged,** is permitted

20. Collecting answer booklets and question papers

Invigilators **must:**

- collect all the answer booklets and question papers before candidates are allowed to leave the examination room;

- check that there is an answer booklet and question paper for every candidate marked as present on the attendance list;

- check that the names on the answer booklet match the details on the attendance list;

- check that candidates have used their correct centre and candidate numbers;

- give the answer booklets and question papers to the person responsible for despatching them to OCR/the examiner;

- ensure that examination materials are kept secure at all times until they are despatched to OCR/the examiner.

Advice: When checking that the names on the answer booklets match the details on the attendance list, if a mismatch of names is identified a note should be made on the attendance list.

Please note: completed answer booklets/candidate scripts are confidential between the candidates and OCR. **No-one** may read them or take a copy of them before they are sent to OCR/examiner, unless OCR has stated otherwise, or the candidate has been granted the use of a transcript.

Note: Question papers, or the content of a question paper, including exams downloaded from Surpass, **must never** be retained after examinations or used for teaching or examination practice.

After the examination

21. Packing examination materials

You **must:**

- follow the requirements in the Administration guidance available on OCR's website http://www.ocr.org.uk/

- check that you have sufficient packaging to despatch all your examination materials.

- ensure that every answer booklet from the examination has been included

- ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. The cover sheet must be securely attached to the script;

- always ensure the address is written clearly on the largest face of the package and ensure it is flat and crease free;

- fasten envelopes securely.

You **must not:**

- include anything other than the examination materials indicated in the appropriate Administration guidance available on OCR's website http://www.ocr.org.uk/

- overfill packages as they may split open during transit.

> **Advice**: If you need to print an address label ensure that your printer is printing clearly. Faint address labels are not acceptable.

22. Returning examination materials

- **For Functional Skills examinations** - OCR are required to monitor the return of used and unused question papers. Therefore all **used** and **unused** question papers including modified papers and/or CDs with modified papers **must** be returned with the "**Important Notice**" (A507) and other examination materials to OCR no later than **ten working days** after receipt.

- **For Cambridge Progression examinations –** all used and unused question papers **must** be returned to OCR **or destroyed**.

You **must**:

- despatch examination materials to the address provided on the same day of the examination wherever possible;

- ensure that any examination materials that cannot be despatched on the scheduled day of the examination are despatched **no later than the next working day**;

- always retain examination materials in appropriate approved and inspected secure storage overnight (see section 1 of this document);

- return or destroy all question papers according to instructions indicated above and in the appropriate Administration guidance available on OCR's website http://www.ocr.org.uk/

Centres not involved in the secure despatch of examination scripts service:

- **must** obtain proof of postage/despatch for each packet of scripts, which **must** be retained on the centre's files until the results are published, in case of loss or damage; (Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to indicate that the scripts were written at the appointed time and that, should the scripts not be received by OCR/examiner, then special consideration may be possible.)

- **must** use a method of despatch which is reliable and ensures prompt delivery.

23. Applications for special consideration

Normally, if adverse circumstances could negatively impact on a candidate's performance in an examination, a future sitting of the examination should be arranged. Centres should refer to administration guidance available on the OCR website http://www.ocr.org.uk/.

If particular circumstances make this impossible, and you wish to submit an application for special consideration to OCR, you must refer to the JCQ publication A guide to the special consideration process http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

You must never enclose a letter asking for special consideration with a candidate's script.

Supplements

Checklist for heads of centre and exam officers – The Equality Act 2010 and conduct of examinations:

The following checklist, which is not an exhaustive one, has been produced as a good practice guide for centres.

A	Training invigilators
1	Ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
2	As part of the training process make sure that invigilators are aware of policies and procedures relating to emergency evacuation and medication, especially where they relate to candidates with a disability.
3	Ensure that invigilators are aware of alternative means of communication, especially in the exam room when conveying information to disabled candidates.
B	**Information for candidates**
1	Ensure that information supplied to candidates with a disability, such as JCQ/OCR Information for candidates, are suitably sized and adapted.
C	**Seating arrangements**
1	Make sure that there are chairs available outside the examination rooms to enable those with a disability or those candidates who may simply be experiencing extreme stress or anxiety, to sit and rest before they enter the examination.
2	Ensure that there is sufficient space between desks and chairs to enable a candidate (or an invigilator) who uses a wheelchair to enter and leave the room without difficulty.
3	If you know that a candidate may become unwell during the examination due to the nature of their disability, try to ensure that you seat them close to the exits to make them feel more comfortable and to limit any disruption to others within the examination room.
4	Ensure that the seating is both appropriate and comfortable for those who may have a disability which affects sitting and posture.
D	**Candidates requiring access arrangements**
1	Where a candidate has been granted the use of a reader or a scribe, ensure that those individuals who will be acting as a reader or a scribe are introduced to the candidate prior to the examination(s) taking place. This is particularly important for those candidates with autism, who will find it difficult to relate to someone who is a stranger.
2	Where a candidate has been granted supervised rest breaks, try to ensure that the rest areas are suitably comfortable as well as maintaining the security of the examination. Supervised rest breaks will apply to those candidates who suffer from fatigue, hyperactivity, obsessive compulsive disorders or long term health conditions.
3	Where a candidate has been granted the use of a prompter, it is important that the person appointed to act as a prompter is aware of disability etiquette, particularly when touching the candidate's desk as a means of a prompt, or tapping the candidate's arm or shoulder. This will apply to those candidates with autism who may have difficulty with time.
4	For on-screen tests, ensure that hardware and software have been adapted for those candidates with a sensory or multi-sensory impairment.

E	Emergency evacuation procedures
1	Invigilators and all other centre staff involved in conducting examinations **must** be aware of the emergency evacuation procedures in place for those candidates with a disability who may need assistance in leaving the building.
2	When evacuation and emergency procedures are being explained to candidates, attention should be given to those candidates with a disability, for whom such procedures may be different.

Checklist for invigilators (for written examinations)

You **must** fully understand the regulations outlined in this document (OCR ICE)

A	Arranging the examination room
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that you have the following on display: • A clock that all candidates can see clearly; • A board/display showing the centre number, subject title, paper number and the actual starting and finishing time of the examination(s).
3	Check that you have: • A copy of the current OCR Instructions for conducting examinations (OCR ICE); • Blank paper for candidates to use as "rough" paper; • Attendance list; • Any subject-specific instructions; • A seating plan of the examination.
B	**Identifying candidates**
1	Make sure you know the identity of every candidate in the examination room.
2	Check the identification evidence candidates provide. You **mus**t ensure that they are the same people who were entered for the examination.
C	**Access Arrangements**
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements and/or if candidates are using a word processor that the appropriate arrangements have been made for a working printer to enable them to print off their work.
D	**Before the examination**
1	Check the front of the question paper for the exact requirements for authorised materials, particularly calculators and dictionaries (see G below).
2	Tell candidates that they must now follow the regulations of the examination.
3	Warn candidates that they **must** give you any unauthorised materials. This includes **iPods**, **mobile phones**, **MP3/4 players**, **smartwatches** and **wrist watches which have a data storage device or any product with electronic communication/storage or digital facilities**.
4	Tell the candidates: • To fill in the details on the front of the answer booklet /assessment paper and any supplementary sheets, e.g. candidate name, candidate number and centre number; • To read the instructions on the front of the question paper. • To request any paper for rough work by raising their hand.
5	Tell the candidates about any erratum notices.
6	Remind candidates to write clearly in black ink and not to use highlighters or gel pens in their answers.
7	Remind candidates to write in the designated sections of the answer booklet/assessment paper.
8	Tell candidates when they may begin and how much time they have.

E	During the examination
1	Accurately complete the attendance register.
2	Make sure you know what to do if a candidate arrives late.
3	Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
4	Do not give any information to candidates about: • Suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by OCR; • Any question on the paper or the requirements for answering particular questions.
5	Make sure you know what to do if a candidate needs to leave the examination room.
6	Make sure that a question paper or paper used for rough work is not removed from the examination room during or after the examination.
7	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.
8	Make sure you know what to do in an emergency.
9	Tell candidates to stop writing at the end of the examination.
10	Record and report any instances of candidate illness/incapacity to the appropriate centre staff.
F	After the examination
1	Check and sign the attendance register (where supplied in hard copy paper format).
2	Tell candidates to check that they have: • Written all the necessary information on their scripts including supplementary sheets; • Crossed out rough work or unwanted answers; • Fastened any supplementary sheets, as instructed on the question paper or answer booklet/assessment paper.
3	Collect all scripts, question papers and paper used for rough work/notes, before candidates leave the examination room.
4	Make sure that all examination materials (such as scripts and question papers) are stored securely before being sent to the examiner or OCR.
G	Use of calculators and dictionaries
1	Candidates are allowed to use calculators, unless the specification for the subject says otherwise.
2	Candidates are **not allowed** to use dictionaries in any examinations, unless the specification says otherwise.
3	Bilingual dictionaries can be used, make sure you know when this is acceptable - see section 8.2 of this document.

Checklist for invigilators (for on-screen tests)

You **must** fully understand the regulations outlined in this document (OCR ICE), particularly **Appendices 1 and 1a.**

A	Arranging the examination room
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that you have the following on display: • A clock that all candidates can see clearly; • A board/display showing the centre number and the starting and finishing time of the on-screen test.
3	Check that you have: • A copy of the current OCR Instructions for conducting examinations (OCR ICE); • Blank paper for candidates to use as "rough" paper; • Attendance list; • Any subject-specific instructions; • A seating plan of the examination.
4	Check that sufficient workstations are available, including at least one replacement computer, (and printers where required).
5	Where candidates are required to print their responses, ensure that stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test.
B	**Identifying candidates**
1	Check the identity of each candidate and that the correct key code is issued to each candidate sitting the on-screen test.
2	You should oversee the input of key codes by the candidates and ensure that each candidate has checked to see that the name and test details on the test screen are correct.
C	**Access Arrangements**
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements.
D	**Before the examination**
1	Ensure that candidates are seated comfortably, in their designated place if a seating plan has been prepared, with access to any assistive technology where approved by OCR.
2	Check, where appropriate, the front of the question paper for the exact requirements for authorised materials, particularly calculators and dictionaries (see 'G' below and sections 3 and 8).
3	Tell candidates that they must now follow the regulations of the examination.
4	Warn candidates that they **must** give you any unauthorised materials. This includes **iPods**, **mobile phones**, **MP3/4 players**, **smartwatches and wrist watches which have a data storage device or any product with electronic communication/storage or digital facilities**.
5	Unless otherwise stated by OCR's subject specific instructions, remind candidates that they **must not** have access to the Internet, e-mail, data stored on the hard drive or portable storage media (e.g. floppy disks, CDs, memory sticks or pre-prepared templates).
6	Tell the candidates to read the instructions on the front of the question paper.
7	Tell the candidates about any erratum notices.

8	Make sure that candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen.
9	Remind candidates when they may begin and how the test will be terminated.
10	Check that candidates know how to request technical assistance.
11	Check that all candidates have logged on successfully, or have been logged on by the centre.
12	Ensure that technical support is available throughout the on-screen test in relation to malfunctioning of equipment, software or the on-screen test itself.
E	**During the examination**
1	Accurately complete the attendance register.
2	Make sure you know what to do if a candidate arrives late.
3	Be vigilant. Supervise the candidates at all times, including any planned or unplanned breaks, to prevent cheating and distractions.
4	Do not give any information to candidates about a specific question or the requirements for answering particular questions.
5	Make sure that you are aware of the requirements for supervising candidates. You should refer to any OCR subject-specific instructions.
6	Make sure that a question paper or paper used for rough work is not removed from the examination room during or after the examination.
7	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.
8	Make sure you know what to do in an emergency.
9	Record and report any complaints from candidates relating to system delays or any other IT irregularities.
10	Record and report all emergencies and/or technical failures.
11	Record and report instances of candidate illness/incapacity to the appropriate centre staff.
F	**After the examination**
1	Check and sign the attendance register (where supplied in hard copy paper format).
2	Supervise the conclusion of the test, ensuring that candidates' responses are saved and secure from unauthorised access.
3	Ensure that the software is closed as necessary (some may close automatically).
4	Check that any necessary backups have been made and stored securely.
5	Collect copies of candidates' work, notes/rough work, additional print-outs and question papers before candidates leave the examination room.
6	Remove candidates' user areas at the end of the examination window or after each session, if feasible.
7	If candidates are required to print work off outside the time allowed for the test, ensure that candidates are supervised at all times.
G	**Use of calculators and dictionaries**
1	Candidates are allowed to use calculators, unless the specification for the subject says otherwise.

2	Candidates are **not allowed** to use dictionaries in any examinations, unless the specification says otherwise.
3	Bilingual dictionaries can be used, make sure you know when this is acceptable - see section 8.2 of this document.

Appendices

Appendix 1: Instructions for conducting on-screen tests

1.   **Introduction**

The centre **must** be authorised by OCR to offer on-screen tests. Centres should refer to the appropriate OCR Administration guidance available on the OCR website http://www.ocr.org.uk/ for further information about delivering on-screen tests. Centres **must** ensure that they meet the arrangements detailed in this booklet. Centres **must** have the expertise to access, administer and support the test/examination.

2.   Security

In addition to the instructions set out in section 1, the following instructions apply to all confidential materials relating to the administration and delivery of on-screen tests.

2.1   Centres **must** have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

2.2   Electronic test/examination materials **must** be stored securely at all times.

2.3   The test/examination materials **must** only be accessed in accordance with OCR's instructions.

2.4   Candidate test key code information **must** be stored securely and only given to candidates at the time of the examination.

2.5   **The invigilator must check the identity of each candidate and ensure that the correct key codes are issued to each candidate**. The invigilator **must** oversee the input of the key code for each candidate and ensure that each candidate has checked the name on the test screen is correct.

If, in spite of these checks, the invigilator becomes aware that a candidate is sitting a test in another candidate's name, or a candidate becomes aware that he/she is sitting a test in another candidate's name, then the test **must** be stopped. If a candidate sits an examination in another candidate's name (whether or not it is intentional), this may constitute malpractice.

2.6   Confidential material (including discarded print-outs) **must** be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).

2.7   Centres **must** maintain the confidentiality of candidate responses and candidate details.

2.8   Centres **must** have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations having unauthorised external communication with other users of computers/laptops.

3. Timetabling of tests

3.1   For examinations which are timetabled, test sessions **must** take place according to the timetable and will be restricted to the scheduled period.

3.2   You will need to plan and set up the sessions **before** the examination date, taking into account that access to the tests will be restricted to the test window by the software.

3.3   You **must** inform candidates which session and room they should attend.

3.4   Requirements for the supervision of candidates will differ between tests. You **must** always refer to OCR's subject-specific instructions.

3.5   **Where a test is on-demand, once the candidate has completed his or her test they may leave the exam room. The invigilator must ensure that all examination materials are collected and other candidates completing the test are not disturbed.**

4. Use of calculators

The instructions set out in **section 3** of this publication apply to all on-screen tests unless stated otherwise in OCR's subject-specific instructions.

5. Resources

5.1   Where centres are undertaking on-screen tests, centres **must** ensure that sufficient workstations are available, including at least one replacement computer and printers where required. The equipment **must** be fit for purpose, meet OCR's minimum technical specifications and **must** be checked by a competent person before use.

5.2   You should consider using one workstation to monitor the progress of candidates sitting the test via the invigilator tab on SecureAssess. If this is used it **must** be monitored by an **additional** invigilator or an authorised member of your centre's IT support team.

5.3   There **must** be appropriate policies and procedures in place to:
   - protect the security of the hardware and software which is used to deliver electronic tests;
   - hold candidate assessment outcomes;
   - protect the network in which it operates.

5.4   The centre's management of the secure test environment in which on-screen tests operate **must** be robust.

> **Advice:** Ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required.

5.5   You **must** display the following JCQ or OCR notices outside the examination room:
   - Mobile Phone Poster (A3 version);
   - Warning to Candidates (A3 version).

5.6 Individual computers will show the time left for the test to run. If not, a clock should be visible to all candidates. The centre number, start and finish times **must** be displayed prominently.

> **Advice:** Care should be taken to ensure that the clock displays on individual computers are accurate and synchronised for examination purposes.

6. Accommodation

6.1 Centres **must** ensure an appropriate assessment environment.

6.2 Where computers are used for assessment purposes the head of centre is responsible for ensuring that health and safety laws are followed. Particular attention **must** be given to:

- electrical safety;
- environment, heat, light and ventilation;
- user comfort and safety, such as the position of screens, wrist rests, foot rests, chairs, adjustable tables, copyholders and computer screens on adjustable arms.

6.3 The arrangement of workstations and the position of the invigilator's desk **must** facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.

6.4 The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising workstations within the space available. When planning the layout of the room, centres **must** consider the following limitations:

- the distance between the screens;
- the division of the workspace to allow any permitted additional materials to be used;
- the use of booths, screens or partitions whether temporary or permanent;
- impact on invigilation requirements;
- ratio of invigilators.

6.5 Each workstation **must** be separated enough so their work cannot be overseen by, and contact cannot be made with other candidates. Monitors can be positioned back to back or separated by dividers or protected by privacy screens.

6.6 Candidates **must not** be permitted to change seats unless asked to do so by the invigilator.

> **Advice:** Centres should decide how to accommodate large numbers of candidates. The following alternatives should be considered:
>
> - seating candidates sitting the same test at alternate computers;
> - seating a candidate next to someone entered for a different subject or component;
> - seating the candidates before handing out their confidential log-in details.
>
> If confidential log-in details are placed at workstations before the candidates are seated, you **must** check to ensure that candidates are seated correctly.

7. Invigilation arrangements

7.1 There **must** be at least one invigilator for each group of 20 candidates or fewer taking computer based and on-screen tests, unless OCR has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are in view at all times.

7.2 Technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.

7.3 Invigilators **must** ensure that candidates **do not** bring iPods/pads, tablets, iWatches, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device or any products with an electronic communication/storage or digital facility into the examination room.

7.4 **Unless permitted by OCR's subject-specific instructions**, there should be no access to:

- the internet;
- e-mail;
- data stored on the hard drive;
- portable storage media, e.g. floppy disks, CDs, memory sticks;
- pre-prepared templates.

7.5 You **must** keep a signed record of the seating plan for at least a year after the exam.

7.6 During a test, workstations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates **must** be closely supervised so as to ensure they have access to only their own work.

> **Advice:** For on-screen tests, particularly those involving a large number of candidates and where more than one test is being conducted, it is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting on-screen tests, and be assisted by at least one other invigilator.

8. Emergencies

8.1 You **must** ensure that candidates are closely supervised if an evacuation is necessary.

8.2 You should refer to any software specific instructions to safeguard:1[1]

BS17.1a   the security of assessment content and responses (for example by pausing the test for all candidates and locking the assessment room which has been evacuated without closing down the software);

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[1] This document takes account of BS ISO/IEC 23988:2007 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

BS17.2.1   procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;

BS17.3   procedures for re-starting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:

      a)   controls the re-start;
      b)   re-sets the timing, where necessary;
      c)   ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

> **Advice:** In dealing with emergencies you should be aware of your centre's policy and the expectations of the Local Authority, where appropriate.

> **Advice:** Where the integrity of the examination or the candidates' performance may have been affected, a report **must** be sent to OCR.

9.   Finishing the examination

9.1   You **must** ensure that all candidates' work is saved and secure from unauthorised access.

9.2   All other examination material, including copies of candidates' work, additional print-outs and question papers **must** be collected by the invigilator and stored in a secure place.

9.3   Any common user areas accessible to candidates **must** be cleared of all work saved during the examination immediately after each session.

9.4   Candidates' user areas should be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres **must** ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Particular care should be taken where networked stations are used to prevent work being accessible via shared folders.

9.5   Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so, but **must** be supervised at all times.

9.6   Scrap paper used by candidates **must** be collected and destroyed.

9.7   Where required, the invigilator should check, on the invigilator tab in SecureAssess, that all on-screen assessments have been uploaded to OCR.

9.8 If the examination is taken on-screen by candidates but the question paper is provided to the centre in a hard copy format:

For Functional Skills examinations - OCR are required to monitor the return of used and unused question papers. Therefore all **used** and **unused** question papers including modified papers and/or CDs with modified papers **must** be returned with the "**Important Notice**" (A507) and other examination materials to OCR no later than **ten working days** after receipt.

For Cambridge Progression examinations – all used and unused question papers **must** be returned to OCR **or destroyed**.

> **Note**: Question papers, or the content of a question paper, including exams downloaded from Surpass, **must never** be retained after examinations or used for teaching or examination practice.

Appendix 1a: Suggested wording for the invigilator's announcement at the beginning of an on-screen examination (test):

(You may wish to laminate copies of this announcement or alternatively record it on a CD or tape.)

1.	You must now follow the regulations of the examination.
2.	You must not communicate or publish the contents of this exam/test
3.	Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention.
4.	In the unlikely event of the fire alarm going off, please stay seated and wait for instructions from the invigilator
5.	Check your pockets now. Check for things such as notes, books, papers, reading pens, iPods, mobile phones, iWatches, MP3/4 players, smartwatches and wrist watches which have a data storage device or any product with electronic communication/storage or digital facilities.
6.	If you have any unauthorised items in your possession, you must hand them in to an invigilator now. This is your last chance to hand things in without any penalty. Failure to do so may lead to disqualification.
7.	Check that your chair is comfortably positioned – adjust it if necessary
8.	Check that your computer is appropriately positioned so that you can see the screen clearly
9.	Check that the key code you have been given is in your name
10.	Enter your key code and click "ok"
11.	Check that your name and the details of the test you are sitting are correct for your **subject, unit and level**
12.	The test duration is shown at the top of the instruction screen
13.	Read the instructions on the instruction screen
14.	Only material listed on the instruction screen is allowed in the exam room. **You must not have on or near you any other material.**
15.	Check that you have all the materials you need for the exam, including **all** the items listed on the instruction screen
16.	Other than your computer and this material you are only allowed to have paper provided by the invigilator and a pen or pencil on your desk. Any rough work/notes must not be taken out of the room. The invigilator will collect all rough work/notes at the end of the test.
17.	Do **not** click the Start Test button until the invigilator announces that you can start the exam/test
18.	Warnings advising you of the time you have left will be displayed at 15 and 5 minutes before the end of the test
19.	If you complete the test before the time runs out, you can use the time to check the answers that you have made
20.	If you cannot complete the test before the time runs out, the answers to all the questions you have answered will be saved and will still be marked
21.	You may start now

Appendix 2: Suggested wording for the invigilator's announcement at the beginning of a written examination:

(You may wish to laminate copies of this announcement or alternatively record it on a CD or tape.)

1.	You must now follow the regulations of the examination.
2.	You must not communicate or publish the contents of this exam/test.
3.	You must not remove any examination materials, such as the question paper or answer sheets from the examination room.
4.	Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate. You should put up your hand to attract the invigilator's attention.
5.	In the unlikely event of the fire alarm going off, please stay seated and wait for instructions from the invigilator
6.	Check your pockets now. Check for things such as notes, books, papers, reading pens, iPods, iWatches, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device or any product with electronic communication/storage or digital facilities.
7.	If you have any unauthorised items in your possession, you must hand them in to an invigilator now. This is your last chance to hand things in without any penalty. Failure to do so may lead to disqualification.
8.	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
9.	(For examinations with permitted books, such as dictionaries, add "Check that no notes or papers have accidentally been left inside any book/dictionary you are allowed to have in the examination room".)
10.	(For examinations where a calculator is allowed, add "Make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions and that you have cleared anything stored in the memory".)
11.	Check that you have been given the correct paper for your **subject, unit and level**.
12.	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
13.	Check that you have all the materials you need for the exam.
14.	Fill in all the details needed on the front of your answer book (or assessment paper). Make sure you fill these details in on any additional answer sheets that you use.
15.	**Pause to allow time for candidates to fill in the details**
16.	**Tell the candidates about any erratum notices**
17.	Remember, you must write clearly in black ink. You may use pencil for rough notes.
18.	You must write in the designated sections of the answer booklet/assessment paper.
19.	You should write all rough work in your answer book/assessment paper and neatly cross it through with a single line. If you require any additional paper on which to write rough work/notes please request this by raising your hand. All rough work/notes must be handed in at the end of the exam.
20.	You must not use correcting pens, fluid or tape, erasable pens, blotting paper. You must not use highlighters or gel pens in your answers.
21.	**Tell the candidates when they may begin and how much time they have**

Appendix 3: Warning to Candidates

OCR
Oxford Cambridge and RSA

1. You **must** be on time for all your examinations.

2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.

3. You **must not**:

   - sit an examination in the name of another candidate;

   - have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. You **must not** talk to, attempt to communicate with, or disturb other candidates once you have entered the examination room.

6. You **must** follow the instructions of the invigilator.

7. If you are in any doubt speak to the invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective up to and including 31 August 2017

Appendix 4a: Information for candidates for written examinations

OCR
Oxford Cambridge and RSA

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your tutor.

A	Regulations – Make sure you understand the rules
1.	Be on time for all your exams. If you are late, your work might not be accepted.
2.	You must not attempt to find out information on the content of the exam/test before you sit the exam/test.
3.	You must not communicate or publish the content of the exam/test after you have sat the exam/test.
4.	Do not become involved in any unfair or dishonest practice during the exam.
5.	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
6.	You **must not** take into the exam room: • notes; • paper for rough work/notes (this should be provided to you by the invigilator if required); • any potential technological/web enabled sources of information or any product with electronic communication, data storage or digital facilities such as an iPod/iPad, iWatch, tablet, mobile phone, MP3/4 player or a wrist watch/smartwatch which has a data storage device. **Any pencil cases taken into the exam room must be see-through.** **Remember:** possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
7.	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
8.	Do not talk to or try to communicate with, or disturb, other candidates once the exam has started
9.	You **must not** write inappropriate, obscene or offensive material.
10.	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
11.	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the scheduled starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You **must** write clearly in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator please check and ensure that: • it works properly; check that the batteries are working properly; • you have cleared anything stored in the memory; • you remove any parts such as cases, lids or covers which have printed instructions or formulas; • you do **not** bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell/grammar checker unless you are told otherwise.
D	**Instructions during the exam**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use. If you require additional paper for rough work/notes request this from the invigilator by raising your hand.
E	**Advice and assistance**
1	If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the exam**
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together before you leave. Make sure you have added your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets (used or unused), rough work/notes or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examinations. It may be provided electronically to candidates or in hard copy paper format.

Appendix 4b: Information for candidates for on-screen tests

OCR
Oxford Cambridge and RSA

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your tutor.

A	Regulations – Make sure you understand the rules
1.	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2.	You must not attempt to find out information on the content of the exam/test before you sit the exam/test
3.	You must not communicate or publish the content of the exam/test after you have sat the exam/test
4.	Do not become involved in any unfair or dishonest practice during the on-screen test.
5.	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
6.	Only take into the exam room the materials and equipment which are allowed.
7.	You **must not** take into the exam room: • notes; • any potential technological/web enabled sources of information or any product with electronic communication, data storage or digital facilities such as an iPod/iPad, iWatch, tablet, mobile phone, MP3/4 player, smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you **must not** have access to: • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. **Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
8.	Do not talk to, or try to communicate with, or disturb other candidates once the on-screen test has started.
9.	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
10.	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	Your centre will inform you of any equipment which you may need for the on-screen test.

C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator please check and ensure that: • it works properly; check that the batteries are working properly; • you have cleared anything stored in the memory; • you remove any parts such as cases, lids or covers which have printed instructions or formulas; • you do **not** bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the on-screen test
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: • if you have been entered for the wrong on-screen test; • if the on-screen test is in another candidate's name; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E	Advice and assistance
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not remove any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.
This information must be made available to all candidates in advance of their on-screen test(s) for each test they sit. **It may be provided electronically to candidates or in hard copy paper format.**

OCR
Oxford Cambridge and RSA

NO iPODs, iWatches,
MOBILE PHONES,
MP3/4 PLAYERS
<mark>SMARTWATCHES</mark>

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster (or the same JCQ poster) must be displayed in a prominent place outside each examination room.

Appendix 6: Notice to Centres − The people present in the examination room

The head of centre has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and tests. Invigilators **must** have been trained to undertake their duties.

No-one, other than individuals authorised by the head of centre should be present at the start of the examinations. When anyone enters an examination room, they **must** identify themselves and their purpose for being there to the invigilator and/or exams officer.

Where specifically approved by the head of centre and agreed with the exams officer/invigilator, authorised individuals **have a very clear role**. **Principally**:

- to assist with the identification of candidates;

- to deal with any disciplinary matters;

- to check that candidates have been issued with the correct question paper,

- to check that candidates have the appropriate equipment and materials for the examination;

- to start the examination off.

Under no circumstances may anyone,

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;

- enter the exam room, uninvited, with the sole intention of accessing the examination question paper;

- have access to the examination question paper (**except for invigilators, within the regulatory constraints of their role as invigilators**) **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to OCR;

- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;

- communicate with candidates (**except for invigilators, within the regulatory constraints of their role as invigilators**) . This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;

- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;

- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.

Appendix 7

A memory aid for a reader

I am here to read for you in your examination
You must make it clear what you want to be read

I can only read the instructions and the questions

I can repeat instructions, but only if you make it clear which instructions you want me to read

I can't tell you which questions to choose
I can't tell you when to move on to the next question
I can't tell you which questions to do first

I can spell words if you ask me, but only words on the question paper

I can read back your answer, but only if you ask me

Components where Reading is being assessed e.g. Functional Skills English and Cambridge Progression English:
I can read the questions in the writing section of this paper, but I can't read any of the questions in the reading section.
If a computer reader or a reading pen is available, these can be used.

Centres must ensure that both invigilators and those acting as a reader are appropriately trained and familiar with the rules as detailed in the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a reader can and cannot do in advance of their first examination.

Appendix 8

A memory aid for a scribe

I am here to write/type for you in your examination

I must write/type exactly what you say

I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
I can't draw for you in a Design examination

I can change what I have written/typed, but only if you ask me

If we have problems communicating, I must tell the invigilator

I can't give you any help with answers
I can't suggest when an answer is finished

I can't tell you which questions to choose
I can't tell you when to move onto the next question
I can't tell you which questions to do first

If you are allowed rest breaks, I can't write/type in those breaks

I can read back what I have written/typed, but only if you ask me

Centres must ensure that both invigilators and those acting as a scribe are appropriately trained and familiar with the rules as detailed in the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination.

Appendix 9

A memory aid for an Oral Language Modifier

I can only change words or phrases if you make it clear that you need help with them

I can't change words or phrases that the examiner thinks you should have learnt

I can't change anything the examiner didn't write (e.g. text from a book, maps, tables, etc.)

I can only make changes if you make it clear what is confusing you

I can speak, write or sign any changes

I can read for you if you make it clear what you want to be read

Components where Reading is being assessed e.g. Functional Skills English and Cambridge Progression English:
I can read or change words, phrases and sentences in the writing section of the paper, but I can't read or change anything in the reading section.

Centres must ensure that both invigilators and those acting as an Oral Language Modifier are appropriately trained and familiar with the rules as detailed in the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what an Oral Language Modifier can and cannot do in advance of their first examination.

Appendix 10

A memory aid for a Sign Language Interpreter

I am here to sign the questions in British Sign Language

I can't sign words or phrases that the examiner thinks you should have learnt, but I can fingerspell them

I can't sign anything the examiner didn't write (e.g. text from a book, maps, tables, etc.)

I can sign the questions more than once but I can't explain the questions

I can't explain what the examiner wants you to write

You can fingerspell answers, or sign an answer if it is one word only and I will write it for you

Components where Reading is being assessed e.g. Functional Skills English and Cambridge Progression English:
I can sign words, phrases and sentences in the writing part of the paper but I can't sign anything in the reading part

Centres must ensure that both invigilators and those acting as a Sign Language Interpreter are appropriately trained and familiar with the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a Sign Language Interpreter can and cannot do in advance of their first examination.

Appendix 11 - List of contact details and links to documents and websites referred to in this document:

- JCQ Instructions for Conducting Examinations (JCQ ICE) http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

- OCR Administration Guidance /http://www.ocr.org.uk/

- Functional Skills Centre Handbooks http://www.ocr.org.uk/qualifications/by-type/functional-skills/

- Cambridge Progression Awards Centre Handbooks http://www.ocr.org.uk/qualifications/by-type/cambridge-progression/

- Digital Employability Centre Handbook http://www.ocr.org.uk/qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award/

- JCQ General Regulations for Approved Centres: http://www.jcq.org.uk/exams-office/general-regulations

- OCR Website http://www.ocr.org.uk/

- JCQ Website http://www.jcq.org.uk/

- JCQ Access Arrangements and Reasonable Adjustments http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

- JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures http://www.jcq.org.uk/exams-office/malpractice

- OCR's customer contact centre - 02476 851509

- National Centre Number Register - ncn@ocr.org.uk

- JCQ A guide to the special consideration process – General and Vocational qualifications http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

- JCQ forms for Access Arrangements, Reasonable Adjustments and Special Consideration http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms

Appendix 12 - Qualification List

These regulations should be followed for the externally assessed (examined/tested) components of the following qualifications:

Functional Skills

Code	Description
09876	OCR Functional Skills qualification in information and communication technology (ICT) at Level 1
09877	OCR Functional Skills qualification in information and communication technology (ICT) at Level 2
09865	OCR Functional Skills qualification in Mathematics at Level 1
09866	OCR Functional Skills qualification in Mathematics at Level 2
09498	OCR Functional Skills qualification in English at Level 1
09499	OCR Functional Skills qualification in English at Level 2

Cambridge Progression – English

Code	Description
05425	OCR Entry Level Cambridge Award in English: Read simple texts (Entry 1)
05426	OCR Entry Level Cambridge Award in English: Read straightforward texts (Entry 2)
05427	OCR Entry Level Cambridge Award in English: Read straightforward texts (Entry 3)
05428	OCR Level 1 Cambridge Award in English: Read a variety of straightforward texts
05429	OCR Level 2 Cambridge Award in English: Read complex texts
05430	OCR Entry Level Cambridge Award in English: Understand words (Entry 1)
05431	OCR Entry Level Cambridge Award in English: Understand sentences (Entry 2)
05432	OCR Entry Level Cambridge Award in English: Understand sentences (Entry 3)
05433	OCR Level 1 Cambridge Award in English: Interpret meaning in sentences
05434	OCR Level 2 Cambridge Award in English: Interpret meaning in sentences
05435	OCR Entry Level Cambridge Award in English: Construct simple sentences (Entry 1)
05436	OCR Entry Level Cambridge Award in English: Construct straightforward compound sentences (Entry 2)
05437	OCR Entry Level Cambridge Award in English: Construct compound sentences (Entry 3)
05438	OCR Level 1 Cambridge Award in English: Construct compound sentences
05439	OCR Level 2 Cambridge Award in English: Construct complex sentences
05440	OCR Entry Level Cambridge Award in English: Plan and sequence texts (Entry 3)
05441	OCR Level 1 Cambridge Award in English: Plan and sequence texts
05442	OCR Level 2 Cambridge Award in English: Plan and adapt texts
05451	OCR Level 1 Cambridge Award in English: Understand language in texts
05452	OCR Level 2 Cambridge Award in English: Understand language in complex texts

Cambridge Progression – Mathematics

Code	Description
05736	OCR Entry Level Cambridge Award in Mathematics: Number (Entry 1)
05737	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 1)
05738	OCR Entry Level Cambridge Award in Mathematics: Money and time (Entry 1)
05739	OCR Entry Level Cambridge Award in Mathematics: Shape and positional vocabulary (Entry 1)
05740	OCR Entry Level Cambridge Award in Mathematics: Measuring systems (Entry 1)

Code	Description
05741	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 1)
05742	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 2)
05743	OCR Entry Level Cambridge Award in Mathematics: Money, time and date (Entry 2)
05744	OCR Entry Level Cambridge Award in Mathematics: Shape and positional vocabulary (Entry 2)
05745	OCR Entry Level Cambridge Award in Mathematics: Fractions and measurement (Entry 2)
05746	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 2)
05747	OCR Entry Level Cambridge Award in Mathematics: Fractions (Entry 3)
05748	OCR Entry Level Cambridge Award in Mathematics: Decimals in money and length (Entry 3)
05749	OCR Entry Level Cambridge Award in Mathematics: Calculations with whole numbers (Entry 3)
05750	OCR Entry Level Cambridge Award in Mathematics: Measurement and time (Entry 3)
05751	OCR Entry Level Cambridge Award in Mathematics: Handling data (Entry 3)
05752	OCR Entry Level Cambridge Award in Mathematics: Shape and compass directions (Entry 3)
05753	OCR Level 1 Cambridge Award in Mathematics: Shape and space
05754	OCR Level 1 Cambridge Award in Mathematics: Fractions, decimals and percentages
05755	OCR Level 1 Cambridge Award in Mathematics: Measurement and time
05756	OCR Level 1 Cambridge Award in Mathematics: Calculations, ratio and direct proportion
05757	OCR Level 1 Cambridge Award in Mathematics: Handling data and probability
05758	OCR Level 1 Cambridge Award in Mathematics: Money
05759	OCR Level 2 Cambridge Award in Mathematics: Handling data and probability
05760	OCR Level 2 Cambridge Award in Mathematics: Fractions and decimals
05761	OCR Level 2 Cambridge Award in Mathematics: Calculations, ratio and direct proportion
05762	OCR Level 2 Cambridge Award in Mathematics: Shape, space and measure
05863	OCR Level 1 Cambridge Award in Mathematics: Simple algebraic linear expressions, equations and graphs
05864	OCR Level 2 Cambridge Award in Mathematics: Factorising linear expressions, solving linear equations, inequalities, sequences and linear graphs
05865	OCR Level 1 Cambridge Award in Mathematics: angles, shapes and mensuration
05866	OCR Level 2 Cambridge Award in Mathematics: Properties of triangles and polygons, mensuration, simple transformations and similarity

Digital Employability

Code	Description
05809	OCR Entry Level Award in Digital Employability (Entry 3) – Unit 1
05810	OCR Level 1 Award in Digital Employability – Unit 1