![OCR Oxford Cambridge and RSA logo]

Unit Title:	**Invigilate tests and examinations**
OCR Unit No:	13
Sector Unit No:	TDA 3.9
Level:	3
Credit value:	3
Guided learning hours:	19
Unit accreditation number:	Y/601/7416

Unit purpose and aim

This unit provides the knowledge, understanding and skills required to invigilate external and internal tests and examinations, including module tests, practical and oral examinations, under formal conditions.

It covers preparing examination rooms and resources, preparing candidates for the tests and examinations, as well as running and ending tests and examinations according to the centre's procedures. It also covers dealing with specific situations such as access arrangements, emergencies and suspicion of malpractice.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1. Understand policy and procedures for the conduct of tests and examinations	1.1 Explain the centre's tests and examinations policy 1.2 Explain the procedures and regulations for the conduct of external examinations and any inspection procedures related to this 1.3 Explain the sorts of **access arrangements** that may be required for candidates with additional needs 1.4 Explain the centre's procedures for responding to health, safety and security emergencies during a test or examination 1.5 Explain the reasons why a candidate may need to be supervised between tests and examinations	**Access arrangements**: the arrangements made by the centre and agreed by the awarding body, if appropriate, for candidates with additional needs, eg. reading assistance, scribe, sign interpreter

2. Be able to prepare for tests and examinations	2.1	Demonstrate the correct procedures for **setting up an examination room**	**Setting up an examination room** includes:
	2.2	Identify and obtain supplies of authorised stationery and materials including the correct test or examination papers	• the required number and positioning of desks/work stations
	2.3	Explain and demonstrate arrangements for the safe custody of question papers and other test or examination materials	• display of notices • clock • centre number • instructions for candidates
	2.4	Identify and comply with any **specific requirements** for the test or examination and/or the candidates involved	• seating plan • attendance register • health and safety arrangements
	2.5	Identify and check any emergency communication system if available	• environmental conditions such as heating, lighting, ventilation and the level of outside noise **Specific requirements** for the test or examination and/or the candidates involved eg: • further guidance • erratum notices • supervision of individual candidates between tests or examinations • access arrangements
3. Be able to prepare candidates for tests and examinations	3.1	Explain the importance of having the examination room ready to admit candidates at the scheduled time	
	3.2	Demonstrate the correct procedures for admitting candidates into the room	
	3.3	Perform the necessary checks for: a) verifying the identity of the candidates b) ensuring that no inadmissible equipment or materials are brought into the examination room	

	c) confirming candidates are seated according to the seating plan	
	d) ensuring that candidates have the correct papers and materials	
	3.4 Explain the procedures for dealing with:	
	a) candidates who are not on the test or examination attendance list	
	b) candidates who arrive late for a test or examination	
4. Be able to implement invigilation requirements	4.1 Explain the importance of ensuring all rules and regulations relating to the conduct of tests and examinations are strictly applied and followed	
	4.2 Give clear and unambiguous instructions to candidates at the start of tests and examinations	
	4.3 Demonstrate the correct procedures for completing an attendance register including specific requirements for candidates who are:	
	a) withdrawn from a test or examination	
	b) not on the register	
	c) late for a test or examination	
	d) absent from a test or examination	
	4.4 Apply the centre's procedures for dealing with:	
	a) queries from candidates	
	b) disruptive behaviour or irregular conduct	
	c) candidates who want or need to leave the examination room during the test or examination	

| 5. Be able to end tests and examinations | 5.1 Demonstrate the correct procedures for ending tests and examinations including:

   a) collecting papers

   b) allowing candidates to leave the examination room

   c) completing test and examination records

5.2 Differentiate between ending tests and examinations when:

   a) all candidates are due to finish their test or examination at the same time

   b) some candidates are still engaged in a test or examination | |

Assessment

This unit needs to be assessed in line with the Training and Development Agency (TDA) QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Assessment criteria 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.3, 4.2, 4.3, 4.4, 5.1 and 5.2 must be assessed in the workplace.

Competence based assessment must include direct observation as the main source of evidence.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

Details of relationship between the unit and national occupational standards

STL17 Invigilate tests and examinations

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' *(A850)* on the OCR website www.ocr.org.uk .