

CONDITIONS AND RESPONSIBILITIES FOR THE RECOGNITION OF CENTRES FOR SKILLS FOR LIFE (ADULT ICT / ALAN / ESOL / KEY SKILLS) TESTS

1. Edexcel requires that all centres offering its examinations as a centre for Edexcel SKILLS FOR LIFE (ADULT ICT /ALAN /ESOL /KEY SKILLS) tests will be able to meet the following. Edexcel retains to itself the interpretation of these conditions in any dispute and reserves the right to withdraw approval of a centre at any time without giving a reason and without compensation.
2. Edexcel may, if it considers it to be necessary, require a centre to employ at its own expense a Visiting Inspector nominated by Edexcel to supervise examinations.
3. The Head of the centre should be familiar with the system of public examination, which operates in the United Kingdom, and should be supported by a teaching staff strong enough to provide an adequate invigilation team.
4. Centres must conduct external assessments in accordance with the standards and procedures specified by Edexcel for the qualification.
5. Centres must ensure internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills in the area being assessed.
6. Centres must ensure assessment evidence provided by candidates has been approved and authenticated according to the requirements of the specifications.
7. Centres must ensure the consistency of internal assessments throughout internal standardisation where more than one assessor is involved.
8. Centres must retain candidates' assessment evidence under secure conditions to allow for the possibility of enquiries about results or appeals. If the nature of the work makes retention of portfolios or artefacts a problem, internal assessors must keep sufficient evidence (documentary, photographic, audiotaped or videotaped, as appropriate) to support their judgements.
9. Centres must ensure appeals procedures relating to internal assessment decisions are published, and made widely available and accessible to all candidates.
10. Centres must meet requests from Edexcel for information for the purpose of moderation and monitoring.
11. To comply with regulations concerning the security and confidentiality of external assessments, adequate facilities must be provided for the safe custody of the examination papers and all other confidential materials. Please note that private houses are not acceptable for housing confidential examination materials. Question papers should be locked away in a place of high security, ideally a strong safe. If a safe is not available or is of insufficient capacity, a non-portable, lockable, reinforced metal cabinet or other similar container should be used. The safe or container must be in a securely locked room with access restricted to 2 or 3 authorised key holders. The room should have robust walls, preferably be windowless and be on an upper floor; windows, whether internal or external, should ideally be fitted with bars or other security devices (e.g. metal bars, alarm system).

The door to the room should be of solid construction (not a hollow panel door), have secure hinges and be fitted with a security lock.

The head of the centre is regarded as responsible for the allocation and security of keys to the safe or container and the room in which it is located.

12. Examination/test stationery and materials must be stored securely at all times so that no unauthorised person has access to them.
13. Arrangements for the receipt of confidential examination materials from the post office and carriers must ensure their safe custody at all times. There must be no possibility of newly delivered mail being left unattended hence it might find its way into the hands of unauthorised persons.
14. The Centre, if presenting candidates for the experimental sciences at the Advanced level or any other subject, regardless of level, which includes a practical test, shall have adequate laboratory or workshop accommodation and equipment at its exclusive disposal for the practical tests.

In the event that the facilities for the conduct of practical tests are not considered to be adequate, the centre would be required to agree not to submit candidates for these subjects or to hire suitable laboratory accommodation for the conduct of the science practical tests.

15. The centre should have adequate accommodation and facilities at its exclusive disposal for seating the candidates. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise.
16. The seating arrangements should be such as to prevent candidates from overlooking, intentionally or otherwise, the work of the other, in particular the minimum distance in all directions from the centre to centre of candidates' chairs must be 1.25 metres. In practical tests, normal laboratory accommodation may be used.

Whenever possible for written examinations:

- (a) all candidates should face in the same direction;
 - (b) each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets
 - (c) when candidates are working on a drawing board set on an easel or other non - horizontal surface, they should, wherever possible, be arranged in an inward - facing circle or in some similar pattern;
 - (d) where candidates sit their examination in a language laboratory, they should be accommodated in screened booths.
17. A reliable clock must be visible to each candidate in the examination room.
 18. The head of centre must ensure that invigilation is carried out by suitably qualified and experienced adults.
 19. Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements.
 - (a) normally at least one invigilator should be present for every 30 candidates.

- (b) when one invigilator is present, he/she must be able to summon assistance easily, without disturbing the candidates.
 - (c) Normally, a teacher who had prepared the candidates for the subject of the examination during the academic year of the examination should not be the sole invigilator at any time during a written examination in that subject.
 - (d) For practical tests, there should normally be one invigilator to every 15 candidates.
 - (e) Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.
20. The fact that a centre is approved for the conduct of examinations offered by Edexcel shall not be stated in or implied by any letter-heading, prospectus, brochure, advertisement or other literature issued by the centre in connection with its courses, although some may be given to enquirers who specifically asked for it, provided that this is done in a manner which cannot be interpreted to mean anything other than that Edexcel is satisfied that the centre has adequate facilities (see paragraphs 11 to 20 above) with which to conduct an external examination.
21. If examiners or ex - examiners of Edexcel are employed in any capacity by the centre, no mention of it shall be stated in or implied by any letter heading, prospectus, brochure, advertisement or other literature issued by the centre in connection with its courses.
22. Centres must comply with the procedure of the awarding body for dealing with and, as appropriate, reporting malpractice.