
Level 1-4 key skills qualifications

Application of Number

Communication

Information Technology

Level 1-2 Certificate in Adult Literacy

Level 1-2 Certificate in Adult Numeracy

Guidance and instructions for conducting the tests

(September) 2003

Published jointly by the accredited key skills and Adult Literacy/Numeracy awarding bodies

[This page is intentionally blank]

CONTENTS

Checklist for test supervisors and Head of Centre	4
1. Introduction	5
2. Safe custody of test papers and other materials	6
3. Scheduling the tests	6
4. Resources for Tests	7
5. Additional guidance – Level 3-4 Key Skills Application of Number tests	8
6. Additional guidance – Level 3-4 Key Skills Information Technology tests	8
7. Accommodation	10
8. Supervision arrangements	11
9. Identifying candidates	11
10. Persons present	11
11. Starting the test	11
12. During the test	12
13. Irregular Conduct	13
14. Emergencies	13
15. Finishing the test	14
16. Collecting candidates' work and test materials	14
17. Despatching and disposing of materials	14

IMPORTANT NOTE:

This document has been jointly produced and agreed between the awarding bodies accredited to offer the key skills qualifications and/or the Level 1-2 certificates in Adult Numeracy and Adult Literacy (the national tests). It is concerned with matters and practices that are common to all awarding bodies and should be read in conjunction with any further relevant documentation published by the awarding body the tests are taken with.

Checklist for test supervisors and Head of Centre

This checklist summarises only the main requirements for holding key skills and Level 1-2 Adult Literacy/Numeracy tests. It should be read in conjunction with the full guidance/instructions document and any supplementary documentation issued by the awarding body the candidates have been entered with.

A	Receiving test papers and other materials
1	Check sufficient test papers and other stationery received for number of entries made – contact awarding body if anything missing.
2	Test papers must be stored securely until test takes place. Security and integrity of tests must be maintained throughout if papers need to be transported to multiple sites/locations.
3	No unauthorised person to have access to test papers – i.e. only candidates, supervisor(s) and Head of Centre.
B	Scheduling the tests
1	Tests may take place at any time on permitted date or range of dates.
2	Take all possible steps to prevent collusion if candidates taking tests at different times.
3	Ensure test room(s) fit for purpose and supervised conditions can be assured – e.g. candidates not able to overlook each other's work, desks big enough to accommodate papers, etc.
4	For Level 3-4 Key Skills Information Technology – check workstations/printer in working order, appropriate software installed and data files made available.
C	Before the test
1	Supervisor must be satisfied as to identity of every candidate.
2	Check candidates have or are provided with any equipment indicated as required on front of test paper.
3	Check candidates do not have access to anything that might compromise test – mobile phones must be switched off and placed out of reach.
4	Hand test papers out immediately before test starts – <i>ideally sealed packets should be opened in front of candidates.</i>
5	Bring any erratum notices to candidates' attention (do not announce suspected errors on paper unless confirmation has been received from awarding body).
6	Ensure candidates record personal details as instructed.
7	Announce clearly to candidates when they may begin.
D	During the test
1	Supervisor must give whole attention throughout to ensuring proper conduct of test and needs to be able to summon assistance without leaving candidates unattended.
2	Must be enough supervisors to properly observe each candidate (recommend at least one supervisor per 30 candidates).
3	Attendance list or similar must be completed as instructed.
4	Any candidate leaving test room temporarily must be accompanied.
5	Make candidates aware of time remaining – either by having visible clock in room or by regular time checks.
6	Follow instructions on what to do in the event of an emergency.
E	Finishing the test
1	Candidates must be given full time allowance (even if candidate is admitted after other candidates have started).
2	Recording personal details, collecting/collating work, or (for Level 3-4 Information Technology) printing out work does not count as part of the time allowance.
2	Candidates may leave once they have finished provided this does not disturb other candidates or compromise integrity of test – no candidate may be re-admitted after leaving.
3	All work to be handed in – candidates must not take any papers or work away with them.
4	Supervisor must collect work before leaving room.
F	Despatching and disposing of materials
1	Collate candidates' work as instructed by awarding body.
2	Ensure candidates' work is not photocopied or read by any person (e.g. assessor/tutor) before despatch.
3	Send candidates' work and attendance records as instructed by awarding body within one day of test taking place (keep materials in secure place if held overnight).
4	Destroy all Level 1-2 test papers – by shredding or burning – immediately after use (or return to awarding body). Level 3-4 test papers may be retained.

1. Introduction

- 1.1 For the purpose of this document, the Head of Centre is the named person, known to the awarding body who takes ultimate responsibility for quality assurance within the centre (eg Head teacher, College Principal, Chief Executive, Quality Assurance Manager etc). All centres must have relevant approval from their awarding body before offering the key skills qualifications or certificates in Adult Literacy/Numeracy.
- 1.2 The Head of Centre is responsible to the awarding body for ensuring the proper conduct of the tests, although may delegate certain tasks as necessary. Advice should be sought from the awarding body in the event of a situation arising that is not covered by this document or the awarding body's own documentation.
- 1.3 This document is concerned only with the conduct of the tests. The awarding body's own documentation should be consulted for guidance and instructions on the process of assessing and quality assuring candidate portfolios for key skills.
- 1.4 For procedural matters not covered by this document (eg how and when to make test entries, exact details of stationery supplied, where to return candidates' work to, etc.) the awarding body's own documentation should be consulted.
- 1.5 The tests are graded as either 'pass' or 'fail' with a pass mark agreed jointly by the accredited awarding bodies.
- 1.6 The formats of the tests are as follows:
 - 1.6.1 The Level 1-2 key skills and the national tests for the certificates in Adult Literacy/Numeracy consist of 40 multiple choice questions. The Key Skill of Communication uses the same test as the Certificate in Adult Literacy and Application of Number the same test as the Certificate in Adult Numeracy, although candidates registered for one qualification will not automatically gain the other.
 - 1.6.2 The Level 3-4 tests for the Key Skills of Application of Number and Communication consist of short and extended questions requiring written answers, whereas the Information Technology tests consist of a series of tasks completed using a personal computer.
- 1.7 A schedule of permitted test dates is determined by the regulatory authorities (QCA, ACCAC and CCEA), although the number and frequency of test opportunities varies between awarding bodies. All tests must take place on a specified date or range of dates.
- 1.8 Guidance on providing special arrangements for candidates with particular assessment requirements has been agreed between the accredited awarding bodies (see JCGQ document 'Basic and Key Skills: Regulations and Guidance Relating to Candidates with Particular Requirements'). The appropriate department within the awarding body should be contacted where permission is required for any special arrangements.
- 1.9 Any correspondence relating to the tests should be sent directly to the awarding body concerned except where instructed otherwise.

2. Safe custody of test papers and other materials

- 2.1 Awarding bodies will send out sufficient test papers and related materials for the number of candidates entered. These materials must be checked carefully on receipt and the awarding body notified immediately if there are any problems, e.g.:
 - 2.1.1 if there are any discrepancies between the material received and the advice/delivery or despatch note
 - 2.1.2 if the material received appears not to meet the Centre's requirements
 - 2.1.3 if the material has been significantly damaged in transit
 - 2.1.4 there appears to have been any possible breach of security whilst the material was in transit.
- 2.2 It is the responsibility of the Head of Centre to ensure that the test papers are locked away in a place of high security.
- 2.3 The awarding body must be informed immediately if the security of the test papers has been put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances.
- 2.4 If the tests are taking place on more than one site, the Head of Centre is responsible (in conjunction with the awarding body) for ensuring that the correct number of test papers and supporting materials are delivered to each site, and that security is maintained throughout.
- 2.5 The test papers are delivered in sealed packets which ideally should be opened in front of candidates immediately before they are due to begin the test.

Where it is not possible to avoid opening packets in advance (e.g. where it is necessary to transport papers to multiple sites/locations or where candidates are taking tests at different times) the Head of Centre is responsible for ensuring the security and integrity of the test is maintained throughout.

- 2.6 Only persons authorised by the Head of Centre may have access to the test papers.

3. Scheduling the tests

- 3.1 Tests may start at any time between 00.01 and 23.59 on the date(s) permitted and candidates need not all take the test at the same time. However, centres must use the awarding body's attendance list (or similar) to record when each candidate started and finished the test.
- 3.2 Tests may only take place on the permitted date(s) save in exceptional circumstances where the awarding body has given express permission.
- 3.3 The Head of Centre must take all reasonable steps to ensure there is no possibility of collusion between candidates taking tests at different times, nor between candidates and anybody else with or without access to the test papers.
- 3.4 Candidates may only take the same test once during each test opportunity.

4. Resources for Tests

- 4.1 The Head of Centre is responsible for ensuring candidates have or are provided with any equipment required to take the test, as well as for taking all reasonable steps to prevent candidates from having access to any unauthorised equipment or resources.
- 4.2 Candidates should only have access to items specified on the front page of the test paper, and must not have access to anything that could compromise the integrity of the test. The requirements for each paper are as follows:

All items marked or ✓ **must** be available for candidates' use during the test.

	Application of Number and Adult Numeracy				Communication and Adult Literacy				Information Technology			
	Level				Level				Level			
	1	2	3	4	1	2	3	4	1	2	3	4
Length of test	1¼ hrs	1¼ hrs	1½ hrs	2 ½ hrs	1hr	1hr	1½ hrs	2 ½ hrs	1hr	1hr	1½ hrs	2½ hrs
Attendance list (or similar)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test paper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Source booklet	x	x	x	x	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x	x	x
Multiple choice answer sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x
Answer book(s)*	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x	~	~
2mm/5mm graph paper*	x	x	~	~	x	x	±	±	x	x	±	±
Cover sheet	x	x	x	x	x	x	x	x	x	x	~	~
Pen(s) with black/blue ink	~	~	✓	✓	~	~	✓	✓	~	~	✓	✓
Pencils	~	~	✓	✓	~	~	x	x	~	~	x	x
Eraser	~	~	✓	✓	~	~	x	x	~	~	x	x
Ruler marked with mm/cm	✓	✓	✓	✓	±	±	±	±	±	±	±	±
Dictionary	x	x	x	x	x	x	x	x	x	x	x	x
Bilingual Dictionary	↔	↔	↔	↔	x	x	x	x	↔	↔	↔	↔
Scientific Calculator	x	x	✓	✓	x	x	x	x	x	x	x	x
Access to a personal computer with appropriate software and a printer	x	x	x	x	x	x	x	x	x	x	✓	✓
Data files	x	x	x	x	x	x	x	x	x	x	✓	✓
Internet access	x	x	x	x	x	x	x	x	x	x	x	x
Other electronic devices	x	x	x	x	x	x	x	x	x	x	x	x
Text books or similar	x	x	x	x	x	x	x	x	x	x	x	x

- Key: - supplied by awarding body
 ✓ - must be available for use
 ~ - may be supplied or needed depending on awarding body
 ± - not required to complete the test successfully
 x - must not be used
 ↔ - candidates may use a bilingual dictionary if required
 * - most awarding bodies' answer books contain one or more sheets of graph paper.

- 4.3 Candidates must be informed that possessing any unauthorised equipment or resources during a test, whether intended for use or not, may result in disqualification.

In particular, candidates **must** be instructed to switch off any mobile phones and place them out of reach before the test begins.

- 4.4 Candidates should be made aware that the test paper and/or answer book may be used for any rough notes. No additional loose paper may be provided to candidates and candidates must **not** under any circumstances take any work or notes away with them after the test.

5. Additional guidance – Level 3-4 Key Skills Application of Number tests

- 5.1 Candidate must have access to a non-programmable scientific calculator for the Level 3-4 Application of Number tests. Specifications must be as follows:

Required functions

- Add, subtract, multiply, divide
- π
- brackets
- Square, square root
- Nth power and root
- Reciprocal
- Sin, Cos, Tan and their inverses
- Degrees and radians
- Logarithms and exponential
- Factorial
- ${}^n C_r$
- standard deviation
- Sign change
- Memory
- Execute/enter
- Cancel
- clear all
- Standard index notation

Functions which are not permitted

- Graph plotting
- Symbolic manipulation
- Memory capable of storing formulae
- Memory capable of storing expressions
- Equation solving
- Numerical integration
- Complex numbers
- Vector and Matrix handling

6. Additional guidance – Level 3-4 Key Skills Information Technology tests

- 6.1 The Level 3-4 Information Technology tests require candidates to complete a number of tasks using a personal computer. Each candidate must have access to an individual workstation (stand-alone or networked) connected to a printer within the same room or at least in a location where the candidate can access his/her work without leaving a supervised environment.

- 6.2 Appropriate industry standard word-processing, spreadsheet and database software (e.g. Microsoft Office or similar) must be installed. Such software must be capable of performing relevant functions required by the Level 3 or Level 4 key skills specifications.

- 6.3 Candidates must have access to a series of data files during the tests.

6.3.1 The files can be downloaded from www.qca.org.uk/nq/ks/key-skills-data/

6.3.2 The Head of Centre must ensure **all** of the files have been downloaded and stored locally well before any tests take place. The files required for all of the tests over the forthcoming year are uploaded to the website each autumn and the most up-to-date set of files must be used.

- 6.3.3 Centres are advised to give candidates access to the full set of data files early in their programmes so they have plenty of opportunity to practise their skills and to become familiar with the forms of data files being used.
- 6.3.4 Where the centre's system or application software is unusual it may be necessary to convert the downloaded data files to a suitable form as outlined in 6.3.5 (below). In all cases, the centre should ensure the data files are in a suitable form well before any tests take place.
- 6.3.5 Each file may contain:
- unstructured text (e.g. the content of a memo) – this should be stored locally in a form which allows candidates to insert, import or copy the text into a document in a word processor
 - structured text representing comma-separated data (e.g. for use in spreadsheets or database records; the first line in such files will usually contain column/field headings) – this should be stored locally in a form which allows candidates to insert, import or copy the data into a sheet in spreadsheet software or a table in database software
 - an image (e.g. a logo, a picture for a newsletter) – this should be stored locally in a form which allows candidates to insert, import or copy the image into a document in a word processor, a sheet in spreadsheet software or a report in database software.
- 6.3.6 Where it is not possible to download an image file or store it locally in a suitable form, the centre should identify an appropriate image (from clip art or another source, image detail is not important) and create an equivalent data file for candidates to use.
- 6.3.7 When taking a test, each candidate must be provided with local access to all of the current data files as read-only files. This could be in a shared folder on a network or on a write-protected disk. File names must not be changed and the files associated with each scenario should be grouped together in sub-folders. Candidates must **not** be required to download the files from the internet whilst taking a test.
- 6.3.8 The front page of the test paper will identify the scenario and files required for the test being taken.
- 6.3.9 Candidates must not be given any advice on how to import the data files whilst a test is in progress.
- 6.3.10 Translated files for candidates taking tests through the medium of Welsh can be obtained from
www.accac.org.uk/qualifications/key_skills/w_Datafiles_Index.htm
- 6.4 The Head of Centre is responsible for ensuring that any equipment and software used is fit for purpose and in working order. In particular:
- 6.4.1 All hardware and software must be checked before use by a competent person.
- 6.4.2 Candidates must not be able to access any other candidate's work, for example anybody who has taken the same test during an earlier sitting. Particular care should be taken where networked workstations are used to prevent work being accessible via shared folders.

- 6.4.3 Candidates should not be able to access email or the internet whilst a test is in progress.
- 6.5 Candidates are required to evidence the tasks completed during the test by submitting a range of printed hard copies. Candidates must authenticate every page of work submitted by including their personal details on a footer (if this is not possible the candidate may hand-write these onto each sheet, if necessary **after the test has finished**).
- 6.6 Supervisors should be aware that **work may need to be printed out outside the time allowed for the test**. Candidates must not be prevented from doing so, though must be supervised at all times.
- 6.7 Candidates should not submit work on floppy disk or any other electronic media as this will not be considered. All files created and saved during a test must be erased once the test has been completed.
- 6.8 Where workstations are networked, it may not be possible to avoid a group of candidates having to share access to a printer. However, access to the printer must be closely supervised to ensure candidates see only their own work.
- 6.9 It is advisable that supervisors have a reasonable level of IT competence, since they need to ensure candidates submit only their own work and need to be assured that candidates are not colluding in any way.
- 6.10 **All** printouts must be collected once the candidate has finished the test, including any sheets the candidate wishes to discard. Candidates should strike a line through any sheets they do not wish to be considered and the Head of Centre must be assured that these are destroyed.
- 6.11 Any printouts the candidate wishes to submit should be securely attached to the awarding body's cover sheet or answer book, preferably using a stapler or treasury tag. Personal details should be completed as instructed to ensure work is easily identifiable.

7. Accommodation

- 7.1 The Head of Centre is responsible for ensuring all tests take place in a suitable venue whether on or off the centre's own premises.
- 7.2 Tests may take place in any suitable venue where supervised conditions can be assured. This might include a workplace or even the candidate's own home.
- 7.3 The venue must be free from extraneous noise and enable candidates to work without disturbance or interruption for the duration of the test. Any room used as a thoroughfare or where persons not directly concerned with the test may gain access must **not** be used.
- 7.4 The seating arrangements in the test room must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others, and with sufficient space to accommodate test papers, answer sheet/book(s) and any other required materials.

7.5 Other tests may be held simultaneously in the same room provided no disturbance is caused.

8. Supervision arrangements

8.1 The tests must take place under supervised conditions, that is:

8.1.1 candidates must be continually supervised by a reliable person

8.1.2 all necessary facilities must be available to candidates

8.1.3 any time restrictions must be complied with

8.1.4 candidates' work must be independent and unaided.

8.2 The Head of Centre must ensure that suitably informed and briefed adults carry out test supervision. The Head of Centre should be fully aware of any potential conflict of interest between a candidate and supervisor and take all reasonable steps to prevent any such conflict.

8.3 Supervisors must give their whole attention to the proper conduct of the test for the whole of the time it is in progress, and there must be a sufficient number of supervisors in the room to monitor all of the candidates present. Good practice would have one supervisor responsible for no more than 30 candidates.

8.4 Where a test is being supervised by one person, s/he must be able to summon assistance easily without leaving the test room or disturbing the candidates.

8.5 The Head of Centre may choose to adopt more rigid 'examination' procedures for the tests than those set out in this document (eg by following the Joint Council for General Qualifications protocol for GCE, GCSE, GNVQ and VCE examinations). This is acceptable, although no candidate should be unfairly disadvantaged as a result.

9. Identifying candidates

9.1 The supervisor(s) must be satisfied as to the identity of every candidate attending each test.

9.2 All candidates must have been registered with the awarding body and/or entered for the test in advance.

10. Persons present

10.1 Whilst the test is taking place, only the candidate(s) and supervisor(s) should be in the room.

10.2 Representatives from the awarding body and regulatory authorities reserve the right to observe the test provided candidates are not disturbed. Otherwise, only persons authorised by the Head of Centre are to be allowed in the test room.

11. Starting the test

11.1 Before candidates are permitted to start work the supervisor must:

- 11.1.1 ensure that candidates are seated in accordance with 7.4 (above)
 - 11.1.2 inform the candidates they are now under supervised conditions
 - 11.1.3 advise candidates that any unauthorised material must be handed in
 - 11.1.4 check that candidates have all the necessary material to enable them to complete the test
 - 11.1.5 test papers should be held securely (ideally sealed) until immediately before the start of the test (see 2.4 and 2.5 above)
 - 11.1.6 test paper packets should normally remain sealed so that they may be opened in the presence of the candidates, although there are circumstances when this is not possible (e.g. where it would be more sensible to place question papers face-up on desks before candidates enter the room)
 - 11.1.7 it is the responsibility of the supervisor to report to the Head of Centre any grounds for suspicion about the security of the test papers and where appropriate the Head of Centre must immediately notify the awarding body
 - 11.1.8 draw to the candidates' attention the instructions printed on the front of the test paper including the time allowed, and ask them to check that they have been given the correct paper for the test
 - 11.1.9 ensure that details of any erratum notices are brought to the attention of candidates
 - 11.1.10 instruct candidates to record their personal details according to the awarding body's requirements
 - 11.1.11 remind candidates that they must follow the awarding body's instructions on how to record and submit their work
 - 11.1.12 for Level 1-2 candidates may use the test (question) paper for any rough work
 - 11.1.13 for Level 3-4 candidates should show all rough working in their answer book(s); any work that candidates do not wish the examiner to consider should be neatly crossed through but not obliterated
 - 11.1.14 remind candidates that they must **not** communicate in any way with, seek assistance from or give assistance to another candidate during the test
 - 11.1.15 announce clearly to the candidates when they may begin the test.
- 11.2 The supervisor must not give any information to candidates about suspected errors in the question papers unless an erratum notice has been received from the awarding body.

12. During the test

- 12.1 The supervisor must complete the awarding body's attendance list (or similar) as instructed.

- 12.2 Where a group of candidates are taking the test at the same time and a candidate arrives after the test has started, the candidate may be allowed to take the test provided that undue disruption is not caused to the other candidates and the security of the test is maintained.
- 12.3 Candidates who leave the test room temporarily must be accompanied to ensure the integrity of the test is not compromised. In these circumstances candidates may be allowed extra time to compensate for their temporary absence.
- 12.4 Candidates should be regularly made aware of the time remaining whilst taking a test, either through a visible clock or the supervisor providing periodic time-checks.

13. Irregular Conduct

- 13.1 It is the duty of the supervisor to ensure any cases of irregularity or misconduct in connection with the test are reported to the Head of Centre as soon as possible. The Head of Centre is empowered to withdraw a candidate from the test as a last resort (e.g. when the continued presence of a candidate would cause disruption to other candidates). The awarding body must be advised where necessary.
- 13.2 Any infringement of the regulations may lead to disqualification of the candidate. The decision on disqualification rests with the awarding body.

14. Emergencies

- 14.1 In the event of an unforeseen emergency (e.g. fire alarm, bomb alert etc) that requires the candidate to leave the test room the supervisor must first ensure the candidates' safety.
- 14.2 Where an evacuation is necessary, all candidate paperwork must be left in the test room. If possible, the test room should be made secure.
- 14.3 Candidates should remain under supervised conditions if at all possible whilst outside the test room. Depending on the circumstances the supervisor and Head of Centre may consider the following:
 - 14.3.1 If a test has only just started (e.g. first ten minutes) the candidates can return to the test and continue ensuring candidates are given their overall time allowance.
 - 14.3.2 If a test has been underway long enough that some candidates may have seen a majority of the paper **and** there is a significant risk that the integrity of the test would be compromised if the test were allowed to continue, the candidates' work completed so far should be submitted to the awarding body.
 - 14.3.3 Consideration may be given to the possibility of taking the candidates, with test papers and scripts, to another place in order to complete the test.
- 14.4 If an emergency results in an evacuation the Head of Centre must ensure the awarding body is informed directly.

15. Finishing the test

- 15.1 Candidates may be permitted to leave the room before the end of the test provided that no disruption is caused to the remaining candidates. Candidates who have left a supervised environment may not be re-admitted to the test. The Head of Centre must consider any potential for the test to become compromised and ensure the supervisor is advised of the centre's policy.
- 15.2 Candidates must be given their full time allowance even if they have arrived later than their scheduled start time.
- 15.3 The supervisor should check that candidates have identified their work as instructed.

16. Collecting candidates' work and test materials

- 16.1 The supervisor must collect the candidates' work and all other test materials before leaving the room.
- 16.2 After collation, the candidates' work and test materials should be handed to the Head of Centre.
- 16.3 Candidates' work or test materials must **not** be photocopied or read by any person prior to despatch.

17. Despatching and disposing of materials

- 17.1 Candidates' work and attendance list (or similar) must be sent as instructed by the awarding body within one day of the test taking place. If this involves keeping work overnight the Head of Centre must ensure it is stored securely.
- 17.2 All Level 1-2 test papers must be destroyed by burning or shredding immediately after use (alternatively they may be returned to the awarding body). Centres must **not** retain any copies of the test papers.
- 17.3 Level 3-4 test papers may be retained by the centre.
- 17.4 Any correspondence, including requests for special consideration, must be sent directly to the awarding body.