

Guidance and Instructions for Conducting ESOL & ESOL for Work tests 2011-12

English for Speakers of Other Languages (ESOL)

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Checklist for Head of Centre and Test Supervisors

This checklist summarises only the main requirements for holding ESOL and ESOL for Work. It should be read in conjunction with the full guidance/instructions document and any supplementary documentation issued by the awarding body the learners have been entered with.

A – Receiving test materials

1	For ESOL and ESOL for Work, test papers are available on a secure website and can be accessed via the link supplied by Edexcel after the first set of student registrations have been made.
2	Test materials must be stored securely at all times , prior to tests and after the tests have taken place. Security and integrity of tests must be maintained throughout if papers need to be transported to multiple sites/locations.
3	Test papers must be printed from the secure website before each batch of students sit the test, to ensure the latest version of the test paper is used.
4	No unauthorised person to have access to test papers and/or test materials. However, all assessors should be issued with copies of relevant Instructions to Assessors, (copies of which can be found on the secure website) four days prior to the test(s), in order to ensure that specific vocabulary has been covered in teaching.

B – Scheduling the tests

1	Tests may take place at any time on any date. Centres can choose which test the learners will sit but must keep a log to ensure that tests and resits are taken appropriately.
2	Take all possible steps to prevent collusion if learners are taking tests at different times.
3	Ensure test room(s) are fit for purpose and supervised conditions can be assured e.g. learners are not able to overlook each other's work, desks are big enough to accommodate papers, etc.

C – Before the test

1	The Supervisors must be satisfied of the identity of every learner.
2	Check learners have, or are provided with, any equipment indicated as required on the front of the test paper or Instructions to assessors.
3	Check learners do not have access to anything that might compromise the test – mobile phones must be switched off and placed out of reach.
4	Hand test papers out immediately before the test starts.
5	Bring any erratum notices to learners' attention (do not announce suspected errors on a paper unless confirmation has been received from the awarding body).
6	Ensure learners record their personal details on the front of the test paper as instructed.
7	Announce clearly to learners when they may begin.

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D – During the test

1	The supervisor(s) must give their whole attention throughout to ensuring proper conduct of the test and needs to be able to summon assistance without leaving learners unattended.
2	There must be enough supervisors to properly observe each learner (it is recommended at least one supervisor per 30 learners).
3	An attendance list or similar must be completed as instructed.
4	Any learner leaving the test room temporarily must be accompanied.
5	Make learners aware of time remaining – either by having a visible clock in the room or by regular time checks.
6	Follow instructions on what to do in the event of an emergency.

E – Finishing the test

1	Learners must be given the full time allowance (even if a learner is admitted after other learners have started).
2	Learners may leave once they have finished provided this does not disturb other learners or compromise the integrity of the test – no learner may be re-admitted after leaving.
3	All work must be handed in – learners must not take any papers or notes on paper away with them.
4	The supervisors must collect all work before the learners leave the room.

F – Despatching and disposing of materials

1	Collate the learners' scripts as instructed by the awarding body.
2	Ensure all learners' scripts are internally marked and have been through the internal verification process before requesting external verification.
3	Keep all learners' scripts and internal verification documents in a secure place until the Standards Verifier visit has taken place. During the visit the allocated Standards Verifier will select a sample of scripts for external verification.

1 Introduction

- 1.1 In these Instructions, a centre is an institution approved by the awarding body as a centre for its test Edexcel expects the centre address provided during the approval process to be the main site for the downloading, storing and delivery of tests.

Any other sites used for the delivery of tests must meet Edexcel requirements, including those set out in these instructions. The Head of Centre is responsible for the delivery of tests and fair access to assessment at all sites.

All sites used must be under the full control of the Head of Centre. Centres are not permitted to sub-contract responsibility for test delivery, or enter into franchise or other collaborative agreements with third parties for the purposes of test delivery.

Centres are required to provide details of all sites used for test delivery to Edexcel on request. Edexcel reserves the right to inspect all test centres.

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- 1.2 For the purpose of this document, the Head of Centre, Principal of the college or the Chief Officer is the named person, known to the awarding body, who takes ultimate responsibility for quality assurance within the centre. All centres must have relevant approval from their awarding body before offering the ESOL and ESOL Speaking and Listening stand alone qualifications.
- 1.3 The Head of Centre is responsible to the awarding body for ensuring the proper conduct of the tests, although he/she 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. Please contact our Quality Standards team at qualitystandards@edexcel.com.
- 1.4 For procedural matters not covered by this document (e.g. how and when to make registrations, where to return learners' work to, etc.) please refer to the Information Manual.
- 1.5 The tests are graded as either 'pass' or 'fail', however centres must refer to the instructions to assessors and mark schemes when grading the papers for the agreed pass mark.
- 1.6 The instructions to assessors *that correspond* to the test to be used must be read two days before each test to allow particular arrangements for each test to be accommodated in time.
- 1.7 Tests are permitted to be held on any date suitable to the centre. There are no requirements for centres to inform Edexcel of the arranged test date beforehand.
- 1.8 Any correspondence relating to the tests should be addressed directly to the allocated Standards Verifier unless otherwise instructed by Edexcel.

2 Safe custody of test papers and other materials

Live test materials will include: test papers, corresponding mark schemes and instructions to assessors. To ensure the security of test papers please ensure:

- 2.1 the test papers are able to be locked away in a secure place
- 2.2 all test papers/scripts are collected before the learners leave the room after the test to ensure that none are accidentally removed
- 2.3 If the tests are taking place on more than one site, the Head of Centre is responsible for ensuring that the correct number of test papers and supporting materials are delivered to each site, and that security is maintained throughout
- 2.4 that the microsite terms and conditions are followed for ESOL and ESOL for Work.
- 2.5 only persons authorised by the Head of Centre may have access to the test materials and completed test papers.

3 Conditions for storing test materials

- 3.1 Test materials must be stored in a safe or cabinet in a securely locked room conforming to the requirement below (secure storage). This room must be a fixed building, preferably with no windows and on an upper floor.

Requirement	Recommendation
Strong safe <i>or</i> ;	
Security cabinet <i>or</i> ;	
Metal cabinet with locking bar, bolted to wall or floor	
2 or 3 key holders only	
Secure room in a fixed building	Preferably on an upper floor with no windows
Walls, ceiling and floor of strong solid construction	
Solid door	A hollow door would require reinforcement
Strong, secure hinges	
Security lock, e.g. 5 lever mortice lock	
2 or 3 key holders only	

- 3.2 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.
- 3.3 Test material should be printed as close as reasonably possible before the date the tests are due to take place, and be kept securely at all times.
- 3.4 A copy of the instructions to assessors must be given to authorised assessors two days before each test sitting.
- 3.5 Centres must make sure that the correct number of test papers is printed from the microsite before each test to ensure the latest version of the test is used at all times.
- 3.6 Test papers should be sealed inside envelopes after printing and stored securely.
- 3.7 Test papers should not be opened until the time of the test and must only be opened in front of the learners.
- 3.8 Centres must make sure that a system for recording when material is taken from or returned secure storage it is used throughout the time the material remains confidential.
- 3.9 All completed tests must be stored securely until they have been externally verified by the Standards Verifier.
- 3.10 Completed tests must be treated as live test material and therefore stored securely at all times. It is necessary to retain the completed tests until all certificates have been received and checked. As all test materials will continue to be live test materials until written confirmation has been given from Edexcel confirming the release of the set as practice papers, centres must continue to store all test papers securely even after the Standards

Verifier has visited the centre. We advise that test papers are not destroyed until certificates have been received and checked. Records of assessment and internal verification of tests should be maintained for a minimum of three years.

4 Scheduling tests

- 4.1 Tests may take place at **any time and on any date**.
- 4.2 Centres may choose which test the learners will sit from the bank of papers on the microsite and must keep a record of those used.
- 4.3 The Head of Centre must take all reasonable steps to ensure there is no possibility of collusion between learners taking tests at different times, or between learners and anybody else with or without access to the test papers.
- 4.4 Where learners do not pass the test the first time and wish to sit it again, they must resit the whole test paper from a different set no earlier than 14 days from taking the original test. If the student should fail the test again, they will have to wait 14 days before sitting the first paper again. Centres are required to keep a log of which test each learner sat in order to keep track of which test from which set was used for each specific learner taking this course.

5 Resources for tests

- 5.1 The Head of centre is responsible for ensuring learners have or are provided with any equipment required to take the test, as well as for taking all reasonable steps to prevent learners from having access to any unauthorised equipment or resources.
- 5.2 The Head of centre is also responsible for ensuring that the centre has access to good quality video recording equipment (for Speaking and Listening tests only) to ensure that learners' Speaking and Listening performances are well recorded.
- 5.3 Learners should only have access to items specified in the instructions to assessors, and must not have access to anything that could compromise the integrity of the test. The requirements for each paper are as follows:

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All resources marked or ✓ **must** be available for learners' use during the test.

Key:

<input checked="" type="checkbox"/>	Supplied by awarding body
✓	Must be available for use
±	Not required to complete the test successfully
✗	Must not be used

	ESOL/ESOL Speaking and Listening												
	Reading			Writing					Speaking and Listening				
	E1	E2	E3	E1	E2	E3	L1	L2	E1	E2	E3	L1	L2
Length of test <i>nominal</i>	1hr	1hr	1hr	1hr	1hr	1hr	1hr	1hr	15 mins	15 mins	15 mins	15 mins	15 mins
Attendance list (or similar)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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"/>	<input checked="" type="checkbox"/>
Pen(s) with black/blue ink	✓	✓	✓	✓	✓	✓	✓	✓	±	±	±	±	±
Pencils	±	±	±	±	±	±	±	±	±	±	±	±	±
Eraser	±	±	±	±	±	±	±	±	±	±	±	±	±
Ruler marked with mm/cm	±	±	±	±	±	±	±	±	±	±	±	±	±
English only dictionary	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗
Dictionary may contain pictures	✓	✓	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
Bilingual Dictionary	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Calculator	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Other electronic devices	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Text books or similar	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

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	ESOL for Work					
	Reading		Writing		Speaking and Listening	
	E3	L1	E3	L1	E3	L1
Length of test <i>nominal</i>	1hr	1hr	1hr	1hr	1hr	1hr
Attendance list (or similar)	✓	✓	✓	✓	✓	✓
Test paper	☑	☑	☑	☑	☑	☑
Pen(s) with black or blue ink	✓	✓	✓	✓	±	±
Pencils	✗	✗	✗	✗	✗	✗
Eraser	✗	✗	✗	✗	✗	✗
Ruler marked with mm/cm	±	±	±	±	±	±
English only dictionary	✓	✓	✓	✓	✗	✗
Dictionary may contain pictures	✗	✗	✗	✗	✗	✗
Bilingual dictionary	✗	✗	✗	✗	✗	✗
Calculator	✗	✗	✗	✗	✗	✗
Other electronic devices	✗	✗	✗	✗	✗	✗
Text books or similar	✗	✗	✗	✗	✗	✗

Nominal time for tests means that there is scope for an assessor to use their discretion in allowing a learner to continue for over the allotted time in a way that does not undermine the integrity of the assessment. It is up to the judgement of the assessor as to what circumstances might necessitate this. However, in all cases the assessor needs to state on the front of the paper how long the learner took for the exam and the reasons for giving the learner additional time.

- 5.4 Learners 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, learners **must** be instructed to switch off any mobile phones and place them out of reach before the test begins, unless the use of this equipment is a requirement of the test.

- 5.5 Learners should be made aware that the test paper may be used for any rough notes. No additional loose paper may be provided to learners and learners must **not** under any circumstances take any work or notes away with them after the test.

6 Accommodation

- 6.1 The Head of Centre is responsible for ensuring that all test sites meet Edexcel requirements, including those in these instructions.
- 6.2 All test sites must be under the full control of the Head of Centre.
- 6.3 The venue must be free from extraneous noise and enable learners to work without disturbance or interruption for the duration of the test.

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- 6.4 Any room in which a test is held must provide learners with appropriate conditions for taking the test. You should pay attention to conditions such as lighting, heating, and ventilation and the level of outside noise.
- 6.5 No display materials which might be helpful to learners can be visible in the test room.
- 6.6 The seating arrangements in the test room must be such as to prevent learners from overlooking, intentionally or otherwise, the work of others, and with sufficient space to accommodate test papers and any other required materials.
- 6.7 Other tests may be held simultaneously in the same room provided no disturbance is caused.

7 Supervision arrangements

- 7.1 The tests must take place under supervised conditions, that is:
 - 7.1.1 learners must be continually supervised by a reliable person
 - 7.1.2 all necessary facilities must be available to learners
 - 7.1.3 any time restrictions must be complied with
 - 7.1.4 learners' work must be independent and unaided.
- 7.2 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 learner and supervisor and take all reasonable steps to prevent any such conflict.
- 7.3 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 learners present. Good practice would have one supervisor responsible for no more than 30 learners.
- 7.4 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 learners.
- 7.5 The Head of Centre may choose to adopt more rigid 'examination' procedures for the tests than those set out in this document. This is acceptable, although no learner should be unfairly disadvantaged as a result.

8 Before the tests (Instructions to Assessors)

- 8.1 The Instructions to Assessors document can be obtained from the microsite for ESOL and ESOL for Work. Centres should ensure that the Instructions to Assessors for the specific test is viewed two days before the test is scheduled as further guidance is provided which relates to the specific paper (e.g. particular resources; pass mark; time allowance for reading time).

9 Speaking and Listening

Each Head of Centre must ensure that the following requirements are adhered to so that the ESOL and ESOL for Work Speaking and Listening tests are conducted and assessed fairly and consistently across all centres.

- 9.1 All assessed learners' performances must be video recorded.
- 9.2 All video recording equipment must be tested before formal assessment begins and periodically checked between recordings.
- 9.3 The learner must clearly state their full name and candidate number at the beginning of each recording before commencing the test.
- 9.4 Please note that learners are allowed a pause between parts of the paper. Please refer to the Instructions to Assessors document for further guidance.
- 9.5 Care must be taken not to erase any recording accidentally, to ensure that each assessment recording is saved and stored securely.
- 9.6 If performances are not recorded or are inaudible, the learner will need to take the test again and must be re-recorded.
- 9.7 Centres must provide good quality video media with clear audio to record learners. (The Standards Verifier will request to watch these during the centre visit.)
- 9.8 All performances must be internally assessed once they have been recorded. As the person administering the Speaking and Listening test has to play the role of the interlocutor, it would be impractical to conduct assessment of the learners' performances as they occur (during the recording of the assessments).

Alternative arrangements can be made for separate assessors to mark the learners' performance as they occur. Any such assessors must be members of the teaching team and be fully conversant with the national standards and the Edexcel criteria.
- 9.9 All recordings made should be clearly labelled with the centre name and number, the name of the interlocutor(s) and assessor(s) as well as the learners' names and numbers.
- 9.10 Recording should be completed in a logical order. (When there are a large number of learners, they should be recorded on separate, level-specific recordings.)
- 9.11 Recording must take place in a specially allocated quiet room and any extraneous noise kept to a minimum.
- 9.12 Ensure that the recording is made of the entire test, including ALL of the interlocutor(s) speech.
- 9.13 Learner access to dictionaries is forbidden during the test.
- 9.14 Note taking is only allowed during the second reading of the test once the gist question has been answered. Note taking is not allowed at any other time during the test.

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- 9.15 All recordings must be securely held in centres for a minimum of three year following certification of the learner as they may be required for quality assurance purposes.

How to take and store video evidence

- 9.16 The learner should be clearly visible in the middle of the screen when recording takes place.
- 9.17 When recording video evidence please ensure that the learner:
- is in sharp focus, with a clear difference between the learner's face and the background
 - is facing forward and looking straight at the camera
 - has eyes open that are clearly visible (no sunglasses or tinted glasses and no hair across the eyes)
 - has nothing covering the face - you should make sure nothing covers the outline of the eyes, nose or mouth
- 9.18 The camera should be firmly mounted on a tripod or other secure base.
- 9.19 The camera should be capable of recording on digital tape (such as mini DV), CD/DVD or a memory card.
- 9.20 The learner's voice must be clearly audible – this may be through the on-board microphone. If the learner's voice is not clearly audible then a separate microphone should be used. This could be mounted on the desk in front of the learner or you could use a lapel microphone attached to the learner's clothing. If a separate microphone is used this should be linked to the camera through the appropriate audio input e.g. XLR, audio jack or phono socket.
- 9.21 The finished recording should be downloaded to an appropriate device such as a desktop computer, laptop or portable device such as an iPad or tablet. Care must be taken to ensure that the individual recordings are stored in an appropriate file format.
- 9.22 The recording must **not** be edited.
- 9.23 The finished recording must be stored securely. The individual learner recording should be stored as a file with the learner's name and examination number in the file name.
- 9.24 The learners recording must be finalised in a universally acceptable format for playback such as MP4, MPEG, AVI, MOV or WMV. If the work is saved on to DVD it must be in a format that can be played on any DVD player in all regions.
- 9.25 A back-up copy of the file must be kept in an appropriate medium such as a CD, DVD or memory stick. This copy must be retained by the centre in a secure place.
- 9.27 **Note:** It may be appropriate, in some cases, to use a handheld device to record the learner. If this is used there must be facilities to record sound at an appropriate level. There must also be a facility to store the recordings as files and download these files to an appropriate storage device. The same checks on recording levels, clarity of sound and security of the file formats must be carried out.

10 Identifying learners

- 10.1 The supervisor(s) must be satisfied as to the identity of every learner attending each test.
- 10.2 Centres should retain on file a photographic record of each learner and a copy of relevant information to confirm their identity. The invigilator for tests should have access to these records in order to check the identity of learners when completing the test attendance register.
- 10.3 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 learners.
- 10.4 All learners must have been registered with the awarding body and/or entered for the test in advance.

11 Persons present at test

- 11.1 Whilst the test is taking place, only the learner(s) and supervisor(s) and other authorised persons should be in the room.
- 11.2 Representatives from the awarding body and regulatory authorities reserve the right to observe the test provided learners are not disturbed. Otherwise, only persons authorised by the Head of Centre are to be allowed in the test room.

12 Starting the test

- 12.1 Before learners are permitted to start work the supervisor must:
 - 12.1.1 Ensure that learners are seated in accordance with 6.6.
 - 12.1.2 Inform the learners they are now under supervised conditions.
 - 12.1.3 Advise learners that any unauthorised material must be handed in or kept out of reach (including MP3 players, mobiles and other products with text facilities).
 - 12.1.4 Check that learners have all the necessary material to enable them to complete the test as set out in the instructions to assessors' document for each test.
 - 12.1.5 Arrange for test papers to be handed out immediately before the start of the test.
 - 12.1.6 If necessary, 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 Edexcel.
 - 12.1.7 Draw to the learners' 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. Centres are allowed to read these instructions to the learners.
 - 12.1.8 Ensure that details of any erratum notices are brought to the attention of learners.

- 12.1.9 Instruct learners to record their personal details according to the awarding body's requirements.
 - 12.1.10 Remind learners that they must follow the awarding body's instructions on how to record and submit their work.
 - 12.1.11 Remind learners that they must **not** communicate in any way with, seek assistance from or give assistance to another learner during the test. They should not communicate in any way with any other learner **except** where this is a requirement of a particular assessment.
 - 12.1.12 Announce clearly to the learners when they may begin the test.
- 12.2 The supervisor must not give any information to learners about suspected errors in the question papers unless an erratum notice has been received from the awarding body.

13 During the test

- 13.1 The test must take place under supervised conditions, that is:
- 13.1.1 learners must be continually supervised by a reliable person the whole time the test is in progress who must give complete attention to this duty at all times
 - 13.1.2 all necessary facilities must be available to learners.
- 13.2 The supervisor must complete an attendance list detailing the following:
- Learner name, date of birth and signature
 - Date and time test taken
 - Location of test centre
 - Test version taken by learner
 - Interlocur name and signature
 - Supervisor(s) name(s) and signature(s)
- Attendance lists must be held securely in centres for a minimum of three years following the completion of the test.
- 13.3 If a learner arrives after the test has started, the learner may be allowed to take the test provided that undue disruption is not caused to the other learners and the security of the test is maintained.
- 13.4 Learners who leave the test room temporarily must be accompanied to ensure the integrity of the test is not compromised. In these circumstances learners may be allowed extra time to compensate for their temporary absence.
- 13.5 Learners 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.
- 13.6 Guidance on providing special arrangements for learners with particular assessment requirements has been agreed between accredited awarding bodies.

Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from: www.jcq.org.uk.

Please contact the Quality Standards team (qualitystandards@edexcel.com) at Edexcel with any queries on Access Arrangements and reasonable adjustments. **Please ensure that if approval is needed for a specific arrangement that this is obtained before the student sits the test.**

If any learner has been given additional help or support (in line with JCQ regulations) during the sitting of a test, then details must be given on the cover sheet (the personal details/mark sheet) of the particular test paper(s).

14 Irregular conduct

- 14.1 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.
- 14.2 The Head of Centre is empowered to withdraw a learner from the test as a last resort (e.g. when the continued presence of a learner would cause disruption to other learners). The Head of Centre must report all cases of suspected or actual malpractice in connection with the test to Edexcel.
- 14.3 Wherever possible the supervisor of the test must remove and keep any unauthorised material that a learner may have in the test.
- 14.4 Any infringement of the regulations may lead to disqualification of the learner. The decision on disqualification rests with the awarding body.
- 14.5 Although Standards Verifiers aim to support centres, any suspicion of irregular conduct by tutors will be investigated by Edexcel and appropriate sanctions taken.
- 14.6 Standards Verifiers may also request to visit centres when they carry out assessment.

15 Emergencies

- 15.1 In the event of an unforeseen emergency (e.g. fire alarm, bomb alert, etc.) that requires the learner to leave the test room the supervisor must first ensure the learners' safety.
- 15.2 Where an evacuation is necessary, all learner paperwork must be left in the test room. If possible, the test room should be made secure.
- 15.3 Learners 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:
 - 15.3.1 if a test has only just started (e.g. first ten minutes) the learners can return to the test and continue, ensuring learners are given their overall time allowance

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- 15.3.2 if a test has been under way long enough that some learners 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 learners' work completed so far should be submitted to the awarding body
- 15.3.3 consideration may be given to the possibility of taking the learners, with test papers and scripts, to another place in order to complete the test.
- 15.4 If an emergency results in an evacuation the Head of Centre must ensure the awarding body is informed directly.
- 15.5 After the learners have returned to the test room and before the test is resumed, indicate on the learners' work, where it is feasible to do so, and the point at which the interruption occurred.
- 15.6 Centres should make a full report of the incident and of the action taken for submission to the Awarding Body.

16 Ending the test

- 16.1 Learners may be permitted to leave the room before the end of the test provided that no disruption is caused to the remaining learners and the integrity of the tests is not compromised. *Learners 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.
- 16.2 Learners must be given their full time allowance even if they have arrived later than their scheduled start time.
- 16.3 The supervisor should check that learners have identified their work as instructed.
- 16.4 All test papers/scripts must be collected before the learners leave the room to ensure that none are accidentally removed.
- 16.5 After collation, the learners' work and test materials should be handed to the Head of Centre or other authorised person(s).
- 16.6 Teachers/assessors who mark papers should ensure that the papers are kept in a secure place until marking is complete.
- 16.7 Test materials should be stored securely until they are externally verified by the Standards Verifier.

17 Marking test papers

- 17.1 Teachers/assessors must not mark in a public place.

18 Internal verification

- 18.1 All learners' scripts must be subject to the internal verification sampling process. Centres should refer to the Centre Guide to Internal Verification which can be found here <http://www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx>

19 Handling and disposing of materials

- 19.1 Before the visit the Standards Verifier will agree with the Programme Manager the levels and components to be sampled and the evidence of learner work required.
- 19.2 All scripts requested by the Standards Verifier must be made available during the centre visit so that the Standards Verifier can carry out the sampling process efficiently.
- 19.3 Please note that only original learner scripts will be accepted by the Standards Verifier. Photocopied scripts will NOT be accepted.
- 19.4 As all test materials will continue to be live test materials until written confirmation has been given from Edexcel confirming the release of the set as practice papers, centres must continue to store all test papers securely even after the Standards Verifier has visited the centre. We advise that test papers are not destroyed until certificates have been received and checked. Records of assessment and internal verification of tests should be maintained for a minimum of three years.
- 19.5 Test papers should NOT be given to learners after a test has been sat. If a learner has failed a test, formative feedback should be given. Assessors should ensure that they are aware of which questions the learner did not pass and the criteria covered by those questions. The learner can then be given information on which skills need more work before another test can be taken.

20 Access arrangements

- 20.1 Centres are advised to consult the Quality Standards team (qualitystandards@edexcel.com) if they are unsure that access arrangements will be appropriate before they undertake to register the learner for the test which requires skills to be demonstrated which are beyond the scope of the learner.
- 20.1 The Centre is not required to have every learner individually assessed by a specialist.
- 20.2 The Centre is required to have determined the needs of the learner within the classroom situation and in the light of those arrangements which have to be made part of the normal working practices.
- 20.3 Centres should refer to the Joint Council's document 'Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational Qualifications' which is available to be downloaded from: www.jcq.org.uk.

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- 20.4 Any access arrangements given must be documented on the front cover of the learner's test paper.
- 20.5 Modified papers (i.e. modified enlarged, un-modified enlarged, Braille) should be requested through the Quality Standards team (qualitystandards@edexcel.com).

21 Readers

- 21.1 A reader is required to read, on request, all or part of the test or any part of the learner's response.
- 21.2 A reader must read accurately and at a reasonable rate. A reader may repeat as necessary any instructions given on the question paper, as well as the question and answers already recorded.
- 21.3 A reader may assist a visually impaired learner using tactile diagrams, graphs and tables to obtain the information which the printed paper would give to a sighted learner.
- 21.4 A reader must, if required, spell out any word which occurs in the question paper.
- 21.5 A reader must be prepared for periods of inactivity.
- 21.6 Readers cannot be used for reading tests.

22 Scribes

- 22.1 A scribe is required to write out answers as they are dictated by the learner.
- 22.2 A scribe must write legibly, at a reasonable speed and should have working knowledge of the subject.
- 22.3 A scribe must write down the answers exactly as they are dictated.
- 22.4 A scribe must draw or add to diagrams strictly in accordance with the learners' instructions.
- 22.5 The learner will not be expected to dictate spellings. If spelling is being assessed, then they must dictate spellings.
- 22.6 A scribe should work at the learner's pace.
- 22.7 A scribe should not be used for writing tests.

23 Sign interpreters

- 23.1 A sign interpreter is required to communicate questions to the learner upon request.

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- 23.2 A sign interpreter is not a reader.
- 23.3 A sign interpreter should give the essence of the learner's signed response on the test paper without inferring any meaning that was not clear in the signed response.
- 23.4 Learners who are signing their responses must not be in a position to see other learners' signed responses.
- 23.5 A sign interpreter should work at the learner's pace.
- 23.6 A signed interpreter is permitted for written questions and responses but not for orals (Speaking and Listening).

24 Practical assistants

- 24.1 A practical assistant is required to help a learner in practical assessments, to carry out tasks at the learner's instruction and ensure the safety of the learner.
- 24.2 This support must not give the learner an unfair advantage.
- 24.3 A practical assistant must work strictly in accordance with the learner's instructions and should not perform any task independently of the learner.

25 Readers, scribes, communicators and practical assistants

- 25.1 When a learner is assisted by a reader, scribe or sign interpreter help must not be given with the subject matter being assessed.
- 25.2 This support must not give the learner an unfair advantage or disadvantage. It must not invalidate the assessment.
- 25.3 Additional time may also be available and a separate room may be necessary if the learner is to dictate responses, in which case a separate invigilator will be required.
- 25.4 The Head of Centre/Examinations Officer should ensure that readers, scribes, sign interpreters and practical assistants are acceptable and responsible adults, familiar with the subject matter being tested and have worked with the learner(s) before the test.
- 25.5 A relative of the learner must not act as a reader, scribe, sign interpreter or practical assistant.

26 Bilingual translation dictionaries

- 26.1 Bilingual translation dictionaries **cannot** be used for any of the ESOL or ESOL for Work tests. Please refer to section 5 of this document to view a full list of resources that learners are authorised to use during the tests.
- 26.2 Dictionaries to be used in the test must be held in the centre under secure conditions and thoroughly checked to ensure that notes have not been enclosed within or written on the pages of the dictionary. This should include checking that no unauthorised material is contained within the dictionary.
- 26.3 Learners using dictionaries which contain notes will lose their right to these access arrangements.