

## City & Guilds instructions for conducting examinations supplementary document



In addition to the JCQ Instructions for conducting examinations (ICE) document, please be aware that there is supplementary guidance provided below for centres who conduct City & Guilds examinations. Centres need to be aware of these requirements and adhere to them.

### Resources for examinations

- Candidates may not bring scrap paper into the examination room.
- Electric dictionaries are **not** allowed in any examination.

### Accommodation

- Special arrangements for examination venues, including work-based venues, apply to a few qualifications offered in association with other organisations. These are set out in the subject specific documentation.
- A notice, 'Quiet, examination in progress' (provided by the centres) must be displayed outside the examination room.

### Invigilation arrangements

- Centres should ensure that the Invigilation Certificate Marksheet is completed for all candidates, whether present or absent, and returned with candidates' scripts.

### Candidates who arrive late or leave early

- Any disturbance in the conduct of examination should be notified to the Assessment Programme Manager, Policy & Regulation, at City & Guilds, in writing, immediately after the examination and a copy of the letter should be enclosed with the scripts. Unless this is done, no consideration can be given in the marking and grading of candidates.

### Misconduct and irregularities

- In cases of misconduct and irregularity, the invigilator/centre co-ordinator/local examinations secretary is empowered to expel a candidate from the examination room, when their continuing presence would hinder other candidates.
  - For scheduled examinations, the expelled candidate's question paper and script should be secured and submitted to the Assessment Programme Manager, Policy & Regulation, at City & Guilds with the report signed by the invigilator(s).
  - For on-demand, single subject examinations, the expelled candidate's question paper and script should be secured, a report of the incident written, and both should be submitted as usual with a batch of scripts and the Attestation form.
  - For GOLLA examinations, the expelled candidate's examination should be ended and a report of the incident written. The report should include the candidate's test details ie test number, date, time and qualification code.

The report should be signed and sent to the Assessment Programme Manager, Policy & Regulation, at City & Guilds.

- Any misconduct or irregularity must be reported in writing to the Assessment Programme Manager, Policy & Regulation at City & Guilds. A decision will be taken as to whether to disqualify candidates for this, and any other City & Guilds examination they may have taken. City & Guilds has the final decision to disqualify, or not, the candidate.
- If any of the regulations are broken by a candidate, invigilator or other person required for the conduct of the examination, City & Guilds may declare the examination or assessment void
- Please note that centre staff are **not** permitted to
  - sit an examination for any other purpose than to achieve a qualification
  - undertake multiple or repeat sittings of examinations other than to re-sit a qualification in which they have previously failed.

### **Emergencies**

- If an on-line test has to be restarted after a power failure/fire alarm or any other disruption, the restart window is 60 minutes. Provided the candidates are closely supervised and the invigilator is sure there has been no breach of security the examination may be re-started. The Assessment Programme Manager, Policy & Regulation at City & Guilds must be informed, in writing as soon as possible.
- If an on-line test cannot be re-started because of the elapsed time or because candidates were not invigilated then the test should be abandoned. New tests may be scheduled for the candidates.
- If a work station fails due to hardware problems during the test the invigilator should move the candidate to a spare one and enter their ID and password so they can continue the test.
- If the security of the examination has been compromised or timing of the examination is integral to the assessment, then please contact City & Guilds for guidance. If the examination has been taking place for more than half of the published time, then the candidates' scripts may be sent to City & Guilds for performance to be assessed and consideration made for grades to be awarded on the work completed in the time available.
- If it is completely impossible to continue the examination, yet less than one half of the given time had elapsed while the candidates were in the examination room, then City & Guilds will consider the possibility of grading the candidates. This may be carried out using the part completed examination scripts and written reports from the centre, based on assessed course work.

### **Finishing the examination**

- Before the end of the examination the invigilator should alert the candidates to the time remaining. It is suggested that this warning should be given between 15 and five minutes before the end. A five minute warning is given on screen for on-line examinations.
- In the case of an on-line assessment or computer marked assessment, the invigilator should check that the test has closed correctly and ensure that the responses are submitted in accordance with the system regulations. City & Guilds may not be able to issue results if the on-line test files have not been submitted correctly. The centre must ensure that on-line test results are uploaded immediately and are advised to retain a provisional score report.

- Preparatory examination material recorded on tape or disk must be erased immediately after the examination, with the exception of printouts of specialist tutor's work; where applicable. One copy of the specialist tutor's work per batch must be returned with the worked scripts.

### **Collecting scripts**

- Scrap paper used by candidates during on-line examinations should be collected and destroyed.

### **Sending scripts**

- Centres should use the fastest possible postal service to return scripts and air mail should be used for non-UK centres.
- Every care is taken to ensure safe custody of all examination material, but City & Guilds will not hold itself responsible for any loss or damage during transit.

### **Unused stationery**

- All used and unused multiple-choice question paper booklets and pre-printed multiple-choice answer sheets must be returned to City & Guilds after the examination. Centres must not make any copies, either written, photocopied, electronic or other.