



msletb

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Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Mayo, Sligo and Leitrim Education and Training Board

MSLETB FET Examinations: Planning, Conducting and Concluding

Adapted from ETBI's Assessment Reference Documents for FET

DOCUMENT CONTROL SHEET

Business Unit	FET MSLETB
Work Category	Quality Assurance
Document Title	MSLETB FET Examinations: Planning, Conducting and Concluding
Document No.	v1

Rev (per footer)	Status	Author(s)	Reviewed By	Approved By	Office of Origin	Issue Date
V1	D01	DC				02/08/23
V1	Approved	DC	FET Leaders, PLC Principals	FET QC	FET QA	01/09/23

This procedure is to be reviewed by 01/09/2024 by FET QA.

All feedback on this procedure can be sent to qualityassurance@msletb.ie

Tracked Changes

Draft edited to move Section 3.6.1 The Invigilator to Section 3.6.4 by DC 23/08/2023

Draft edited to *the following procedure* edited to read *this procedure in Section*

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1 Glossary of Terms

Appeals Examiner	<p>The Appeals Examiner refers to the individual who examines the learner assessment appeal evidence and makes a decision on the appeal. An Appeals Examiner is appointed by the ETB and is a person who MUST be:</p> <ul style="list-style-type: none"> • A subject-matter expert • External to the original assessment process • Has no conflict of interest with the learner or Educator(s) • External to the provider or to the original assessment process <p>Ideally, the Appeals Examiner should be an External Authenticator (selected from the ETBI EA Directory)</p>
Assessment Appeals Facilitator	<p>The Assessment Appeals Facilitator or designated person refers to the individual who facilitates the learner assessment appeal. The Assessment Appeals Facilitator must have a working knowledge of assessment and quality assurance procedures; ensure that no conflict of interest exists; and have had no prior involvement in the assessment processes relating to the piece of assessment.</p>
Centre	<p>The Centre refers to any ETB College or ETB Education/Training Centre.</p>
Centre Manager	<p>The Centre Manager refers to the Centre Manager, Centre Director, Principal or the manager of any ETB College or ETB Education/Training Centre. In the event of the absence of a Centre Manager, an appropriate Designated Person (DP) should be assigned.</p>
Programme Coordinator	<p>The Programme Coordinator refers to Programme Coordinator, Programme Manager, or another relevant manager of course or programme. In the event of the absence of a Programme Manager, an appropriate designated person should be assigned.</p>
MSLETB	<p>Mayo, Sligo and Leitrim Education and Training Board</p>
ETB Manager	<p>The ETB Manager refers to any manager within MSLETB.</p>
Independent Appeals Committee	<p>The Independent Appeals Committee refers to the committee which examines the assessment process appeals. The committee is appointed by the ETB and MUST:</p> <ul style="list-style-type: none"> • Consists of a minimum of two ETB senior personnel who are external to the Centre. • Have knowledge of QA procedures <p>The Independent Appeals Committee should be supported by internal QA personnel. Depending on the nature of the appeal, personnel from outside the ETB may be required. This is at the discretion of the ETB.</p>
Invigilator	<p>The Invigilator refers to the individual who supervises an examination. Ideally, an alternative invigilator other than the Educator should supervise an examination. The Invigilator (appointed by the Programme Coordinator/Centre Manager) must:</p> <ul style="list-style-type: none"> • sign a declaration of impartiality. • be appointed in line with the specific guidelines of the awarding body if such guidelines exist.
Educator	<p>The Educator term refers to all teaching staff and includes teachers, tutors, lecturers, instructors, educators, facilitators etc.</p>

2 Definitions

2.1 Examination

Examination refers to any theory based, oral, aural, online or practical examination which occurs on a specific date and for a specific duration. All other assessment techniques, including assignment, collection of work, learner record, project and skills demonstration are not informed by this document.

2.2 Assessment Resources

Assessment resources refer to any permitted resources which learners require in an examination as informed by the programme. Examples include, but are not limited to:

- Dictionaries
- Formulae and Tables Booklet
- Art materials
- Non-programmable calculators (see Appendix 1 – Nonprogrammable Calculators and (State Examinations Commission, 2017)

Some learners may require specific resources: these should be considered and approved under MSLETB's Reasonable Accommodation in Assessment Procedure.

2.3 Invigilator Pack

The Invigilator pack refers to the following documentation which should be used by all Invigilators in an examination:

- Examination Learner Instructions (Short Version) (Appendix 2)
- MSLETB's Examinations: Planning, Conducting and Concluding Procedure and any other relevant Centre and specific awarding body assessment procedures.
- MSLETB FET Academic Integrity and Assessment Malpractice Procedure guidelines (guidelines on what to do if a serious incident occurs)
- Examination documentation (e.g. examination papers, etc.)
- Sign-in sheet and Invigilator Report (can be a combined document, see Appendix 3 and Appendix 4). This document should list all learners sitting the examination along with a space for learners to sign. Additionally, the report should allow the Invigilator to record any incidents which occurred during the examination.
- Seating Plan, if relevant for the particular centre.
- Any specific resources needed for the assessment (e.g., printer paper, working computers, pens, papers, USB keys) and checked prior to the examination.
- Door sign (Exam in progress; No unauthorised access)

The Invigilator pack is prepared by the Educator or other person designated by the Programme Coordinator or Centre Manager.

3 Principles of Assessment in Relation to Examinations

Quality assured assessment ensures that, in criterion referenced assessment, “learners are assessed and the assessment judgment is made based on whether the learner has reached the required national standards of knowledge, skill, and competence for the award” (Quality and Qualifications Ireland, 2018). Central to quality assured assessment is the assumption that learners are assessed in a fair and consistent manner in line with the award standard. Quality assured assessment ensures adherence to the principles of assessment.

The following sets forth the principles of assessment which apply to this document: these principles are based on the QQI (2018) principles for assessment.

3.1 Validity

Validity is a fundamental assessment principle ensuring that an assessment measures what it is designed to measure: the relevant standard of knowledge, skill or competence required for an award should be assessed.

Validity in assessment occurs when:

- Assessment is fit for purpose (i.e., a practical assessment assesses a practical skill)
- Learners can produce evidence which can be measured against the award standard.
- Assessors can make accurate assessment decisions.
- Assessment is accessible to all candidates who are potentially able to achieve it.

3.2 Reliability

Reliability in assessment ensures that assessment measurement is accurate: the knowledge, skills, and competence which the assessment measures should produce reliable and accurate results.

Reliability in assessment ensures that results are consistent under similar conditions. Reliability in assessment occurs when:

- The assessment is based on valid assessment techniques.
- Assessment conditions are consistent.
- Learner evidence is reliable.
- Results are consistent across various assessors, contexts, conditions, and learners over time.

3.3 Fair

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all learners. Fairness in assessment ensures learners have access to appropriate resources/equipment in assessment; assessment design and implementation are fair to all learners; and policies and procedures exist to ensure fair assessment of learners.

3.4 Quality

Quality in assessment ensures that all assessment processes are quality assured.

3.5 Transparency

Transparency in assessment ensures that assessment policy and procedures provide clarity to all relevant stakeholders.

Assessment is underpinned by the **principles of assessment** including the **fair** principle (equal

opportunity for all learners) and **consistent** principle (consistency in approach to assessment across MSLETB, programmes and modules). As such, to ensure the fair and consistent assessment of learners, this procedure should be followed in relation to suspected assessment malpractice.

3.6 Examinations: Roles and Responsibilities

3.6.1 The Programme Coordinator/Centre Manager or designated person

The Programme Coordinator/Centre Manager or designated person must:

- Assign examination locations (e.g., rooms) and designates the Invigilator (ensuring no conflict of interest exists)
- Ensure that the room layout and relevant facilities are fit for purpose.
- Assign the role of Invigilator Pack compilation to the Educator or other designated person.
- Ensure that all Educators have submitted dates for examinations well in advance of the commencement of the examination and that learners have been given sufficient notice of an examination taking place.
- Ensure that the Invigilator is aware of any reasonable accommodation in assessment pertaining to the specific examination.

3.6.2 The Educator

The Educator must:

- Ensure secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with MSLETB's Secure Storage Procedure
- Distribute the assessment plan including examination dates to learners at the earliest opportunity.
- Prepare the Invigilator pack (if requested)

Where possible, the Educator, or person responsible for the paper, will ensure that they or a person capable of handling queries shall be available at the examination or by telephone when the event is underway.

3.6.3 The Learner

The learner must:

- Take responsibility to note carefully the assessment: date/time; duration; and examination location, as fixed on the timetable, for the examination in the modules in which the learner intends to present himself/herself.
- Be responsible for making their own arrangements to ensure timely attendance at the examination.
- Be in attendance within at least fifteen (15) minutes before the start time stated in the timetable.
- Not enter the examination after thirty (30) minutes from the time at which the examination began (recommended time for 2-hour examination). Access to a learner will be denied after the specified time has elapsed.
- Not leave the examination until thirty (30) minutes from the time at which the examination began (recommended time for 2-hour examination). Permission to the learner will be denied until after the specified time has elapsed.

- Present a valid photo ID (passport, driver's licence, college ID or public services card) for inspection by the invigilator where the learners are unknown (e.g., larger Centres)
- Not bring into the examination, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
 - Any resource, memorandum, notes, etc, except those as permitted under the particular examination
 - Any electronic equipment including smart devices.
- Be responsible for their personal property. Where small bags (e.g. handbags) are permitted in the examination learners are responsible for their own property. Small bags should be placed away from learners on the floor, not accessible during the examination, and phones must be switched off. Bags must be placed on the floor and out of the reach of each learner.
- Sit the examination/practical assessment at the published time.
- Adhere to the guidelines in this document.
- Be aware of the implications of any malpractice.
- Sign and submit all assessment materials after the examination.
- No learner shall be permitted to leave the examination in the final ten (10) minutes of the examination time (recommended time for 2-hour examination).
- Adhere to any other reasonable procedures in place in the centre.

3.6.4 The Invigilator

The Invigilator must:

- Be in attendance at least fifteen (15) minutes prior to the commencement of the examination.
- Distribute examination papers and any other specific assessment instructions.
- Note the actual start, duration and finish time on a white board/flipchart/other and read aloud same to learners.
- Actively monitor the learners, for the entire duration of the examination, thus ensuring the proper conduct of the examination. The Invigilator is required to give their entire attention to the work of invigilating: the use of mobile phones or personal music appliances; reading of newspapers, or books; personal/work related activities; or engaging in any occupation other than invigilating, during the examinations, is strictly forbidden. The Invigilator should not bring into the Examination Centre, any items (including newspapers, books, other personal/work related materials) other than those which relate to the examination.
- Deal with any problems which may arise. It is recommended that there is another member of staff available on site (or within close proximity) in the case of any emergency.
- Adhere to the guidelines in this document for when commencing, conducting, and concluding an examination. Adhere to any other specific guidelines as specified by the awarding body and/or the centre

4 Examination: Guidelines for Staff

4.1 Planning an examination

4.1.1 Reasonable accommodation in assessment

Please refer to MSLETB's Reasonable Accommodation in Assessment Procedure. The Invigilator should be notified by the Programme Coordinator/Centre Manager or designated person of any reasonable accommodation in assessment pertaining to the specific examination.

4.1.2 Keeping assessment materials secure

All Educators are responsible for the secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with MSLETB's Secure Storage Procedure. They should make the assessment materials available for the Invigilator in line with the Centre policy.

4.1.3 Examination Timetable/Examination Learner Instructions

Sufficient notice of examination timetables should be given to the learners.

While the assessment plan should be made available at the commencement of the programme, the examination dates should be published using Centre's communication system (e.g. notice board, Moodle, email, etc.) within at least one (1) month prior to the examination.

A copy of the Examination Learner Instructions (Short Version) (see Appendix 2 - Examination Learner Instructions (Short Version)) should be distributed to the learner in advance of the assessment.

4.1.4 Room Layout/Facilities

The room layout and relevant facilities need to be checked so that they are fit for purpose.

Sufficient space around learners must be available in order to maintain assessment integrity.

All posters/diagrams/wall materials/etc. (which may impact the validity of the specific assessment) should be removed prior to the examination.

A working clock should be available and visible.

4.1.5 Examination Resources (Centre)

Any examination resources needed for the assessment (e.g. printer paper, working computers, internet access, pens, papers, USB keys) should be provided and checked prior to the assessment.

All examination resources provided by the Centre need to be checked to ensure the integrity of the examination.

4.1.6 Prearranged Seating Plan

In some instances (e.g., awarding body requirement), a seating plan may be required prior to the examination.

4.2 Conducting an Examination - On the day of the Examination

4.2.1 Invigilator Check

The Invigilator, where appropriate, should sign out the Examination materials from the secure storage location and this should be co-signed by the Programme Co-ordinator/centre Manager or designated person.

The Invigilator should take the Invigilator Pack to the Examination.

The Invigilator must report on any issues which may arise using the materials/reporting template located in the Invigilator Pack.

4.2.2 Learner Identification

In some examinations where the learners are not known to the Invigilator, learners may need to verify identity. Examples of learner identification include but are not limited to:

- Photo ID (Passport, Drivers Licence or Public Services Card)
- Educator verification (or Centre Manager, Programme Coordinator)

The Invigilator should confirm the identification of each learner.

4.2.3 Examination Equipment/Resources (Learner)

All examination resources provided by the learner (e.g., dictionaries) must be submitted to the Invigilator by the learner: these resources are checked by the Invigilator to ensure the integrity of the examination.

4.2.4 Reasonable Accommodation

If reasonable accommodation is provided to a learner, care must be taken to ensure that the integrity of the assessment and adherence to the standards is maintained at all times.

4.2.5 Seating Plan

All learners are required to sit in the designated seat according to the pre-arranged seating plan if a pre-planned seating plan is required.

4.2.6 Mobile Phones/Internet Enabled Devices/Bags

Mobile phones and/or internet enabled devices (for example but not limited to, laptops, tablets, smart watches, etc) must not be in the learner's possession during the examination. If stored in the examination room, the phone must be switched off. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession i.e., not on the floor, it will be confiscated and reported as a breach of the examination.

Bags must be placed out of the reach of each learner.

4.3 Commencing the examination

4.3.1 Attendance/Sign-in

The Invigilator will distribute the attendance/sign-in sheet and ensure that all learners in attendance have signed. This will be done in conjunction with the Learner Identification check see Learner Identification

4.3.2 Examination Papers

When appropriate the opening of the examination papers is witnessed and signed by a learner: the Invigilator co-signs.

The examination papers and answer books (if required) will be distributed face down by the invigilator at the commencement of the examination. Learners are not permitted to commence reading the instructions until permitted by the invigilator. If required, computers and other equipment may need to be switched on or learners logged in prior to the commencement of the assessment.

4.3.3 Commencement of Assessment

The salient points from the Examination Learner Instructions (Short Version) (see Appendix 2 - Examination Learner Instructions (Short Version)) should be read aloud to all learners before the time for the examination commences.

The specified examination start time, duration and end time will also be read aloud to learners and written on whiteboard/flipchart/other.

Learners may then commence the assessment. The assessment starting time will be noted on the Invigilator Report.

4.4 Guidelines on Conducting Assessment

- Only learners sitting the examination and authorised personnel can be present in the room.
- No learner may be authorised to enter the examination after thirty (30) minutes) from the time at which the examination began (recommended time for 2-hour examination).
- No learner may be authorised to leave the examination until after at least thirty (30) minutes) from the time at which the examination began (recommended time for 2 hour examination). Permission to the learner will be denied until after the specified time has elapsed.
- Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).
- Each learner should check that they have the correct examination instructions (e.g., examination paper, task list)
- A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
- A learner shall not, while in the examination

- Use, or attempt to use, any book¹, memorandum, notes, or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Invigilator); or
- Aid, or attempt to aid, another learner; or
- Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
- Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the Centre.
- A learner shall:
 - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
 - Not take out examination paper (if applicable)
 - Shall not damage the examination premises or its furniture.

4.4.1 Learners leaving the examination

A learner may not be permitted to leave the examination and return during the examination period unless the Invigilator is satisfied that the learner's need to leave the examination is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.).

A learner who leaves the examination during any period of examination shall not be re-admitted during that period without the express permission of the invigilator. The learner must hand the examination material/documentation to the Invigilator on leaving the examination. In the event of a practical assessment, computers and other equipment may need to be switched off.

The Invigilator should record on the cover of the answer book the time of departure from and return to the examination and the reason for the absence; the time lost by the learner may not be compensated for at the close of the assessment period. Particulars of any such occurrence should be reported on the appropriate Invigilator Report.

4.4.2 Erratum notice

Where an error in the examination has been noted, the Invigilator will seek clarification from the Educator (or other subject matter expert if Educator is unavailable) who should be available to clarify the query. This amendment will be communicated to all learners and noted on the Invigilator Report. The integrity of the examination must be maintained at all times.

4.4.3 Unexpected event during an examination

When an unexpected event occurs during an examination (fire alarm, medical emergency, etc.), the Invigilator must ensure that integrity of the examination is maintained.

Any unexpected events should be noted in the Invigilator Report.

In some instances (e.g., critical illness, fire, etc.) the examination may need to be abandoned.

¹ Exceptions include resources specifically required for the assessment event (e.g. dictionary, log books etc.)

4.4.4 Learners who have completed at least ten (10) minutes before the concluding time.

No learner shall be permitted to leave the examination in the final ten (10) minutes of the examination.

4.5 Concluding Assessment

- The Invigilator will remind learners that there are ten (10) minutes remaining and that all learners should remain in the room until the assessment concludes.
- At the end of the examination:
 - Learners are reminded to ensure that all scripts are signed.
 - Learners must remain in their seats until all assessment material has been collected by the Invigilator.
- Once all assessment materials have been collected, learners are permitted to leave.
- The Invigilator is responsible for:
 - The collection and packaging of all examination material in the manner required by the Centre.
 - Completion of the Invigilator's Report.
 - Transporting the examination material to the designated member of staff for safe and secure storage.

5 References

Quality and Qualifications Ireland, 2018. *Quality Assuring Assessment - Guidelines for Providers*. [Online]

Available at: <https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf>

[Accessed 15 2 2023].

State Examinations Commission, 2017. *State Examinations Commission*. [Online]

Available at: <https://www.examinations.ie/misc-doc/BI-CA-96791328.pdf>

[Accessed 2023 02 17].

6 Appendix 1 – Nonprogrammable Calculators

Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.

Calculators with any of the following mathematical features are prohibited:

- graph plotting
- equation solving
- symbolic algebraic manipulation
- numerical integration
- numerical differentiation
- matrix calculations

Calculators with any of the following general features are prohibited:

- data banks
- dictionaries
- language translators
- text retrieval
- capability of remote communication

See the State Examinations Commission website for full list of calculators which are allowed and disallowed in State Examinations. This is a useful guide.

(State Examinations Commission, 2017)

7 Appendix 2 - Examination Learner Instructions (Short Version)

- Mobile phones and/or internet enabled devices (for example but not limited to, laptops, tablets, smart watches, etc) must not be in the learner's possession during the examination. If stored in the examination room, the phone must be switched off. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession i.e., not on the floor, it will be confiscated and reported as a breach of the examination.
- Bags must be placed out of the reach of each learner.
- No learner may be authorised to enter the examination after thirty (30) minutes from the time at which the examination began (recommended time for 2-hour examination).
- No learner may be authorised to leave the examination until thirty (30) minutes from time at which the examination began (recommended time for 2-hour examination).
- Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).
- Each learner should check that they have the correct examination instructions (e.g., examination paper, task list)
- A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
- A learner shall not, while in the examination
 - Use, or attempt to use, any book², memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Invigilator); or
 - Aid, or attempt to aid, another learner; or
 - Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
 - Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the Centre.
- A learner shall:
 - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
 - Not take out the examination paper (if applicable)
 - Not damage the examination premises or its furniture.
- No learner shall be permitted to leave the examination in the final ten (10) minutes of the examination.
- At the end of the examination:
 - Learners will be reminded to ensure that all scripts are signed.

² Exceptions include resources specifically required for the assessment event (e.g., dictionary, maths formulae and log table etc.)

- Learners must remain in their seats until all assessment material has been collected by the Invigilator.
- Once all assessment materials have been collected, learners are permitted to leave.
- A learner may be expelled from the examination if his/her behaviour is such as to jeopardise the successful conduct of the examination.

8 Appendix 3 – Examination Attendance Register

Centre Name:			
Class and/or PLSS Code:			
Tutor Name:			
Module Title and Code:			
Date:			
Start Time:			
End Time:			
Exam			
	Student Name		Student Name
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

Declaration

I confirm that the information provided is accurate.

Name:

Signature:

Position in Centre:

Date:

9 Appendix 4 – Examination Attendance Register (for centres with assigned seats)

Centre Name:		
Class and/or PLSS Code:		
Tutor Name:		
Module Title and Code:		
Date:		
Start Time:		
End Time:		
Exam		
Seat No	Student Name	Student Signature
1		
2		
3		
4		
5		
6		
7		
8		
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Declaration

I confirm that the information provided is accurate.

Name:

Signature:

Position in Centre:

Date:

10 Appendix 5 – Invigilator’s Report

Centre Name	
Class or PLSS Code	
Teacher	
Module Title and Code	
Examination Name	
Date	
Start Time	
End Time	

If any unexpected event/disturbances during a face to face or online Examination occurred, please list them below in the space provided.

<p>Details of any unexpected event/disturbances. <i>If the report is long, a separately signed sheet may be attached to this report.</i></p>

10.1 Declaration

I confirm that the exam was carried out in accordance with the awarding organisation’s regulations and the information provided here is accurate.

Name:

Signature:

Position in Centre:

Date: