



openawards

Instructions for Conducting Controlled Assessments

1. Purpose

Open Awards is committed to ensuring all centres administer any required controlled assessments consistently and securely, supporting the management of standards and the integrity of the assessment process.

Learners must be provided with a quiet environment which will be undisturbed for the duration of a controlled assessment. They must have direct access to a fully operable on-screen system or paper-based material, which must be secured and returned (if applicable) immediately following the assessment session in accordance with Open Awards guidance.

Learners must be directly supervised throughout the assessment to reduce the risk of plagiarism and malpractice. Learners must be seated separately and aware that it is not permitted to interact with anyone other than the invigilator, if necessary.

The document sets out the principles which should be followed by Open Awards centres when administering controlled assessments. It includes the following:

- a) External assessment venue requirements
- b) Invigilation requirements
- c) Storage and security of assessments and confidential information
- d) Unannounced visits guidance

Invigilators must be familiar with, understand and ensure that the conditions outlined within this document are met.

This document has been produced using the Joint Council Instructions for Qualifications' Instructions for Conducting Examinations (JCQ ICE). It replaces all previous invigilation and external assessment requirements from the operative date.

Failure to comply with the contents of this document may be deemed to be malpractice¹ and may result in sanctions² being placed on the centre.

2. Scope

This document is applicable for the following Open Awards products:

Ofqual regulated qualifications and units	<input checked="" type="checkbox"/>
Access to HE Diplomas	<input checked="" type="checkbox"/>
Quality Endorsed Courses	x
Badge of Excellence	x

¹ [Maladministration and malpractice policy and procedures.](#)

² [Sanctions policy](#)

3. Regulatory Authorities

The relevant regulatory authorities are Ofqual and QAA. Every attempt has been made to ensure that the provisions of this document are consistent with the requirements of the regulatory authorities. Where the requirements of a regulatory authority change, or where inadvertently these procedures conflict with those of the regulatory authority, the latter shall apply. Where the requirements of the regulatory authority are amended and require changes to this document, such changes will be made as soon as practicable and Open Awards will inform centres accordingly.

4. Audience

This document is for use by the following:

- users of Open Awards, including learners, who are delivering or registered on Open Awards approved qualifications
- Open Awards staff.

5. Definitions

Controlled assessment	A type of formative assessment of the learning outcomes where the supervision of learner assessment is required. Controlled assessments may cover a range of assessment methods such as practical tasks, written questions, multiple choice/short answer and knowledge assessment tasks.
Invigilator	The person in the assessment room responsible for conducting a particular assessment session. The role of the invigilator is to: <ul style="list-style-type: none">• Ensure all learners have an equal opportunity to demonstrate their abilities• Ensure the security of the assessment before, during and after the assessment• Prevent possible candidate malpractice• Prevent possible administrative failures
Supervision	The simultaneous physical (or simultaneous electronic) presence of a learner and a lecturer, supervisor, assessor, tutor or other appropriate provider of education or training provided to a learner.
Ratio of invigilator: learners	For paper-based assessments, the invigilator to learner ratio must be no more than 1:30. For on-screen assessments, the invigilator to learner ratio must be no more than 1:20.

6. Instructions and Guidance

6.1 Assessment Venue Requirements

Centres must ensure that all controlled assessments take place in an appropriate assessment environment. Whilst controlled assessments will normally take place at the centre's registered address, assessments may be carried out at other venues subject to the following conditions being met:

- The venue meets the requirements in this document
- The centre advises Open Awards of the location of the venue before the assessment takes place
- The centre recognises that Open Awards may require access to the venue for the purposes of inspection and/or spot checks
- Transport, handling and storage of assessment materials from the main centre address to an alternative assessment venue is carried out with regard to the security and integrity of assessment materials, before, during and after the assessment.

Centres are required to maintain records of how assessment venues meet these requirements, which must be made available to Open Awards on request. False or misleading statements by centres in respect of assessment venues may result in immediate suspension or withdrawal of centre approval, and assessment papers may be declared void.

As part of Open Awards' ongoing external quality assurance procedures, we will check adherence to these requirements through planned and/or unannounced compliance visits.

The Room

Any room in which an assessment is held must provide learners with appropriate conditions for taking the assessment. Particular attention should be given to conditions such as:

- Heating
- Lighting
- Ventilation
- Noise outside the assessment room
- Health and safety

Only authorised members of staff (i.e. invigilator or exams officer) may be present in the assessment room.

The room should include sufficient space at the front for the invigilator to sit.

For computer-based assessments, an appropriately trained administrator should be available during the assessment to deal with any technical queries that may arise. Where possible, at least one additional PC should be available in the event of

equipment failure.

Only learners actually sitting the assessment may be present in the assessment room whilst an assessment is taking place.

Centres should make provision for learners to securely store their personal belongings outside the room or within the room, but out of reach. Access to personal belongings must be monitored by the invigilator throughout the assessment.

Seating Arrangements

Seats and desks must be in a good state of repair to allow learners to complete an assessment without distracting the learner.

Seating arrangements must prevent learners from overlooking the work of others. In particular, the minimum distance in all directions from centre to centre of learners' chairs must be 1.25 metres. There should also be space for the Invigilator and any technical support required.

Wherever possible, for **written assessments**:

- all learners should face in the same direction
- each learner should have a separate desk or table large enough to hold question papers. Learners who are not seated at individual desks must be far enough apart (minimum 1.25m) so that their work cannot be seen by, and contact cannot be made with, other learners

For **computer-based assessments**:

- the room layout must be planned to prevent work being overseen by other learners or contact made with other learners
- there must be at least 1.5 metres from the centre of each screen to the centre of the next screen
- consideration should be given to dividing workspaces with booths, or partitions (temporary or permanent)
- the clock must be displayed on every computer screen in use
- there must be a lower invigilator: learner ratio than for written assessments

Learners must not be permitted to change seats unless they are asked to do so by the invigilator.

You must create a seating plan that shows the position of each candidate in the assessment venue. Any changes made to seating arrangements during the assessment must be recorded on the seating plan.

The seating plan must be retained by the centre for at least a year after the assessment and made available to Open Awards on request and/or as part of spot-checks or quality assurance visits.

Learners for whom reasonable adjustments³ have been made must be clearly identified on the seating plan.

Display Materials

Display materials such as posters, wall charts, information leaflets or other visual stimuli which might be helpful to learners **must not** be visible in the assessment room.

The following items **must** be on display in the assessment room:

- A poster advising learners that mobile devices are not allowed in the assessment room (see Appendix 1)
- Assessment warning notice for learners (see Appendix 3)
- Centre appeals procedure
- Emergency/evacuation procedures
- Start/finish times, and date, of the assessment
- Centre number
- A reliable clock (or other suitable time keeping device e.g. time displayed via a computer screen) must be visible to each learner in the assessment room and the clock/display must be large enough for all learners to read clearly

There must be a sign, clearly visible to others in the building, that an assessment is taking place (see Appendix 2)

Access to resources

The resources a learner is allowed to access are listed on the front page of the assessment. Any learners found to have any unauthorised material in the assessment room (whether or not they intend to use it) may be considered as malpractice.

Learners must be given prior notice of any materials needed for the assessment.

Using calculators

Learners may only use a calculator in an assessment if the instructions on the question paper clearly state they can be used.

Where the use of a calculator is allowed, learners are responsible for making sure that their calculators meet Open Awards regulations as set out below.

Invigilators may also issue suitable calculators to learners, if required.

³ [Reasonable adjustments and special considerations policy and procedures](#)

<p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <p>be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; <ul style="list-style-type: none"> • be borrowed from another candidate during an assessment for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The learner is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply • the calculator's working condition • clearing anything stored in the calculator 	

Please note, for Functional Skills Mathematics qualifications:

A non-scientific calculator must be used.

6.2 Invigilation Guidance

The role of the invigilator

The invigilator is the person in the assessment room responsible for conducting a particular assessment session. The role of the invigilator is to:

- Ensure all learners have an equal opportunity to demonstrate their abilities
- Ensure the security of the assessment before, during and after the assessment
- Prevent possible learner malpractice
- Prevent possible administrative failures

Invigilators must ensure they are familiar with the requirements outlined below and that they give their full attention to conducting the assessment properly.

Invigilators must not carry out any other task (for example reading a book or marking) in the assessment room.

The invigilator to learner ratio is a minimum of 1:30 for paper-based assessments and 1:20 for on-screen assessments.

Centres must ensure that there are sufficient invigilators to monitor all learners at all times. Dependent on the cohort, centres may need to increase the number of invigilators in the assessment room to provide the necessary assurance.

When only one invigilator is present, he or she must be able to get help easily without leaving the assessment room and without disturbing learners. This could include the use of a two-way radio or mobile phone (mobile phones are only permitted in the assessment room for this purpose and must be kept on silent mode to prevent incoming calls or messages that may disturb candidates).

A centre must have systems and checks in place to ensure that an assessment is not undertaken or invigilated by anyone who has a personal interest in the result of the assessment.

Please note for Functional Skills Qualifications:

No person who teaches, or has any role in the delivery of a level 1 or 2 Functional Skills qualification can be responsible for the invigilation of paper-based or on-screen assessments for that subject (regardless of the level they teach), even if they have not taught that cohort.

An invigilator cannot be a current learner at the centre or any relative, friend or peer of a learner in the assessment room.

Any potential or actual conflicts identified by a centre must be reported to Open Awards before the test so that alternative arrangements can be made.

Starting the assessment

Before the assessment starts, the Invigilator must: -

- Check that the relevant notices are displayed and that there is a clock which is visible to all learners
- Check the identity of all candidates using photographic ID (e.g. passport, driver's license or college issued ID card) and that the relevant section of the Assessment Front Cover Sheet has been completed to show attendance
- Confirm there are no conflicts of interest between invigilator and learners
- Advise learners who are unable to provide the required identity documents and photograph that they cannot sit the assessment, and that they must leave the assessment room (unless their identity can be verified by their assessor)
- Make sure that the seating arrangements meet Open Awards assessment venue requirements
- Inform learners that they must follow the regulations of the assessment (for paper based or for on-screen assessments)
- Ensure that learners do not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject
- Ensure that no course materials can be seen by any learners
- Ensure that learners do not have access to potential technological/ web enabled sources of information, such as:
 - iPods/ iWatches
 - mobile phones
 - MP3/4 players
 - wrist watches which have a data storage device
- Advise learners of emergency/evacuation procedures

- For **paper-based** assessments:
 - Open the packets of assessment papers, in the assessment room in front of the learners, and distribute to learners (face-up on the desk). This includes any modified papers
 - Check that learners have the correct paper
- For **on-screen** assessments:
 - Distribute individual log in details to learners
 - Ask learners to check they have the right log in details before log-in

The Invigilator **must**:

- Announce clearly to learners when they may begin
- Specify the start and finish time of the assessment, and the earliest time that learners can leave the assessment room (a minimum of 30 minutes after the start)
- Remind learners that they cannot communicate in any way with, ask for help from or give help to another learner while they are in the assessment room
- Only answer questions from learners about the instructions on the front of the assessment paper

The Invigilator **must not**:

- Make any comment where a learner believes that there is an error or omission on the question paper. However, in this situation, the invigilator must refer the matter to the Head of the Centre, who should send a report to Open Awards
- Give any information to learners about possible mistakes in the question paper, unless there is an erratum notice, or permission has been given by Open Awards
- Read aloud any content of the assessment paper, other than the instructions on the front cover
- Offer advice, re-phrase or explain a question for a learner
- Comment on the work of a learner

During the assessment

Invigilators must supervise learners throughout the whole time that an assessment is in progress. This means that:

- Invigilators must give complete attention to this duty at all times
- Invigilators must not carry out any other task (e.g. doing other work, using a mobile phone) in the assessment room
- Invigilators are required to move around the assessment room, quietly and at frequent intervals
- Invigilators must monitor the use of ICT where assessments are on-screen to ensure that learners are not accessing material, applications or software that is not allowed.

Learners who arrive late

A learner who arrives after the start of an assessment may be allowed to enter the assessment room and sit the assessment. This is at the discretion of the centre.

Learners who arrive after the start of the assessment should be allowed the full time for the assessment, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.

In accordance with JCQ guidance, centres in the UK are allowed to start controlled assessments by up to 30 minutes earlier than, or later than, the scheduled starting time for the session, without the need to complete any paperwork. Prior permission from an awarding organisation is not required. Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates must be supervised as if the specified starting time had been in place.

In all circumstances, the security of the assessment paper must be assured.

Summoning help during an assessment

When only one Invigilator is present in an assessment, they must be able to summon help, in case of an emergency, without leaving the room or disturbing learners. A mobile phone may be used, and must be switched to silent alert, so as not to disturb learners.

Leaving the assessment room

Learners are not permitted to leave the assessment room until at least 30 minutes after the scheduled assessment start time (other than in an emergency/medical situation).

Where learners have completed their assessment and are permitted to leave before the finish time, they must be instructed to do so quietly, without causing undue distraction to others. Their assessment paper must be collected before they leave the assessment room.

Under no circumstances must assessment papers leave the assessment room before the end of the assessment.

Emergencies

Centres must have a written centre policy for dealing with an emergency evacuation of an assessment room, at all assessment venues. This should include contingency plans for possible disruptions to assessments.

The invigilator must take the following action in an emergency such as fire evacuation or bomb alert:

- Stop the learners from writing
- Collect the attendance sheet and evacuate the assessment room in line with the centre's procedure

- Advise candidates to leave the assessment papers and scripts in the assessment room and to leave the room in silence
- Ensure that learners are supervised as closely as possible while they are out of the assessment room to ensure there is no discussion about the assessment papers
- Record the time of the interruption and how long it lasted
- Make a full report of the incident and the action taken, and send it to Open Awards
- **Where the incident may have adversely affected learners' ability to complete the assessment, the centre should follow the special considerations procedure⁴.**

When possible, when the assessment is resumed, you must allow the learners the full scheduled time set for the assessment.

As each emergency situation will be different, advice must be sought from Open Awards as soon as it is safe and practicable to do so. Any concerns about a potential breach of the security of an assessment paper must be reported to Open Awards immediately.

Ending the assessment

When ending the assessment, Invigilators should give sufficient notice to learners. This is normally achieved by giving fifteen minute and five minute warnings prior to the published finish time. For on-screen assessments, the clock on-screen will change colour when there are fifteen minutes of the assessment remaining.

Ensure that each learner that has been granted extra time and/or supervised rest breaks is not disrupted by these warnings and is allocated the correct individual amount of time.

At the end of the assessment, invigilators must tell the learners to stop working and remind them that they are still under controlled assessment conditions:

- Instruct learners taking paper-based assessments to:
 - Ensure they have put all necessary information on their answer booklets and any additional answer sheets
 - Ensure they put any loose additional answer sheets inside the answer booklet, and then firmly attach them to the booklet
 - Ensure any resource documents are returned with the answer booklet. These must not be retained by the learner or the centre and must be returned to Open Awards with the answer booklet.
- Instruct learners taking online assessments to:
 - Ensure any work is saved and secure from unauthorised access
 - Return any assessment material, including copies of learner's work, print-outs and/or assessment papers
 - Return any scrap paper to be recycled

⁴ [Reasonable Adjustments and Special Considerations Policy and Procedures](#)

All paper-based assessment papers must be collected and placed in secure storage prior to submitting to Open Awards for marking. The invigilator must check that every question and answer booklet and any resource documents have been returned before the learners are allowed to leave the room.

The invigilator must also check that:

- The names on the answer books match the details on the attendance list
- The learners have used their correct centre and learner ID numbers

At no point must any indication be given to learners as to whether it is believed that they have passed or failed the assessment. The marking of assessment papers by centre staff, to pre-empt awards will be treated as malpractice and could result in the withdrawal of centre approval.

Assessment papers must be sent according to the instructions provided within the specified timeframe of the assessment.

The attendance sheet should be either retained or returned to Open Awards in line with the guidance including in the individual qualification specifications; or as requested by Open Awards in the case of any issues occurring that Open Awards or the marker need to be made aware of.

7. Storage and security of assessments and confidential information

Centres must be able to demonstrate that appropriate security systems are in place to prevent unauthorised access to assessment materials. This will be checked as part of Open Awards external quality assurance procedures including through scheduled quality assurance visits and unannounced centre visits to monitor live tests.

Please note for Functional Skills Qualifications:

Administration of Assessments

'Administration' includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to the awarding organisation after scheduled assessments are completed

No person who teaches or has any responsibility in the delivery or assessment of a level 1 or 2 Functional Skills qualification can be involved in the administration of the assessment materials for level 1 and 2 exams in that subject (regardless of the level they teach), even if they have not taught that cohort.

Security for paper-based assessments

Assessment papers, or any of the content within, cannot be retained or copied after assessments, for teaching or assessment practice. All instructions within qualification specifications and contained within assessment papers and resources must be adhered to.

The contents of all materials must be treated as strictly confidential and should not be shared with anyone other than those taking or administering the assessments. Copies may not be issued to anyone, including teaching staff.

Assessment papers and any other confidential material e.g. answer booklets, must be stored securely at the centre's registered address in a safe or secure lockable cupboard with restricted access (as authorised by the Head of Centre) in a secure, locked room.

Open Awards must be notified immediately if any known or suspected infringement of these conditions take place.

Centres must be able to demonstrate:

- The receipt, secure movement and secure storage of question papers and confidential materials.
- That the appropriate security systems are in place to prevent unauthorised access to the test/assessment materials.
- That appropriate arrangements are in place to ensure that confidential materials are delivered only to those authorised by the head of centre. These should be adults with an appropriate level of responsibility within the centre, and not current students at the centre. The head of centre is responsible for monitoring any conflicts of interest which may arise, and be confident that the security of confidential assessment materials is maintained, from the point of their delivery at the centre to their return to Open Awards.
- That envelopes and boxes containing confidential materials are signed for. A log must be kept recording the receipt, movement and despatch of confidential assessment materials including, if appropriate, the number of boxes/packets received. This log must be made available for review on request.
- That live assessment materials are stored securely at all times both before and after assessments.
- That all assessment papers issued by Open Awards are returned as instructed, including any unused papers or materials.

Security for online assessments

Centres must have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/assessment materials.

Electronic assessment materials must only be accessed in accordance with Open Awards' instructions.

Assessment access codes must be stored securely and only given to learners at the time of the assessment. The invigilator must check the identify of each learner to ensure the correct access code is given to each learner. The invigilator must oversee the input of the access code for each learner to ensure that the learner has checked that the name on the test screen is correct.

If an invigilator, or learner, becomes aware that an assessment is being sat in the wrong name, the assessment must be stopped. This may constitute malpractice.

Centres must have appropriate security systems and procedures in place to prevent candidates using computers/laptops in assessments having authorised external communication with other users of computers/laptops.

8. Unannounced Visits

Unannounced visits are essential for maintaining and improving quality. They are carried out by a member of Open Awards quality team to ensure that all relevant procedures are being complied with and to prevent malpractice. Such checks will create the opportunity to comment on good practice and also identify areas for improvement. This guidance provides a framework for carrying out unannounced visits and includes templates for recording that these have taken place.

Centres must provide the person carrying out the visit, upon request, access to premises, people and records relating to learner assessments, achievement and internal quality assurance. Failure to allow access will be considered to be a breach of the centre agreement and will result in suspension of the Centre's approval status subject to further checks.

The frequency of unannounced visits will be determined by Open Awards' risk based approach to centre compliance. Risk factors include volume of registrations, incidents reported and exception reporting of statistical data. In any situation where Open Awards has concerns about the ability of a Centre to meet the terms and conditions of the Centre agreement, quality assurance requirements or financial obligations then Open Awards will undertake an unannounced visit to determine the level of risk to the security of the award.

Centres will receive feedback from the unannounced visit through the Open Awards Unannounced Visits Observation Checklist within ten working days.

Sanctions

Where the outcome of an unannounced visit highlights concerns that may affect Open Awards ability to comply with Regulatory Conditions, Open Awards reserves the right to apply sanctions on Centres in line with our Sanctions Policy.

The level of sanction imposed will depend on the nature of the Centre's non-compliance. In cases of serious breach of non-compliance, for example in relation to

the security of its assessments, the Open Awards may withdraw a Centre's recognition. This withdrawal of recognition may impact upon the Centre's eligibility to deliver all qualifications with Open Awards or other awarding organisations. Open Awards will provide centres with guidance on protecting the interests of learners appropriate to the circumstances of the withdrawal.

Appendix 1: No Mobile Devices Poster



**NO MOBILE PHONES,
iPODs, SMART WATCHES,
MP3/4 PLAYERS
NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a
mobile phone, is a serious offence and could
result in**

DISQUALIFICATION
**from your assessment and your overall
qualification.**

This poster must be displayed in a prominent place outside
each assessment room.

Appendix 2: Assessment in Progress Poster



QUIET
Assessments in
progress

Appendix 3: Warning to Learners

1. You **must** be on time for all your assessments.
2. You **must not** become involved in any unfair or dishonest practice in any part of the assessment.
3. You **must not**:
 - sit an assessment in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the assessment room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The Warning to Learners must be displayed in a prominent place outside each assessment room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Appendix 4: Unannounced Visits Observation Checklist

A Lead Quality Reviewer (LQR) or External Quality Assurer (EQA) from Open Awards should use this checklist to review the invigilation of assessments observed during an unannounced visit. Completed forms must be returned to the Open Awards Head of Quality and Standards.

Centre:		
LQR/ EQA undertaking visit:		
Site Visited (address):		
Date and Time of assessment:		
Duration of Observation Visit (hours):		

A	Arranging the Assessment Room	'YES' Please tick ✓	Comments
1.	Check that the assessment room walls have been cleared of any material that may assist learners		
2.	Check that the centre has the following on display: <ul style="list-style-type: none"> • Poster advising learners that mobile devices (phones, iWatches etc.) are not allowed in the assessment room • Assessment notice for learners • Centre Appeals procedure • Emergency/Evacuation procedures • A clock that all learners can see clearly • A board showing the assessment date, start and finish time 		
3.	Desks/computers are correctly spaced		
4.	There is a sign clearly visible to others in the building that an assessment is taking place		
5.	Learners have access to the required data files (<i>Functional Skills Entry Level ICT Assessments only</i>)		
6.	There is IT support available for the set up and duration of onscreen assessments		

B	Identifying Learners	✓	
7.	The identities of all candidates are checked using photographic ID (e.g. passport, driver's licence or college issued ID card) and the relevant Attendance Register has been completed to identify attendees at the assessment		
8.	Learners unable to provide the required identity documents and photograph are advised that they cannot sit the assessment		

C	Before the Assessment Starts	✓	
9.	The Invigilator(s) is an appropriate person who does not have a conflict of interest with the learner's and/or qualification being assessed		
10.	There is a second Invigilator present/available in case of emergencies, illness and toilet breaks		
11.	The Invigilator to learner ratio is within the guidance of 1:30 for paper-based assessments, 1:20 for on-screen assessments and		

	1:10 for Functional Skills ICT assessments		
12.	Learners are told they are subject to controlled assessment conditions		
13.	Learners attention is drawn to: <ul style="list-style-type: none"> • Emergency/Evacuation procedures • Poster advising learners that mobile phones, tablets, media players or other data storing devices must be switched off and not used during the assessment • Assessment Notice for Learners • Centre Appeals Procedure 		
14.	Learners are told that they must place any unauthorised materials, including course notes, at the front, or back of the room and only equipment required for the assessment is available		
15.	Learners told when they can begin, how much time they have, and when they can leave the assessment room; a minimum of 30 minutes after the start, (unless for a medical emergency)		
16.	Learners who arrive after the assessment starts are managed in line with the centre's policy		
Paper-Based Assessments			
17.	Envelope(s) containing the assessment papers are opened in the assessment room		
18.	Learners are told: <ul style="list-style-type: none"> • To enter their personal details on to the learner information sheet (<i>if this has not already been completed</i>) • To read the instructions on the front of the response sheet 		
19.	Learners reminded to use only blue or black ink (<i>pens issued if applicable</i>)		
On-screen Assessments			
20.	The invigilator ensured that the correct access code was given to each learner		
21.	The invigilator ensured the input of the access code for each learner to confirm that the learner had checked that the name on the test screen is correct		

D	During the Assessment	✓	
22.	The Invigilator is vigilant throughout and supervises the learners at all times to prevent cheating and distractions. This includes walking around the assessment room		
23.	The Invigilator did not give any information to learners about the content of any question or answer on the paper or the requirements for answering particular questions		
24.	The Invigilator did not carry out any other task whilst in the assessment room		
25.	Learners are given a 15 minute and 5 minute warning before the end of the assessment and advised to stop writing/typing at the end of the assessment		
26.	For computer-based assessments, the Invigilator monitored the use of internet and email. (At no time, except as required for ICT Functional skills, should learners access these programmes. Any use of internet and email should be reported to Open Awards and the learner warned that this may lead to disqualification)		
27.	In the event of an emergency, the emergency process was implemented		

E	At the End of the Assessment	✓	
28.	The Invigilator ensured that learners leaving before the finish time did so without causing distraction to others		
29.	The Invigilator collected all assessment papers and response sheets (<i>paper-based assessment only</i>), ensuring they were kept in a secure place before being sent for processing		

30.	The Attendance Sheet was retained according to guidance or returned to Open Awards if any issues occur that Open Awards or the marker need to be made aware of		
31.	All resources and downloads saved to the computer system were fully removed by the Invigilator		

Additional Comments:

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Actions/Recommendations for Centre

	<i>(add additional rows as necessary)</i>	By Whom	By When
	Actions		
1			
2			
3			
	Recommendations	By Whom	By When
1			
2			
3			

Good Practice Identified:

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Signature of individual conducting the unannounced visit:	Signature of Centre Staff:
Print Name:	Print Name: