Functional Skills



VQA Functional Skills Qualifications at Entry Level

Regulations for the Conduct of the Controlled Assessment

Version 1

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Introduction

VQA has produced these regulations to support centres with the conduct of the externally-set controlled assessments that form the mandatory assessment of the Functional Skills Qualifications in English and Mathematics at Entry Level. They also support the administration of the internally-set controlled assessments for the Speaking, Listening, and Communicating component (SLC) which is mandatory for the English qualifications. Specific guidance for the SLC can be found in Appendix 1.

The regulations are in line with the *Joint Council for Qualifications (JCQ) regulations for the conduct of examined assessments.*

The Importance of Following These Regulations

These regulations are designed to support centres in delivering Functional Skills Qualifications at Entry Level, ensuring consistent administration of assessments and maintaining the integrity of the assessment process. Failure to comply with these regulations may adversely affect learners within the centre or in cases of a breach of assessment paper security, potentially have wider national implications.

Qualifications Covered by These Regulations

These regulations must be adhered when delivering the following qualifications:

- VQA Functional Skills Qualification in English at Entry Level 1 (RQF) (610/6263/7)
- VQA Functional Skills Qualification in English at Entry Level 2 (RQF) (610/6264/9)
- VQA Functional Skills Qualification in English at Entry Level 3 (RQF) (610/6265/0)
- VQA Functional Skills Qualification in Mathematics at Entry Level 1 (RQF) (610/6266/2)
- VQA Functional Skills Qualification in Mathematics at Entry Level 2 (RQF) (610/6268/6)
- VQA Functional Skills Qualification in Mathematics at Entry Level 3 (RQF) (610/6267/4).

Centre Responsibility

The Head of Centre is accountable to VQA for ensuring that the centre consistently adheres to these regulations. They are responsible for ensuring that all staff involved in the delivery, management, supervision, and quality assurance of

qualifications comply with this document to maintain the security and integrity of the assessments. Any failure to comply may lead to a malpractice or maladministration investigation.

Functional Skills Qualifications at Entry Level Assessment Components

The VQA Functional Skills Qualifications in English and Mathematics at Entry Level will be assessed as outlined in the table below:

Subject	Number of assessment components	Format
English	3	Reading: • externally set by VQA and internally marked by the centre tutor. Writing: • externally set by VQA and internally marked by the centre tutor. Speaking, Listening, and Communicating (SLC): • use, adapt or customise exemplar assessment materials provided by VQA, or centre-devised assessments.
Mathematics	1	Two sections: calculator and non-calculator: • externally set by VQA and internally marked by the centre tutor.

Preparing for the Assessments

Maintaining the Security of Assessment Materials

The following instructions apply to all confidential assessment materials to guarantee their integrity and security.

The externally-set, controlled assessment for mathematics and the Reading and Writing components of the assessment for the English qualifications are paper-based and are available to download from the Verve management suite

Centres that have registered learners on one or more of the Functional Skills Qualifications at Entry Level must have in place a designated person or Examinations Officer who will be given secure access to Verve, VQA's management suite. The designated person is responsible for downloading the assessment materials, arranging for the downloaded materials to be printed in sufficient quantities for the number of learners taking the assessments, ensuring they are stored securely in line with VQA's regulations, and that access to the materials is restricted and monitored.

The Head of Centre is responsible for ensuring that only authorised members of staff have access to confidential assessment materials, including the centre's secure storage facility. The member of staff with designated authority/the Examinations Officer is responsible for:

- accessing the secure area of the VQA portal to download assessment materials
- printing the required number of copies in readiness for the controlled assessment
- ensuring all printed assessment materials are kept in the centre's secure storage facility
- accessing assessment materials in line with VQA's specific instructions
- ensuring that appropriate security systems are in place to prevent unauthorised access to the assessment materials.

VQA must be notified immediately if the security of the assessment materials becomes compromised. This includes situations such as natural disasters, fire, theft, loss, damage, or any other circumstances that jeopardise the arrangement or secure storage of assessment materials.

Ensuring Image Clarity in Assessment Materials

To support all learners, including those with a visual impairment, centres must take the following steps to ensure that images in assessment materials are clear and accessible:

- ensure that assessment papers contain images that are clear and distinguishable
- provide additional lighting in the controlled environment to enhance the visibility of printed images
- inform learners in advance about the availability of alternative formats (such as question papers available in enlarged print) and how to request them if needed.

The Secure Room or Secure Storage Facility

The assessment materials must be stored at the centre's registered address in a secure room equipped with a secure storage facility The secure storage room may be inspected and approved by VQA.

Security arrangement	Requirements	Recommendations
Secure room	In a fixed building, i.e., not a Portakabin or similar. Walls, ceiling and floor of strong, solid construction. Solid door. Strong, secure hinges. Security lock, with a minimum of a 5-lever mortice lock, coded keypad lock, or electronic security lock. 2 to 6 key holders only. There must be at least two keys rather than one key accessed by two or more members of staff. Centres must not keep a spare set of keys anywhere where they can be accessed by members of staff who are not involved in examination administration. This includes in a cabinet or safe. Keys must either be kept on the key holder's person or in a coded key safe (securely attached to the wall) which is only accessible to the designated key holders.	Preferably located on an upper floor with no windows.
Secure storage facility	Strong safe or security cabinet or metal cabinet with locking bar. 2 to 6 key holders only.	Bolted to a wall or the floor.

VQA should receive notification no later than six weeks in advance if a centre plans to change its address or relocate the secure storage facility. An inspection of the centre may take place as a result of this notification. Additional stipulations are:

- the secure storage facility at the centre must be capable of storing all assessment papers and any other confidential materials
- the secure storage facility should store current and active confidential materials exclusively:
  - past assessment question papers and internal school assessments **must not** be stored in the secure storage facility
- the secure room can be utilised for storing mock or sample assessments and internal tests; however, they **must be kept separately** from 'live' VQA assessment materials and be clearly identified
- in the event the volume of assessment papers exceeds the capacity of the secure storage room, additional rooms within the centre must be utilised. Please note the same levels of security and access authorisation must be applied.

When outside of secure storage, assessment papers must always be under the supervision of an adult authorised by the Head of Centre and Examinations Officer.

Removing Assessment Papers from Secure Storage

To prevent potential security breaches, it is essential to exercise caution when handling assessment materials. Other than the person retrieving the assessment materials from secure storage, such as an Invigilator, an additional member of staff must perform a double-check. This verification process should be documented.

Assessment papers should be transferred to the designated assessment room(s) as close to the assessment's scheduled start time as feasible.

The papers should not be removed from the centre's secure storage facility and transferred to the designated assessment room(s) any earlier than 60 minutes before the start time of the controlled assessment.

The assessment papers must be transferred to the assessment room(s)/site(s) in a sealed non-transparent envelope. An Invigilator must always be present within the assessment room(s), and it is essential to ensure that assessment papers are never left unattended.

If VQA has approved a language modifier, communication professional and/or live speaker they may access the assessment paper 60 minutes before the assessment's agreed starting time to make the necessary preparations.

A reader and/or scribe is not allowed access to the assessment paper to prepare before the starting time of the assessment.

In cases where confidential materials require storage for an extended duration before the assessment, the following stringent measures must be implemented to ensure their security:

- Live assessments must only be distributed during the assessment session and should be collected at the end of the session.
- Under no circumstances should live assessments be taken out of the registered centre, and when not in use, they must be securely stored.
- Live assessment material must not be used as practice material for any qualifications.
- Assessment materials are viewed as being "live" until they are retired at the end of the VQA cycle (1 September – 31 August).

Starting Times for Controlled Assessments

The controlled assessments are available 'on-demand' where the centre sets the date and time of the assessment.

All learners must be allowed the full amount of time for the controlled assessment as stipulated in the qualification specification and assessment papers.

Any learner who has permission to take a controlled assessment earlier than the centre's agreed starting time must be kept under supervision until the assessment's published start time. Any question paper used by the learner must be stored immediately after their assessment has concluded in the centre's designated secure storage facility.

Any learner who takes a controlled assessment later than the centre's agreed start time must be kept under centre-arranged supervision after the published start time and until they begin the controlled assessment.

The Controlled Environment

Facilities

Centres must ensure that the accommodation and facilities are appropriate and support the size of the cohort taking the controlled assessment.

Regular checks should be carried out to ensure that the accommodation and facilities remain suitable, and any equipment used during the assessments is in working order. These checks must also be completed for any controlled assessment conducted at an alternative site.

All learners must sit the controlled assessment at the centre's registered address unless the centre is using an alternative site arrangement that has been agreed by VQA. If an alternative site has been agreed, the assessment materials must be stored securely at the centre's registered main address in their designated storage facility until they are transported to the alternative site by an authorised member of centre staff.

The controlled assessment materials must remain securely packaged and continuously kept under secure conditions during transportation to the alternative site.

Room Conditions

Every room designated for a controlled assessment must offer learners suitable conditions to complete their assessment. The centre must carefully consider factors such as heating, lighting, ventilation, and both internal and external noise, regardless of whether it is intermittent or continuous.

Any displayed material that could potentially aid learners with their assessment should not be visible in the room and should be removed before the controlled assessment.

This may include but is not limited to:

- posters
- learner work
- diagrams
- illustrations.

Clocks

Centre staff must ensure that a clock, which may be presented in analogue and/or digital format, is available in the room whilst the controlled assessment is taking place. The clock must be large enough for the learners to see, show the correct time, and be positioned appropriately so that every learner in the room can easily read the time.

Please note that 'countdown' and 'count-up' clocks are not allowed in VQA assessments.

Centre Information

Learners must write the following information on the front page of their examination paper:

- learner name
- learner number
- date
- centre name.

The following information will be pre-printed on the front of the examination paper by VQA:

- title of the qualification
- assessment component title
- question paper reference number.

Seating Arrangements

Seating must be arranged to ensure learners are unable to overlook the work of others. Learners should be seated in order of their learner number at a distance from one another of 1.25 metres.

A seating plan must be produced for each controlled assessment taking place and kept on file within the centre. Each seating plan must accurately indicate:

- the date
- the time and location of the controlled assessment
- the position of each learner in the assessment room
- any learners with access arrangements
- any learners who arrived late including their arrival time.

Any modifications to the seating arrangements made during the controlled assessment, or any issues identified, must be documented on the seating plan.

Learners should face in the same direction and have a separate desk or table that is large enough to accommodate question papers and any other required assessment materials.

Learners who are not seated at individual desks must be positioned to maintain a sufficient distance from one another, ensuring that their work remains concealed from other learners and that there is no possibility of contact between them.

If screened booths are used for learners with access arrangements, the Invigilator(s) must have visibility of the learners. Furthermore, it is essential to ensure that learners are unable to overhear or disrupt one another.

Other External Assessments

Provided that it does not cause any disruption, conducting any additional written external assessments concurrently in the assessment room is allowed. However, internal school tests and mock external assessments cannot be held in the same room while an external assessment is taking place. The room may only be used for administering external assessments.

Designated Assessment Room

Learners sitting a Functional Skills assessment at Entry Level must be provided with formal assessment conditions. Once suitably trained and appropriate staff begin checking and preparing a room to comply with these regulations, it becomes a 'designated assessment room'.

During the preparation phase, and until learners are invited under supervision to start their controlled assessment, no other activities are allowed in the room. The room retains its status as a 'designated assessment room' until all learners have left and all materials, such as completed examination papers and resources, have been removed. Centres must allocate sufficient time for setting up and clearing the room before and after the scheduled controlled assessment. During this period, the room remains a 'designated assessment room' and cannot be used for any other purposes.

A VQA “warning to learners poster” and an “unauthorised items poster” must be displayed in a prominent position outside each assessment room used. Master copies of the posters are located in the appendices at the end of this document.

Invigilation Responsibilities

Invigilators are individuals present in the controlled assessment room who have the responsibility of overseeing and supervising assessments whilst learners are present. They have a key role in upholding the integrity of the controlled assessment process.

Centres must ensure that all Invigilators follow these regulations and are appropriately and fully trained to carry out the invigilation of the controlled assessments. New Invigilators and individuals facilitating access arrangements must attend a training session that covers these regulations. Additionally, an annual update meeting should be conducted for existing Invigilators to ensure they are informed about any changes.

Invigilator Training

To ensure compliance, it is essential that all Invigilators are competent and experienced adults and must not be current learners at the centre. While centres determine the specific qualifications and experience required, it is strictly prohibited for any relative, friend, or peer of a learner sitting a controlled assessment to be the sole Invigilator in the assessment room.

Please note that it is the centre’s responsibility to provide training and ensure that the evaluation of the Invigilators' competence and comprehension of these regulations is thorough. This requirement also applies to those who facilitate access arrangements.

Centre Responsibilities for the Invigilation of the Controlled Assessment

Centres must comply with the following instructions relating to the invigilation of the controlled assessment:

- The Head of Centre, or a senior staff member, must take responsibility for ensuring this document is made available to Invigilators.
- One Invigilator is allowed to invigilate a maximum of 20 learners.
- No Invigilator can be a teacher, tutor, or senior member of the centre staff who teaches the subject being assessed.
- As an Invigilator must be able to summon help without disturbing learners taking a controlled assessment, centres must ensure the Invigilator has access to a mobile phone in the assessment room solely for this purpose. The

mobile phone must be set to silent mode. This rule also applies if the Invigilator is fulfilling additional roles as a Practical Assistant, Reader, and/or Scribe.

- During the assessment, it is permissible to make changes to the Invigilators as long as the total number of Invigilators in the assessment room remains at or above the minimum requirement.
- Invigilators must not perform any activity within the assessment room that does not relate to the conduct of the assessment. This also includes reading the controlled assessment paper.
- It is necessary to retain signed records of the seating plan, invigilation arrangements, and attendance register for each controlled assessment. These records should be kept on file until the deadline for reviews of marking has elapsed or until any appeal, malpractice, or other results inquiry has been concluded, whichever occurs later.
- Where the Invigilator or centre has an issue with an assessment question that is considered misleading or incorrect, VQA should be made aware of this immediately.
- All controlled assessment papers must be stored securely before they are internally marked by the centre tutor(s).
- The Examinations Officer must retain a record of the removal of the completed assessment papers from secure storage for marking.
- Once the controlled assessments have been internally marked, they should be returned to the Examinations Officer who should check that the correct number of papers have been returned and store them in the secure room until internal standardisation takes place.
- The Examinations Officer should keep a record of the removal and return of assessment materials to the secure room during the internal standardisation process.
- The assessment materials must be held in the secure room until all external quality assurance activity is completed.
- It is the Head of Centre’s responsibility to inform VQA as soon as possible of all cases of suspected or actual malpractice in connection with a controlled assessment.

Invigilator Responsibilities

The Invigilator is responsible for the following:

- Preparing the assessment room and allocating an area for learners to store their personal belongings.
- Ensuring bags and other belongings are out of reach of the learners and access to them is monitored.
- Ensuring that all learners are seated and ready to commence the controlled assessment five minutes before the start time.
- Reading aloud the instructions for learners relating to the controlled assessment before it begins.
- Distributing the correct controlled assessment papers and placing them facing upwards on each learner's desk, including any modified papers or those printed on coloured paper.
- Ensuring learners do not have access to mobile telephones and other electronic equipment.
- Ensuring that once the assessment has started, learners do not ask questions about the controlled assessment.
- Not talking or distracting learners during the controlled assessment.
- Observing all learners at all times during the controlled assessment, or, in the event of having to leave the assessment room, ensuring that another Invigilator or designated member of centre staff authorised by the Head of Centre, supervises the controlled assessment during their absence.
- Ensuring that if a learner wishes to leave the room for a valid reason (for example, to go to the toilet) and intends to return to continue their assessment, they are accompanied by an Invigilator, or a member of centre staff authorised by the Head of Centre. The Invigilator/member of staff must remain with them at all times. The learners remaining in the assessment room must continue to be invigilated.
- Warning the learner if they are suspected of engaging in malpractice, that they may be removed from the assessment room. The learner should also be warned that VQA will be informed and may decide to disqualify the learner.
- Informing the Head of Centre immediately of any suspected malpractice.
- Reminding learners when there are five minutes of the controlled assessment remaining.
- Instructing the learners to stop writing and ensure that their name and learner number are written on the front of the assessment paper at the end of the controlled assessment.

- Ensuring that learners who finish early and wish to leave after one hour but before the formal end time of the assessment hand in their assessment paper before leaving the room. They are not permitted to re-enter the room.
- Ensuring that the controlled assessment papers are kept in the assessment room until all learners have completed the assessment.
- Collecting controlled assessment papers immediately at the end of the assessment. The Invigilator must check that the learners have completed their details correctly before the learners are allowed to leave the assessment room.
- Liaising with centre staff to ensure the secure storage of the controlled assessment materials.

Specific Invigilator Responsibilities for Mathematics

Invigilators responsible for the supervision of Functional Skills Qualifications in Mathematics at Entry Level must ensure that:

- learners **DO NOT HAVE ACCESS** to a calculator for **Section A** of the controlled assessment
- learners **ARE ALLOWED ACCESS** to a basic, non-scientific calculator for **Section B** of the controlled assessment.

To mitigate the risk of learners using their calculator when completing Section A, the assessment paper will be divided into two distinct sections. Invigilators must:

- ensure that the learners have handed in their calculators before the assessment commences
- place the calculators to one side out of reach of the learners in readiness for the completion of Section B
- distribute Section A to the learners
- instruct the learners to complete their details on the front cover of Section A
- collect Section A at the end of the first part of the controlled assessment
- distribute Section B together with the learners' calculators
- ensure that learners complete the front cover sheet of Section B
- collect Section B at the end of the assessment and ensure that Sections A and B for the same learner are put together before returning the completed assessments to the Examinations Officer.

Invigilator Report

The Invigilator must complete an Exam Attendance and Invigilator Report Form for each controlled assessment. The report should include details of:

- the date and time of the controlled assessment
- the location where the assessment took place
- learners who attended late (up to 15 minutes after the controlled assessment started)
- learners who attended more than 15 minutes after the controlled assessment started
- any incidents that occurred during the controlled assessment
- instances of unusual assessment practice.

Access Arrangements

Reasonable adjustments may be put in place for learners who have identified additional needs to enable them to participate in the assessment on an equal basis with other learners. Details about how access arrangements should be requested can be found in *VQA's Reasonable Adjustments and Special Considerations Policy* that can be found on VQA's website.

Invigilators must be notified if any learners have been granted access arrangements to support the completion of their assessment. They should be informed about the specific access arrangements that have been approved for those learners including additional working time and rest breaks, the use of any specialist equipment, and the allocation of individuals in a support role.

Arrangements that do not need prior approval

The following arrangements may be provided to a learner at the time of their assessment without prior approval:

- amplification equipment
- devices for producing Braille
- coloured overlays
- low vision aid/magnifier
- optical character reader (OCR) scanners.

Arrangements that need prior approval from VQA

If a learner needs any of the following reasonable adjustments or access arrangements, these must be requested by the centre to VQA in advance of the controlled assessment. **Please note this list is not exhaustive:**

Dictionaries/Bilingual Translation Dictionaries

A dictionary/bilingual dictionary may be used but must not be used during the English assessment writing component.

Prompter

A prompter may be permitted where a learner has little or no sense of time, loses concentration easily, or is affected by an obsessive-compulsive disorder (OCD) which leads them to keep revisiting a question rather than moving on to other questions.

The prompter must not be the learner's subject teacher and must not be a relative, friend, or peer of the learner.

Read Aloud and/or an Examination Reading Pen

The arrangement must reflect the learner's normal way of working in internal tests and mock-examined assessments. A permitted computer reader (reading pen), provided by the centre, **must not have** an in-built dictionary or thesaurus, or a data storage facility. A learner using an examination reading pen may be accommodated within the assessment room. However, the learner must use headphones plugged into the examination reading pen.

Separate Invigilation within the Centre (sitting the controlled assessment outside of the main assessment room)

A learner may only take their controlled assessment under separate invigilation within the centre where they have an established difficulty. Where learners are subject to separate invigilation within the centre, the regulations within this document must be adhered to. This relates particularly to accommodation and invigilation arrangements.

Braille Transcript

Braille examination papers will require transcription into print. Braille examination papers must be transcribed by the centre. The Braille transcript must be produced

by a member of centre staff, which may include the learner's subject teacher, who is fully competent in the Braille code for the subject concerned. It must be an exact copy of the learner's Braille examination paper which is made after the controlled assessment has taken place and without the participation of the learner. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected.

Word Processors (Computers, Laptops, and Tablets)

Centres can provide a word processor (for example, computer, laptop, or tablet), with the spelling and grammar check/predictive text disabled, to a learner where it is their normal way of working.

The battery capacity of a laptop or tablet must be checked before the learner's controlled assessment and the centre must ensure that the battery is sufficiently charged for the entire duration. The use of a fully-charged laptop or tablet will allow centres to seat a learner within the assessment room without the need for separate invigilation and power outlets.

Learners must be reminded to ensure that their centre number, learner number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01. If a learner is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the learner has completed the controlled assessment and printed their completed examination paper, they must handwrite their details as a header or footer.

Invigilators must remind learners to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. To make marking easier for examiners, learners should use a minimum font size of 12pt and double spacing.

A word processor must be used as a typewriter, not as a database, although standard formatting software is acceptable and must have been cleared of any previously stored data, as must any portable storage medium used.

A learner must not use an unauthorised memory stick. When needed, the centre must provide a memory stick which must be cleared of any previously stored data and be in good working order.

The equipment must be accommodated in such a way that other learners are not disturbed and cannot read the screen. Where a learner using a word processor is accommodated in another room, a separate Invigilator will be required.

The word processor must either be connected to a printer so that an examination paper can be printed or have the facility to print from a portable storage medium. This must be completed after the controlled assessment has ended. The learner must be present to verify that the work printed is their own.

The word processor must not:

- be used to perform skills being assessed and must not give the learner access to other applications such as a calculator (where prohibited in the controlled assessment), email, the internet, social media sites, or spreadsheets
- have any predictive text software or an automatic spelling and grammar check enabled function unless the learner has been permitted a Scribe or is using speech recognition technology (a Scribe cover sheet must be completed)
- include computer reading (text-to-speech) software unless the learner has permission to use a computer reader
- include speech recognition technology unless the learner has permission to use a Scribe or relevant software
- be used on the learner's behalf by a third party unless the learner has permission to use a Scribe.

VQA will require a word-processed cover sheet to be included with the learner's completed examination paper.

Centres may retain electronic copies of word-processed examination papers. The electronic copy of a word-processed examination paper may be accepted by VQA where the printed copy has been lost. However, the centre would need to demonstrate to VQA that the file has been kept securely. The Head of Centre will be required to confirm this in writing.

Invigilation Arrangements for Learners with Access Arrangements

Invigilators must be notified if any learners have been granted access arrangements to support the completion of their assessment. They should be informed about the specific access arrangements that have been approved for those learners including additional working time and rest breaks, the use of any specialist equipment, and the allocation of individuals in a support role.

Where the Invigilator additionally acts as a practical assistant, a reader and/or a scribe, the centre must additionally use a 'roving' Invigilator. The 'roving' Invigilator will enter the room at regular intervals to observe the conduct of the controlled assessment and ensure all relevant rules are being adhered to support the practical assistant/reader and/or scribe in maintaining the integrity of the controlled assessment.

Language Modifier

Wherever possible the learner and the Language Modifier should be accommodated in another assessment room. A separate Language Modifier and Invigilator must be available for each learner where access arrangements have been approved.

The Invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the controlled assessment. The Invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the controlled assessment.

Practical Assistant

Learners using a Practical Assistant may need to be accommodated in another room. Where the learner and Practical Assistant are accommodated in another room on a one-to-one basis, the Invigilator may additionally act as the Practical Assistant. The Practical Assistant must be made aware before the controlled assessment of the task(s) they will be performing as specifically approved by VQA.

Reader/Computer Reader/Scribe

The centre is responsible for ensuring that the learner and the reader or scribe cannot be overheard by or distract other learners. This will also apply if the learner uses a computer reader. Where the learner and reader or scribe are accommodated in another assessment room on a one-to-one basis, the Invigilator may additionally act as the reader or scribe. Where learners only require occasional words or phrases to be read, three or four learners may share one reader. The learner will need to raise their hand or use a prompt card when they need assistance with reading. If the group is accommodated in another room, a separate Invigilator will be required.

Important: an individual in a reader role **cannot** support the reading component of the English assessment.

Communication Professional

Learners requiring the use of a communication professional may need to be accommodated in another room, in which case a separate Invigilator will be required.

General Principles for Invigilating Learners with Access Arrangements

Where a person is appointed to facilitate an access arrangement, they are responsible to the Examinations Officer and must be acceptable to the Head of Centre. The Head of Centre must ensure that the person appointed is a responsible adult, is appropriately trained, and fully understands the rules of the access arrangement(s).

The person appointed must not be the learner's subject teacher, and must not be a relative, friend, or peer of the learner. Additionally, a private tutor cannot facilitate an access arrangement. If the access arrangement has the potential to disrupt other learners (such as if verbal communication is needed between the support staff member and the learner), then **a separate examination room and Invigilator must be provided.**

Invigilators, and those acting as a Communication Professional, Language Modifier, Practical Assistant, Prompter, Reader or Scribe, must fully understand their respective roles, and what is and what is not permissible in the assessment room.

Examinations Officers must ensure that they provide the individuals in a support role with the appropriate cover sheet to attach to the examination paper before the controlled assessment activity commencing. This will facilitate their completion during the controlled assessment and accurately reflect the activities performed.

Contingency Planning

Centres must put in place contingency plans for any disruption to the assessment as part of their general emergency planning.

Relevant centre staff must be familiar with the plan and consideration should be given as to how details of these arrangements will be communicated to learners, parents, and staff should disruption to controlled assessments occur.

The Administration of the Controlled Assessments

At the Beginning of the Assessment

Identifying Learners

Invigilators are responsible for verifying the identity of the learners taking the assessments. The Head of Centre needs to ensure that suitable preparations are made to enable Invigilators to conduct thorough checks of learners' identities.

Senior members of centre staff, who have received authorisation from the Head of Centre, may be present at the beginning of the assessment to assist with learner identification.

In cases where a learner's identification is hindered by religious attire, such as a veil, a staff member of the same gender should approach the learner respectfully. The learner should then be escorted to a private room and politely requested to temporarily remove the item of religious clothing for identification purposes. Please note:

- it is crucial for centres to notify learners in advance about this procedure before their first assessment
- once the learner's identity has been confirmed, they can put their religious clothing back on and continue the assessment as normal.

An attendance register should be completed when identifying learners.

The People Present

Before the assessment commences, the members of centre staff, who have been explicitly authorised by the Head of Centre and are not involved in teaching the subject being examined, may be in attendance. The purpose of their presence is to:

- identify learners and ensure the orderly conduct of learners
- verify that learners have been provided with the correct question papers for the assessment session
- confirm that learners possess the required equipment and materials, such as calculators.

The members of staff should not offer any form of guidance or advice regarding the assessment. They should not make comments about the question paper or provide suggestions on which sections or questions should be attempted by the learners.

The Notice to Centres offers official guidance and clarification regarding the responsibilities of centre staff present in the assessment room, excluding the Examinations Officer and Invigilators. Centre staff must be made aware of this notice to ensure a clear understanding of their role in the assessment room.

In the event of a learner encountering an issue during the assessment that the Invigilator cannot resolve, centre staff may enter the assessment room without requiring prior authorisation from the Head of Centre. If the Invigilator needs to leave the assessment room to address a potential problem with VQA, they may only take the question paper with them for reference purposes. The required number of Invigilators for the number of learners present must always remain in the assessment room. In situations where there is only one Invigilator, it is essential to have a contingency in place so that continuous supervision of the learners is maintained.

In cases where VQA has not released an erratum, learners should be instructed to answer the question exactly as it appears in the printed form. Centre staff and Invigilators are not allowed to offer guidance or advice to learners unless granted permission by VQA.

Controlled Assessment Resources

Learners in the assessment room must not have access to any items other than those explicitly listed in the instructions for the controlled assessment paper, the resources list, or the qualification specification.

Unauthorised items that have been brought into the assessment room must be placed out of the reach of the learners (not under their desks) before the assessment begins. Usually, these items are placed at the front or back of the assessment room in a way that allows Invigilators to control access. All electronic devices must be switched off.

Centres must give learners advance notice of their responsibilities for bringing any materials required for their controlled assessment. Learners should be aware of unauthorised resources and their presence can be regarded as a form of malpractice.

The Head of Centre has the authority to permit the presence of cold beverages in the assessment room. However, if any drinks are brought into the assessment room, they must be in a transparent container with no labelling.

Stationery

Centres must give learners advance notice that they are responsible for bringing with them the essential materials/stationery needed for the controlled assessment.

Centres should make available blank paper for rough work if requested by a learner. Any blank paper used for rough work must be included with the learner's completed question paper and must not be removed from the assessment room.

Any pencil cases brought into the assessment room must be transparent.

Electronic Items

Learners must not have any of the following unauthorised items in their possession and must surrender them to the Invigilator before the assessment begins:

- mobile phones
- smart watches
- tablets
- any other smart devices (such as smart pen, smart glasses, or any AI powered device).

Calculators

For the Functional Skills Qualifications in Mathematics at Entry Level, learners **must not have access to a calculator during Section A** of the controlled assessment.

Centres are responsible for monitoring access to a calculator and ensuring learners only have access to one during Section B of the controlled assessment. **Only basic, non-scientific calculators can be used during Section B.**

Access to calculators should be controlled as follows:

Before Section A (non-calculator):

- Invigilators must collect all calculators from the learners
- the calculators must be securely stored in the assessment room

- learners must not have access to the calculators during the completion of Section A.

Transition to Section B (calculator):

- once Section A is completed, Invigilators must collect the completed examination papers from the learners
- Invigilators are responsible for returning the calculators to the learners
- once the calculators have been returned, Section B can be distributed.

Completion of Section B:

- when Section B is completed, Invigilators must collect Section B
- Invigilators are responsible for collating Sections A and B for each learner
- Invigilators must ensure that both Sections are correctly matched to the same learner.

Learners should take into consideration the instructions on the controlled assessment question paper for specific guidance on calculator use and the functions permitted.

It is the centre's responsibility to inform their learners about the use of calculators in the controlled assessment.

Learners must ensure that their calculators are:

- suitable size for desk use
- battery or solar powered
- free of cases and covers which may contain instructions or formulae.

Learners must ensure that their calculators are not:

- capable of:
  - language translation
  - communication with other machines
  - communication with the internet
  - storing retrievable information
- borrowed from another learner.

The learner is responsible for their calculator's:

- power supply
- condition

- absence of stored information.

During the Assessment

Late Arrivals

A learner who arrives after the start of the controlled assessment may be allowed to enter the assessment room and take it.

A learner who arrives late and is permitted by the centre to take the controlled assessment may be given the full assessment time at the discretion of the centre.

If a learner arrives more than one hour after the centre's confirmed starting time for an assessment which lasts one hour or more:

- the reason the learner arrived late, including any details of special arrangements made for them, must be recorded on the Invigilator Report
- the learner must be seated near the door and disturbance to other learners must be kept to a minimum.

Learner Supervision

Learners must be supervised by the Invigilator(s) throughout the controlled assessment.

Invigilators must devote their full attention to this supervision while the assessment is in progress. If circumstances allow, Invigilators should be situated at the front, back and sides of the room. Invigilators must quietly and frequently move around the assessment area.

Invigilators are responsible for maintaining the integrity of the controlled assessment by being watchful for any relevant occurrences. These may include learners feeling ill, needing a toilet break, or displaying any signs of malpractice. All such occurrences must be recorded on the Invigilator report form.

Emergencies

Centres are required to develop a written policy concerning emergency evacuations.

All staff should be made aware of their centre's policies on dealing with emergencies as well as local and national guidance.

Should the Head of Centre decide that the venue cannot be used for the controlled assessments, they must inform VQA as soon as possible.

Where there is an emergency, such as a fire alarm or bomb alert while a controlled assessment is taking place, the Invigilator must take the following actions:

- instruct the learners to stop writing
- collect the Learner Attendance Register and evacuate the assessment room
- advise learners to leave all assessment papers in the assessment room
- ensure all learners are supervised as closely as possible while they are outside of the assessment room to make sure there is no discussion about the assessment
- make a note of the time of the interruption and how long it lasted
- allow learners the full working time for the controlled assessment. If there are only a few learners, consider the possibility of taking the learners to another location to finish the assessment
- make a full report of the incident and the action taken on the invigilation report form.

Attendance Registers

Attendance registers must be completed as part of the process of identifying the learners present at a controlled assessment. There is no requirement to use VQA paper attendance registers, but a register must be produced and include the following information:

- centre number
- details of the controlled assessment to include the date and time
- learners' names
- learners' numbers
- confirmation of whether the learners were present or absent.

The Invigilator must ensure that they cross through the name of any learner who has been officially withdrawn from the controlled assessment.

The attendance register must be completed before the end of the controlled assessment. A check must be made during the collection of the completed examination paper that there is a completed examination paper for each learner in attendance.

Centres must retain a copy of the register until all certification has taken place and the appeals/enquiries process is completed.

Malpractice

Malpractice is any activity or practice which deliberately contravenes VQA regulations and compromises the integrity of the controlled assessment process and/or the validity of the certificates. It covers any deliberate actions, neglect, defaults or other practice that compromise, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of VQA.

If a learner is suspected of malpractice, the Invigilator must warn the learner that they may be removed from the assessment room. The learner should also be warned that VQA will be informed and may decide to penalise or disqualify them.

An Invigilator must inform the Head of Centre of any malpractice or suspected malpractice immediately. It is the Head of Centre's responsibility to inform VQA as soon as possible, of all cases of suspected or actual malpractice in connection with a controlled assessment.

The Invigilator is responsible for reporting any incidence of malpractice or suspected malpractice on the Invigilator Report Form.

In instances where a learner is disrupting others in the room, the Head of Centre has the authority to remove them from the assessment room.

The Head of Centre must be vigilant of instances of malpractice by Invigilators and any centre staff. Any such instances must be reported to VQA without delay.

At the End of the Controlled Assessment

Where learners have completed their assessment and wish to leave the assessment room before the formal end of the controlled assessment, the Invigilator must ensure that the learners:

- do not remove any assessment material from the room
- do not disturb the other learners.

It is permissible to provide a five-minute warning to learners before the end of the controlled assessment. In cases where learners have different finishing times, the centre must carefully consider the potential consequences of issuing a warning.

At the end of the controlled assessment, Invigilators should instruct learners to:

- stop writing and remind them that they are still subject to assessment conditions
- allow any learners who arrived late but were granted the full allocated assessment time, to continue with their assessment until instructed to stop
- ensure any learners who were granted additional time and/or supervised rest breaks are permitted to continue with their controlled assessment without interruption for the required extra time
- Invigilators must provide instructions to learners to ensure they have included all necessary information, such as their name, learner number, and centre number, on the front of their assessment paper.

Collecting Assessment Papers

After the end of the assessment, and before the learners are allowed to vacate the assessment room, Invigilators must:

- collect all assessment papers and any rough work
- verify that they have one question paper for every learner in attendance
- verify that the learners do not remove any documentation from the room
- for the mathematics assessment, ensure that Sections A and B are collected and correctly assembled for each learner.

Contact Information and Support

If centres have any further questions, please contact VQA for assistance.

Appendices

Appendix 1: Speaking, Listening, and Communicating (SLC) Controlled Environment Requirements

This section aims to provide the requirements of a controlled environment when delivering the Speaking, Listening, and Communicating (SLC) assessment component for the following qualifications:

- VQA Functional Skills Qualification in English at Entry Level 1 (RQF) (610/6263/7)
- VQA Functional Skills Qualification in English at Entry Level 2 (RQF) (610/6264/9)
- VQA Functional Skills Qualification in English at Entry Level 3 (RQF) (610/6265/0).

We recommend that the SLC component is conducted in a face-to-face setting in a controlled environment similar to the requirements for the Reading and Writing assessment components. However, centres may conduct the SLC assessment remotely via an appropriate platform (such as Zoom or Microsoft Teams). If a centre decides to conduct the assessment remotely, it must be video, and audio recorded. For further information on remote delivery please refer to *the VQA Functional Skills Qualifications in English at Entry Level: SLC Remote Delivery Guide.*

The Speaking, Listening, and Communicating (SLC) assessment component should be carried out in a controlled environment. This ensures that all learners are assessed under the same conditions, contributing to a valid and reliable assessment process.

When carrying out the SLC assessment, an Invigilator is not required. However, the assessment must be conducted by a tutor under controlled conditions.

The SLC requirements should be applied by all centres during face-to-face as well as remote assessment environments. It is the centre's responsibility to review the environment in which the assessment is to be delivered and ensure that the requirements are met.

Specific Requirements of the Controlled Environment – in a Face-to-Face Setting

The environment for conducting the SLC assessments is less formal compared to the controlled assessment requirements for the externally-set Reading and Writing components. This relates particularly to the room size and the seating arrangements.

Learners should feel more at ease where the seating may be arranged to facilitate a discussion.

The assessment room must:

- be a designated area that is quiet, such as a room or space specifically designated for the SLC assessment (for example, a meeting room or a section of a classroom)
- be undisturbed for the duration of the assessment and be separate from daily teaching activities:
  - centres must ensure staff and other learners are aware the room is being used for assessment purposes to avoid any interruptions
  - a "Do Not Disturb" sign should be displayed outside of the room
  - during the conduct of the assessment, the tutor must ensure their mobile phone and the learners' mobile phones (and other devices) are switched off or set to silent mode.
- contain a visible clock in a prominent position in clear sight of all learners
- allow entry to those individuals directly involved/approved to be involved with the assessment
- where appropriate, have its door kept closed for the duration of the assessment
- be configured so that learners have no access to, or sight of work or notes prepared by other learners
- have seating arranged so learners cannot see each other's work when making notes
- not contain display material that could potentially aid learners with their assessments; this may include, but is not limited to posters, learner work, diagrams, or illustrations
- not contain any displayed material which must be removed before the assessment
- be sufficiently heated, with adequate lighting and ventilation
- be free from distraction, including excess noise, to facilitate a good quality audio/video recording
- be safe without any risk of harm or injury to those involved in the assessments
- be suitable for accommodating any agreed reasonable adjustments or special consideration requirements - assistive technology, or seating adjustments must be in place before the start of the assessment
- provide ample space for the assessment activities to take place uninhibited
- be able to accommodate any equipment and resources required for the SLC assessment. Staff must ensure that they:
  - prepare all necessary equipment, for example, recording devices, in advance of the assessment
  - test the equipment to confirm it works and have back-up options available in case of technical issues.

Specific Requirements of the Controlled Environment – In a Remote Setting

The assessment requirements for the conduct of the SLC component in a remote setting should adhere to the same expectations of a controlled environment in a face-to-face setting.

There are additional considerations where the SLC is conducted in a remote environment and the tutor must:

- ensure that the same level of expectations of an assessment held in a controlled environment are applied to the remote environment
- verify that any individuals in the remote setting are aware of the assessment taking place to ensure that they are not present in the location designated as the controlled environment
- conduct a remote visual check of the environment to ensure that the learner is taking the assessment without others in the same room
- remind learners of the clock available on their laptop/PC, or stopwatch software
- ensure that any visual aids that form part of the SLC component that would be made available physically in a face-to-face setting are provided to the learner in readiness for the assessment.

Information regarding the conduct of the SLC component is also contained within the following documents:

- *VQA Functional Skills Qualifications in English at Entry: Level SLC Handbook*
- *VQA Functional Skills Qualifications in English at Entry Level: SLC Remote Delivery Guide.*

Centre staff must ensure they familiarise themselves with the content of all guidance documents to ensure the effective conduct of the SLC assessment activities.

Validating Assessment Environments

The purpose of an assessment environment check is to ensure that the learner's surroundings are suitable for the assessment and free from potential distractions or unauthorised resources.

Tutors should make a 360° visual check/inspection of the SLC environment to verify it meets the requirements of a controlled environment.

If the assessment is being conducted as a face-to-face on-site assessment, this check will be undertaken in person.

If the assessment is taking place remotely, the tutor should conduct a 360° visual sweep of the room (no background filters or video call effects are allowed). Learners should physically move their webcam around the room to ensure that the tutor can check the validity of the entire space. The tutor should then ask the learner to

verbally confirm that the requirements have been met. Statements may include (where relevant to the arrangement and as often as is necessary dependent on the number of learners involved):

- 'Can you confirm that you are the only person present?'
- 'Can you confirm that no other person currently has access to this room/area?'
- 'Can you confirm that you feel this assessment environment is suitable for your assessment to take place and that it will not cause any restrictions on your ability to perform to your best ability?'
- 'Can you confirm that this assessment environment is safe and free from harm?'

These confirmations will also assist the tutor in verifying that the acoustics and audio recording quality are appropriate.

Where a tutor (or the learner) does not feel that the allocated environment is conducive to enabling a valid, safe, and fair assessment to take place, they can cancel and rearrange the assessment. The decision and reason for it should be recorded on the *Learner Assessment Record (LAR).*

To confirm the environment check has been carried out, the tutor should record completion on the LAR to support the internal quality assurance process.

Reasonable Adjustments

Tutors should identify any potential difficulties a learner may face in accessing the SLC assessment as early as possible and select appropriate adjustments to ensure accessibility. Learners are entitled to reasonable adjustments/special considerations. The tutor is responsible for ensuring all agreed reasonable adjustments are met and special considerations applied.

Centres must follow VQA's process for requesting, implementing and recording adjustments in line with VQA's guidance.

For further details, please refer to the *VQA Reasonable Adjustments and Special Considerations Policy* on the VQA website.

Appendix 2: Announcements

Centres may wish to laminate copies of announcements or digitally record them. If using a digital recording, centres must consider alternative means of communication for any learners with a hearing impairment.

Invigilator announcement – beginning the assessment

1. You must follow the regulations for the conduct of this controlled assessment.
2. Only materials listed in the assessment paper are allowed in the assessment room. You must not have in your possession or near you any other materials.
3. Check your pockets now. Check for things such as notes, books, mobile phones, and watches. If you have any unauthorised items in your possession, you must hand them to an Invigilator now. Failure to do so may lead to disqualification.
4. If you have a watch, hand it to an Invigilator now.
5. **For learners sitting a Functional Skills Qualification in Mathematics at Entry Level, include these additional announcements:**
    a. **Please ensure that you place your calculator on the table with your other belongings as you are not allowed to use it during Section A of the assessment. I will return the calculators to you before you start Section B of the assessment.**
6. (For the controlled assessment where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory).
7. Check that you have been given the correct assessment paper for the day, date, time, subject, and level.
8. Fill in all the details needed on the front of the assessment paper in black ink. Do not open the assessment paper until you are instructed that the controlled assessment has begun.

Pause to allow time for learners to fill in the details

9. Read the instructions on the front of the assessment paper. (You may read these out to the learners if required).
10. Check that you have all the materials you need for the examined assessment.

Pause to allow time for queries

Advise the learners about any erratum notices

11. Remember, you must write clearly and in black ink. You may use a pencil for drawings and any rough notes.

12. You must write in the designated sections of the examined assessment paper.

13. You must write all rough work within the question paper and neatly cross it through with a single line. Anyone requiring additional blank paper for rough work must request this by raising your hand.

14. You must not use correcting pens, fluid or tape, erasable pens, or blotting paper. You must not use highlighters or gel pens in your answers.

15. You must not communicate in any way with, ask for help from, or give help to another learner while you are in this assessment room. You should put up your hand to attract the Invigilator's attention.

16. If the fire alarm sounds, please remain seated and wait for instructions from the Invigilator.

Tell the learners when they may begin and how much time they have.

Warning to learners

1. You must be on time for all of your examined assessments.
2. Possession of a mobile phone or other unauthorised materials is not allowed, even if you do not intend to use them. You will be subject to penalty and possible disqualification from the examined assessment or the qualification if you have any unauthorised materials in the assessment room.
3. You must not talk to, attempt to communicate with or disturb other learners once you have entered the assessment room.
4. You must follow the instructions of the Invigilator.
5. You must not sit an examined assessment in the name of another learner.
6. You must not become involved in any unfair or dishonest practice in any part of the examined assessment.
7. If you are confused about anything, only speak to an 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 learners to see.

NO UNAUTHORISED ITEMS

NO PHONES

NO WATCHES

No items with the capability of accessing the internet



It is a **serious offence** to be in possession of any unauthorised items.

Possession of unauthorised items may result in

DISQUALIFICATION

from your assessment and your qualification.

This poster must be prominently displayed outside every assessment room.

Notice to Centres

Who can be present in the Assessment Room

It is the Head of Centre's responsibility to uphold the integrity of the controlled assessment and guarantee the presence of trained Invigilators.

At the beginning of the assessment, senior members of staff (who have been authorised by the Head of Centre) and who are not teaching the subject being assessed, may be present in the assessment room. Before entering the assessment room, the senior member of staff must introduce themselves to the Senior Invigilator and/or Examinations Officer and explain the reason for their presence.

Senior members of staff have clear responsibilities, including:

- assisting in learner identification
- handling disciplinary issues
- verifying learners have received the correct controlled assessment paper for the session
- ensuring learners have the necessary equipment and materials for the controlled assessment
- initiating the start of the assessment.

Centre staff are prohibited from:

- remaining in the assessment room after the start of the assessment and reading the controlled assessment paper
- entering the assessment room with the purpose of accessing the controlled assessment paper
- accessing the assessment paper, unless responding to a specific request from the Examinations Officer or an Invigilator:
    - such instances may include verifying a potential printing error without an accompanying erratum notice. The Examinations Officer may need a relevant subject teacher to confirm the error before reporting it to VQA.
- providing any indication of their opinion regarding an assessment paper to the learners
- communicating with learners:

    - including reminding learners which sections of an assessment paper to answer.
- enter the assessment room and approach learners, whether it be to prompt them to attempt the assessment or to offer support and encouragement
- enter the assessment room and read learners' examination papers.

Centre staff may only provide support and encouragement up until the time that learners enter the assessment room. Once they enter the room, formal controlled assessment conditions apply.

Information for Learners

Carefully read through this document and familiarise yourself with its content.

If there is anything you do not understand, please ask your teacher or tutor.

Regulations

1. You **must** be on time for your examined assessments. Being late may result in your paper not being accepted.
2. **Do not** undertake unfair or dishonest practice during the examined assessment.
3. Any instance of cheating or rule-breaking could result in your disqualification from all subjects.
4. You **must not** take any unauthorised items into the assessment room, including:
    a. notes
    b. tablets and other smart devices (such as smart pen, smart glasses, or any AI powered device)
    c. a mobile phone
    d. a watch of any kind.
5. Pencil cases brought into the assessment room **must** be see-through.
6. It is against the rules to possess any unauthorised items in the assessment room, even if you do not plan to use them. Anyone in possession of unauthorised items will face penalty and possible disqualification.
7. You **must** hand in your watches to the Invigilators when they ask.
8. The following items of stationery are not to be used in your answers:
    a. correcting pens, fluid, or tapes
    b. erasable pens
    c. highlighters
    d. gel pens.
9. Once the examined assessment has started, you **must** not attempt to communicate or disturb other learners.
10. You **must not** borrow anything from other learners during the examined assessment.

11. You **must not** write inappropriate, obscene, or offensive language.
12. If you leave the assessment room before the examined assessment has finished, you **must** be accompanied by an Invigilator, or you will not be allowed to return to the room.

Information – attendance and equipment

1. You **must** make yourself aware of the dates and times of all your examined assessments.
2. You should arrive at least ten minutes before the start of every assessment.
3. If you arrive late for an assessment, you **must** report to the Invigilator supervising the examined assessment immediately.
4. You **must** only take into the assessment room the necessary equipment to complete the assessment (pens, pencils, erasers, and any other previously specified equipment).
5. Answers **must** be written legibly in black ink. Unless stated otherwise in the instructions on the front of the examined assessment paper, coloured pencils, and inks may only be used for diagrams, maps, and charts.

Calculators and other similar equipment

1. You are allowed to use a calculator unless you are told otherwise.
2. All calculators must be basic and non-scientific.
3. If you use a calculator, then it is your responsibility to ensure that:
    a. it works properly
    b. the batteries have power
    c. any information stored on it has been cleared
    d. any parts which have printed instructions or formulae have been removed
    e. no operating instructions or prepared programs have been brought into the assessment room.
4. You **must not** use a dictionary or computer spell checker unless you have been instructed otherwise.
5. If you are taking a mathematics assessment, you are only allowed to use your calculator during Section B.

Instructions during the assessment

1. You **must** always listen to the Invigilator and follow their instructions.

2. If you have not been given the correct examined assessment paper or all the necessary materials listed on the front of the assessment paper, you **must** inform the Invigilator immediately.
3. If the examined assessment paper is poorly printed or incomplete, you **must** inform the Invigilator immediately.
4. You **must** take care to read and follow any instructions printed on the examined assessment paper.
5. **Do not** begin writing until the Invigilator tells you to fill in the necessary details on the front of your examined assessment paper.
6. You **must not** open your examined assessment paper until the Invigilator has instructed you to do so.
7. Answers **must** be written within the allocated sections of the examined assessment paper. Rough work should be completed on blank paper, crossed through, and handed in with your examined assessment paper. You **must** add your learner details to any additional sheets of paper you use during the assessment.

Asking for assistance

1. Inform the Invigilator if you are feeling unwell to the extent that it might have a negative effect on your work.
2. Inform the Invigilator if you feel something is having a negative effect on your work.
3. During the assessment, you are allowed to raise your hand if:
    a. You have an issue and are unsure of what you should do
    b. You feel unwell
    c. You require blank paper to use for rough work.
4. You **must not** request any assistance with answering the assessment questions and assistance of this kind will not be given.

Instructions for the end of the assessment

1. All examined assessment papers and rough work, if more than one sheet of blank paper has been used, **must** be placed in the correct order. Loose sheets should be inserted inside the examined assessment paper. Your learner details should be written on every sheet used for any rough work that you have used.
2. You **must not** leave the assessment room until the Invigilator has instructed you to do so.
3. All stationery which you did not bring with you, including the examined assessment paper and other provided materials, **must** be left in the assessment room.

Centres must give all learners access to this document either electronically or as a paper copy.

www.vqa.org

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