

Instructions for the Invigilation of GQA Online tests

This document is a guide to understanding and carrying out GQA online tests under invigilated circumstances.

There are a variety of tests available from GQA. These can be used as learning materials or, in specific circumstances may be submitted as contributory evidence towards NVQs, SVQs, Qualifications or Technical Certificates.

To be eligible as evidence for a candidate portfolio there are procedures and guidelines that must be adhered to.

These instructions must be available to invigilators in the test room.

Conducting Invigilated GQA Online Tests

The Centre Co-ordinator must ensure that any individual carrying out invigilation is suitably qualified and approved to carry out the role. It is anticipated that invigilators of GQA Online Tests will be named members of the GQA Approved Centre team (including Internal Verifiers, Assessors and the Centre Co-ordinator).

The invigilator is the person in the test room responsible for the conduct of a test session in the presence of candidates. Invigilators must give their whole attention to the proper conduct of the test and should not carry out any additional tasks in the test room.

Sufficient invigilators must be present to ensure that the test is conducted in accordance with the following:

- At least one invigilator must be present for every 12 candidates or part thereof. Invigilators may be changed providing that the number present in the room does not fall below the number required.
- When one invigilator is present he/she must be in a position to summon assistance easily without leaving the test room and without disturbing the candidates.
- Invigilators must ensure that candidates are not interrupted whilst taking the test.
- At least one invigilator must be present in the room when candidates are taking the test.
- Different GQA Online Tests may be taken in the same test room, providing that this does not cause any disturbance.

Invigilators must have available all relevant candidate details to ensure each candidate correctly logs on to the correct test.

Candidates taking tests in the same room must be seated so that they cannot see other candidates work

Resources for Candidates

Each workstation must be in correct working condition before the beginning of the test with the candidate log-in page ready to be accessed.

Candidates must not have access to materials including books, PDA's, Pocket PC's mobile phones and software whilst they are sitting the test.

Candidates should be warned that possession of any unauthorised resource will be considered as an infringement of regulations and that they will be asked to leave the test room.

Time to take the test will be set by the individual candidates PC clock which will begin on commencement of the first question.

Persons Present

GQA reserves the right to visit centres during the period of the tests to inspect the arrangements made for the conduct of the tests.

All invigilators for the GQA online tests must be authorised by the centre co-ordinator and GQA.

Only persons authorised by the centre co-ordinator are to be allowed in the test room.

The Test

The invigilator must:

- Inform candidates that they are now subject to the regulations of the test
- Inform candidates prior to beginning the test that they will not be allowed to leave the room whilst the test is still being taken unless in an emergency. Toilet breaks are only permitted when accompanied by an invigilator and where other test candidates are not disadvantaged.
- Warn candidates that any unauthorised material must be handed in (this includes food and drink, mobile phones, PDA's or Pocket PC's)
- Instruct the candidates on entering their personal details on the PC
- Inform the candidates that they must not communicate with, seek or give assistance to any other candidates within the test room.
- Inform the candidates that they must inform an invigilator upon completion of all questions but prior to closing the test down. This is for printing / storing purposes.
- Not offer any advice or comment on the work of the candidate. Information can only be offered on the mechanics of the test.
- Not leave the candidate in the test room alone. This will invalidate the candidates test results.

Work submitted must be that of the candidate alone

Power Failure

In the event of a power failure the test will be abandoned and the test date rearranged.

Emergencies

In the event of an emergency, the candidate and invigilators should follow the site/company guidelines and restart the test when appropriate to do so.

Particular Access Requirements

Provision must be made by the centre to ensure that candidates with particular access requirements are not disadvantaged from accessing the GQA online tests.

Pocket PC/ PDA Access of GQA Online Tests

Access by the method is intended to increase the scope of delivery in remote areas and candidates accessing GQA Online Tests by Pocket PC or PDA are subject to the same invigilation guidelines as stated in this document.

In the event of an invigilator failing to comply with these instructions, GQA reserves the right to withdraw approval of the relevant individual or centre.