

Terms and Conditions for Invigilation Centres

(Educational and Governmental Locations)

Any non-school venue wishing to become an approved ISEB Invigilation Centre must agree to the terms stated below before submitting their application.

Senior School Approval
The Centre has a written confirmation of each of the candidates' prospective senior schools, that they can act as the candidates' invigilator.

General Requirements
Centre has read the ISEB Common Pre-tests Invigilation Centre Declaration and is prepared to abide by the regulations (see page 2)
Centre has read the information on malpractice and agrees to report any suspected incidents (see page 3)
Centre has a designated business address with an office and reception which is permanently staffed during office hours
Centre has a suitable testing environment (see page 2)
Centre has suitable equipment for on-screen tests
Centre has reliable broadband internet connection and can access the online tests (see Minimum Systems Requirements)
Centre has an official centre e-mail address
Centre has a nominated lead connect who can access the ISEB Invigilation Centre portal (online) to complete the administration of the tests. This includes approving requests from parents, scheduling tests, administering tests, completing online declarations after the tests
Centre has arrangements in place for applicants who may require access arrangements
Centre has a written disability policy in compliance with the UK Equality Act 2010 (or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect)
Centre has a written child protection/safeguarding policy
Centre can provide names and clearance/ suitability documents for invigilating staff
Centre has a written data protection policy
Centre has a written complaints and appeals policy that refers to ISEB's own complaints and appeals policy
Centre can provide dated photographic evidence of test venue at ISEB request
Centre can provide portfolio of evidence to be held by ISEB for storage against their file
Centre will undertake an annual monitoring review of invigilation quality assurance
Centre can document written evidence of successful and secure exam invigilation knowledge, skills and experience within their centre and team

ISEB Common Pre-tests Invigilation Centre Declaration

I/We confirm that the following testing criteria will be observed and applied.

Prior to the testing taking place

- a senior member of staff will be appointed to be responsible for the administration of the tests
- the senior member of staff and any test invigilator/s understand what constitutes malpractice (see section 1.2) and agrees to report any suspected incidents to ISEB
- a suitable testing environment will be provided, and every effort made to eliminate disturbances or interruptions
- applicants will have access to pen/pencil and paper for their rough work during the tests
- any textbooks, calculators, mobile devices, wall displays or other materials which might assist an applicant are removed from the room
- the test invigilator will ensure that all applicants are logged in with the correct applicant's name displayed and they are ready to commence the test

During the testing period

- all applicants will be instructed to begin the test at the same time by selecting the appropriate test and to work in silence
- the invigilator will monitor the test to ensure that applicants are focussed on their own screens
- the invigilator will ensure that no members of staff or pupils other than those involved in the test are able to access the questions
- no notes relating to the content of the tests will be taken and no information about the content will be passed on to other members of staff, parents, pupils or any other individuals
- applicants who finished early should not be allowed to disturb others
- the invigilator will remind applicants when 5 minutes of the test remains
- the invigilator will confirm that each applicant's screen had returned to the home screen which will show the test has been completed

Following the testing period

- any problems with the administration of the tests will be brought to the immediate attention of the senior member of staff and, where appropriate, to ISEB
- any issues that occur during the administration of the tests will be specified in the Centre Declaration Form which can be found in the Invigilation Centre Portal (e.g. medical issues or unavoidable disturbances such as a fire alarm)

Malpractice

Malpractice means any incident which:

- Gives unfair advantage to any applicant
- Compromises the integrity of the test or the result
- Compromises confidence in the ISEB Common Pre-Tests

Malpractice incidents can be intentional and aim to give unfair advantage (either immediately or in the future) to applicants, or unintentional incidents. These occur due to a lack of awareness or carelessness during the process.

Malpractice could involve:

- Applicants
- Teachers, tutors, invigilators, or those facilitating access arrangements (eg readers)
- Assessment personnel such as the senior member of staff responsible for the administration
- Other third parties (eg parents/guardians)

Reporting Malpractice

Anyone suspecting malpractice should immediately contact the senior member of staff. Any incidents should then be reported to ISEB. If anyone does not feel comfortable reporting to the senior member of staff, then this should immediately be reported directly to ISEB. ISEB will then investigate and respond to any allegations.

Examples of Malpractice

1. Breach of security – including, but not limited to:
 - a. Failure to keep examination material confidential
 - b. Recording (by any means) of test material
 - c. Revealing information via internet forums/social media
 - d. Failure to adequately supervise applicants
2. Deception – including, but not limited to:
 - a. Substituting applicants
3. Improper assistance – including, but not limited to:
 - a. Assisting or prompting applicants by answering questions
 - b. Prompting applicants with signs, verbal or written prompts
 - c. Use of internet or unauthorised devices during the test
4. Candidate malpractice
 - a. Unauthorised use of internet or devices during the test
 - b. Being in possession of unauthorised confidential material about the tests
 - c. Bringing in notes to aid answering the questions

Behaving in any manner which undermines the integrity of the tests is considered malpractice.