

1. Introduction

Centres **must** be authorised by the relevant awarding body to offer on-screen tests. They **must** ensure that they meet the arrangements detailed in this booklet and have the expertise to access, administer and support the test/examination.

2. Security

In addition to the instructions set out in paragraphs 4.1 and 4.2 of this publication, page 7, the following instructions apply to all confidential materials relating to the administration and delivery of on-screen tests.

- 2.1 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/examination materials.
- 2.2 Electronic test/examination materials **must** be stored securely at all times.
- 2.3 The test/examination materials **must** only be accessed in accordance with the awarding body's subject-specific instructions.
- 2.4 Candidate test password information **must** be stored securely and only given to candidates at the time of the examination.
- 2.5 **The invigilator must check the identity of each candidate and ensure that the correct ID and password are issued.** The candidate is responsible for inputting their ID and password, and ensuring that the name of the test and their details are correct. If the information presented to the candidate is incorrect they **must** notify the invigilator and cancel out of the examination before starting. The invigilator **must** give the candidate the correct ID and password in order to access their examination. If a candidate sits an examination in another candidate's name (whether or not it is intentional), this may constitute malpractice.
- 2.6 Confidential material (including discarded print-outs) **must** be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).
- 2.7 Centres **must** maintain the confidentiality of candidate responses and candidate details.
- 2.8 Centres **must** have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations having unauthorised external communication with other users of computers/laptops.

3. Timetabling of tests

- 3.1 For examinations which are timetabled, test sessions **must** take place according to the awarding body's timetable and will be restricted to the scheduled period.
- 3.2 You will need to plan and set up the sessions **before** the examination date, taking into account that access to the tests will be restricted to the test window by the software.
- 3.3 You **must** inform candidates which session and room they should attend.
- 3.4 Requirements for the supervision of candidates will differ between tests. You **must** always refer to the appropriate awarding body's subject-specific instructions.
- 3.5 **Where a test is on-demand, once the candidate has completed his or her test, there is no reason for the candidate to remain within the examination room.**

4. Use of calculators

The instructions set out in **section 10** of this publication, **page 16**, apply to all on-screen tests unless stated otherwise in the appropriate awarding body's subject-specific instructions.

5. Resources

- 5.1 Centres **must** ensure that sufficient work stations are available, including at least one replacement computer and printers where required. The equipment **must** be fit for purpose, meet the awarding body's minimum technical specifications and **must** be checked by a competent person before use.
- 5.2 You should consider using one work station as a 'control centre'. This **must** be monitored by an invigilator or a member of your centre's IT support team.
- 5.3 If more than one test is being conducted at the same time, you should consider using an additional 'control centre'. (**Please note that this is a requirement for AQA on-screen tests.**)
- 5.4 There **must** be appropriate policies and procedures in place to:
- protect the network and the security of the hardware and software which is used to deliver on-screen tests;
 - hold candidate responses.
- 5.5 The centre's management of the secure test environment in which on-screen tests operate **must** be robust.

Advice: Ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required.

- 5.6 You **must** display the following JCQ notices outside the examination room:
- Mobile Phone Poster (A3 version);
 - Warning to Candidates (A3 version).
- 5.7 Individual computers should show the time left for the test to run. If not, a clock **must** be visible to all candidates. The centre number, start and finish times **must** be displayed prominently.

Advice: Care should be taken to ensure that the clock displays on individual computers are accurate and synchronised for examination purposes.

6. Accommodation

- 6.1 Centres **must** ensure an appropriate assessment environment.
- 6.2 Where computers are used for assessment purposes the head of centre is responsible for ensuring that health and safety laws are followed. Particular attention **must** be given to:
- electrical safety;
 - environment, heat, light and ventilation;
 - user comfort and safety, such as the position of screens, wrist rests, foot rests, chairs, adjustable tables, copyholders and computer screens on adjustable arms.
- 6.3 The arrangement of workstations and the position of the invigilator's desk **must** facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.
- 6.4 The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room, centres **must** consider the following limitations:
- the distance between the screens as defined in **section 6.5, page 50**;
 - the division of the work space to allow any permitted additional materials to be used;
 - the use of booths, screens or partitions whether temporary or permanent;
 - impact on invigilation requirements;
 - ratio of invigilators.