



External Assessment Procedure

Theory tests

Each centre must appoint a named person who is responsible for the security of all external assessment materials. The named person has responsibility for maintaining security and storage of all externally assessed materials within the centre.

The centre must register their intention to conduct an external assessment a minimum of five days in advance.

The specific responsibilities of the centre regarding the conduct of external assessments are explained under the heading Invigilation Procedure for Theory Papers and Invigilation Procedures for eAssessment.

It is the responsibility of the centre contact to ensure that the name and contact details (including email address) of nominated exams security personnel remain current. Updates to staff responsibilities must be informed in writing on a Security Details Update Information Request Form. This form can be downloaded from the CYQ website.

CYQ will refuse to process requests that are submitted from unauthorised personnel.

Learner guidelines for external assessment

(This information must be made available to learners prior to assessment)

Responsibilities of learners

All learners must:

1. Provide a form of picture identification available for inspection.
2. Be seated 15 minutes before the assessment is due to start.
NB: Learners who arrive up to 15 minutes late for an assessment will be allowed to sit the assessment. Extra time will not be allowed unless previously arranged with CYQ.
3. Leave all personal belongings (e.g. bags, coats, mobile telephones) at their own risk, in the area designated by the Invigilator. Learners are advised not to bring valuables with them to the assessment day.
4. Be in possession of appropriate materials (e.g. blue/black pen, blank paper, traditional calculator etc) if permitted for the assessment. Any unauthorised materials including mobile telephones must be removed for the duration of the

assessment. If unsure whether the materials are appropriate learners should ask the Invigilator prior to the start.

5. Not leave the assessment room until at least 30 minutes after the published start time. Learners wishing to leave the room before the end must do so with the least amount of disruption.
6. Not re-enter the assessment room when they have finished their exam and have been allowed to leave the assessment room early.
7. Not communicate in any way with and/or seek assistance from and/or give assistance to any other learner whilst they are in the assessment room.
8. Be aware that any actual or suspected misconduct will be reported to the relevant Tutor, supported by a signed statement from the Invigilator. The learner concerned will be asked to state their case in writing.
9. Complete all assessment forms following the instructions provided by the Invigilator.
10. Sign their answer sheet and the Learner Register Form.
11. Ensure all assessment materials remain in the assessment room after the assessment has finished.
12. Leave the room quietly.

Please note: Failure to accurately and fully complete the information requested on the front of the CYQ answer sheet may invalidate your results.

Guidelines for appointment, briefing and number of invigilators

The centre is responsible for appointing and preparing a suitably qualified and experienced person to invigilate and administrate all external assessment. They should be fully informed regarding the appropriate regulations governing the conduct of external examinations/assessment.

Invigilators should not include:

- Relatives of any learners taking the assessment
- Tutors who prepared the learners for the assessment should not act as a sole Invigilator
- Persons acting as a reader or writer for learners taking that particular assessment

Other guidelines include:

- There should be a ratio of 1:30 (one Invigilator for every 30 learners) minimum
- The number of Invigilators must not fall below the prescribed number in any circumstances
- If there is only one Invigilator, they must be able to summon for assistance without leaving the examination room or disturbing the learners

Please note: The invigilator should be a member of the centre's own team of staff.

External assessment accommodation and equipment

Room specifications

Any room allocated for an examination should provide an appropriate level of comfort for learners, to include:

- Appropriate levels of heating, lighting and ventilation
- Appropriate seating for the length and timing of the assessment
- All examination rooms should be as quiet as possible

Access to examination room

- Only learners and examination personnel are permitted to enter the examination room
- Learners should not enter the room more than 15 minutes before the start time of the examination

Desk specifications

Wherever possible and appropriate learners should be seated:

- Ideally at separate desks
- At desks of a sufficient size to prevent contact between learners
- A distance of at least one metre from seats of other learners
- At a desk space large enough to accommodate all necessary examination materials
- To face in the same direction
- To prevent learners overlooking each other's work

Validity of external assessment

Failure on behalf of the learner and/or Invigilator to sign the Learner Answer Sheet and the Learner Register Form will invalidate the assessment. Answer sheets that do not contain the signature of both the Invigilator/learner therefore will be not be marked.