

### 1.3.4 Administration of Examinations

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Policy area:	1.3 Assessment of Learners
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### Purpose

The purpose of this procedure is to detail how KWETB staff will apply the principles of assessment in the conduct of examination. These principles are validity, reliability, fairness, quality and transparency.

The term ‘examination’ refers to any theory-based, oral, aural, online or practical assessment which occurs on a specific date and for a specific duration. This procedure does not cover other assessment techniques, including assignment; collections of work; learner record; project; or portfolio are not covered by this document.

### Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers denoted in sections Roles and Responsibilities and Examination procedure.

### Roles and responsibilities

There are four key roles in relation to examination:

The Programme Co-ordinator (relevant to the scale of the location where the examination is being held).

- The Programme Co-ordinator
- The Learning Practitioner
- The Assessment Learner
- The Invigilator



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### **Roles and Responsibilities of the Programme Co-ordinator**

(KWETB reserves the right to take the role of the Programme Co-ordinator, or to delegate this role where a need to host centralised examinations occur)

The roles and responsibilities of the Programme Co-ordinator include:

a.	Assigning the examination locations.
b.	Identifying and scheduling the Invigilator.
c.	<p>Ensuring that all stakeholders have received information about the examination schedule and plans according to KWETB procedure 1.3.3 Planning, Conducting and Concluding Assessment.</p> <p>The latest notification should be issued no later than one month before the date of the examination.</p>
d.	Ensuring that the room in which the examination is to occur is fit for purpose, properly equipped and properly laid out to ensure the integrity of the examination.
e.	Ensuring that all examination papers, back-up papers, marking schemes, outline solutions and sample completed examinations are secured correctly and safely in accordance with KWETB's procedure 1.3.7 Security of Assessment Materials.
f.	Ensuring that all resources and IT resources are in place and working in advance of the examination.
g.	Ensuring that all learners have received an assessment guide/instruction in advance of the examination.
h.	For FET Provision-Second providers, F11 request assessment packs are released by Training Standards to providers which include assessment documentation.
i.	<p>Providing a list of assessment learners to the Invigilator in the form of an attendance register and this to be returned to Programme Co-ordinator on completion of the examination.</p> <p>For FET Provision-Second Provider, the contract provider provides the invigilator via F04 with a list of candidates.</p>
j.	Advising the invigilator of any Reasonable Accommodations to be applied in relation to the specific examination. Reasonable Accommodation will have been agreed as per Reasonable Accommodation procedure.
k.	<p>Where relevant, ensuring that a pre-arranged seating place is in place.</p> <p>For FET Provision-Second providers, this is expected as part of F04.</p>

### **Roles and Responsibilities of the Learning Practitioner**

a.	<p>Preparing examination papers, marking schemes and sample completed papers/answer books.</p> <p>For FET Provision-Second providers, the Learning Practitioner may be responsible for ensuring that pre-prepared examination papers for the instance of assessment are ordered in a timely fashion and stored securely in the location where the examination will take place.</p>
b.	<p>Informing the assessment learners of their responsibilities.</p>
c.	<p>Informing the assessment learners of the dates on which examination will take place and ensuring that learners understand the need to prepare for examinations, and that they have developed appropriate strategies for examination preparation and study skills relevant to their level.</p>
d.	<p>For FET Provision-Second Providers, TSO provides the required Invigilator documents as part of F11 request.</p>
e.	<p>Is available on site for the duration of the examination.</p>
f.	<p>Assessing the learner evidence according to the criteria, marking scheme and sample answers for the specific paper in question and assigns accurate marks to the paper.</p>
g.	<p>Planning their own personal timeline for reviewing the learners' assessment, marking it accurately and submitting accurate marks in time.</p>
h.	<p>Ensuring that the assessment judgement is transparently visible in the marking.</p>
i.	<p>Preparing feedback for the learner in response to the evidence completed.</p> <p>Giving learner provisional results.</p>
j.	<p>Submitting accurate marks for each learner to the Co-ordinator before the deadline for submission.</p> <p>For FET Provision-Second Providers, Contracted Training and Community/Apprenticeship programmes submit results to Training Standards for review and approval.</p>

### **Roles and Responsibilities of the Assessment Learner**

a.	<p>Taking responsibility for their own behaviour as an assessment learner according to the level and stage of their programme of education and training, and in response to guidance from the Learning Practitioner.</p>
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b.	Taking responsibility for noting key dates, deadlines and locations in advance of the examination.
c.	Requesting Reasonable Accommodations or Compassionate Considerations in a timely fashion.
d.	Arranging to be at the examination centre in advance of the start time, fully equipped with personal equipment required for the examination.
e.	Presenting a valid ID document to the invigilator.
f.	Not entering the examination centre 30 minutes after the start of the examination. (Example based on a 2-hour examination).
g.	Only leaving the examination centre after the allotted time has elapsed.
h.	Signing and submitting all assessment materials on completion of the examination.
i.	Taking responsibility for personal possessions, storing them in the allocated space as requested by the invigilator.
j.	Turning off all electronic devices before the examination starts and stores these in the allocated place.

<b>Roles and Responsibilities of the Invigilator:</b>	
a.	For FET Provision-Second Providers, the Contract provider reviews the invigilator pack prior to the assessment commencing.
b.	Is in attendance at least thirty minutes before the examination starts.
c.	Checking all learner identification and ensuring they have signed the attendance register.
d.	Ensuring that the clock is accurate.
e.	Noting the actual start time, duration and finishing time of the examination on a whiteboard/flipchart or other, reading this aloud to the learners.
f.	Actively monitoring learners for the duration of the examination, giving their entire attention to this task. Invigilators must not use personal music devices, read newspapers, books or magazines; engage in work activities/ or any occupation other than invigilating, for the duration of the examination. The invigilator must not bring any items not connected with invigilation into the examination.

g.	Dealing with any problems which arise. Knows who to contact in cases of emergency.  The Programme Co-ordinator should ensure that another member of staff is always available onsite.
h.	Adhering to KWETB guidelines for conducting examinations.

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1	The Programme Co-ordinator should ensure that the Invigilator receives the examination materials, ensuring that the documents are taken directly to the examination centre.
2	The Invigilator should ensure that they check learner identification.
3	The Invigilator should ensure that learners sign the examination attendance list. The Invigilator should sign and date the attendance list.
4	The Invigilator should ensure that calculators or other resources (e.g., dictionaries) learners have brought to the examination comply with regulations State Examination Commission Guidelines – Use of Bilingual Dictionaries in the Certificate Examinations S01A/10.
5	The Invigilator should ensure that reasonable accommodations are complied with.
6	For FET Provision-Second Providers, the Invigilator should ensure that when they open the examination papers, a witness sign that all were opened in compliance with the procedure.
7	The Invigilator should ensure that all mobile phones are switched off and stored in bags, in the correct place.
8	The Invigilator should ensure that they distribute the examination papers face down, together with answer books.  Where relevant, the Invigilator should ensure that all learners are logged on to computers appropriately.
9	The Invigilator should ensure that they read the learner instructions aloud before the time for the examination commences.
10	The Invigilator should ensure that all learners have the correct papers.

11	<p>The Invigilator should ensure that they write the start time, duration and end time on a white board, blackboard or flip chart and reads these aloud to learners.</p> <p>For FET Provision-Second Providers, the Invigilator should ensure that they note the assessment start time on the invigilator report.</p>
12	<p>The Invigilator should ensure that strict silence is observed for the duration of the examination.</p> <p>The Invigilator should respond to learner needs if necessary, including seeking clarification about learner queries where these arise.</p>
13	<p>Where unexpected events occur, the Invigilator should ensure the integrity of the examination is maintained if reasonably practicable and records the event.</p> <p>For FET Provision-Second Providers, the Programme Manager should ensure that they record the event in the invigilator's report.</p>
14	The Invigilator should notify learners when 10 minutes of the duration remains.
15	The Invigilator should ensure that learners sign all scripts.
16	The Invigilator should ensure that they collect all scripts.
17	The Invigilator should inform learners when they can leave the examination centre.
18	The Invigilator should collect, package and label all examination materials and should transfer it to Learning Practitioner or Programme Co-ordinator or nominated person.

### Link to other Policies/Procedures

1.3.3	Planning, Conducting and Concluding Assessment
1.3.7	Security of Assessment Materials
2.2.5	Reasonable Accommodation in Assessment
2.2.6	Compassionate Consideration

### Resources

Resources	<ul style="list-style-type: none"> <li>• <a href="#">Invigilator report template (FET Provision-Second Providers)</a></li> <li>• <a href="#">Learner Guide for Assessment</a></li> <li>• <a href="#">Guidelines for the use of bilingual dictionaries in examinations</a></li> <li>• <a href="#">Examination Attendance list</a></li> </ul>
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