

Pearson LCCI examination regulations

Question papers

When your centre receives question papers direct from Pearson you should:

- check the contents of each envelope by reading through the window. Contact Pearson centre support if you believe specific question papers are missing.
- never open question papers until the time of the examination.
- store all question papers in a locked safe, or cabinet, in a locked and secure room. Restrict the number of key holders to two.
- never retain or distribute question papers after the examination. Used question papers must either be returned to Pearson or securely shredded.

Invisilators

- No person who has taught any of the candidates in the examination subject may act as the sole invigilator.
- No relative of, or person directly interested in, a candidate may invigilate an examination when this candidate is present.
- Invisilators must be fully aware of their roles and responsibilities.
- At least one invigilator must be present throughout each examination.
- Where there are more than 25 candidates, one additional invigilator will normally be required for each additional 25 candidates, or part thereof.
- In an L or T shaped room at least two invigilators must be present for the whole examination.
- When only one invigilator is present this invigilator must be able to contact immediate assistance without disturbing candidates or leaving the room.

Using word processors

- Candidates are only permitted to use word processors, typewriters, personal computers and other microprocessors in an examination if this is allowed by the syllabus or has been first agreed as an adjustment for candidates with particular assessment requirements.
- Candidates using word processors in circumstances where their use might distract other candidates, must be accommodated separately from others.
- The centre must ensure that the word processor is working correctly at the time of examination or assessment.
- Candidates must have access only to those facilities which have been agreed in advance. Candidates must not be able to gain access to existing files and documents or to the internet browser or search engines.
- Spell checkers, authorised dictionaries, thesauruses and calculators can all be used by candidates, unless otherwise stated.
- The frequent saving of work is strongly recommended. Where available, an auto-save facility should be used.
- Where candidates have access to shared printing equipment, printing may be undertaken after the examination time. Candidates may input printing instructions under the supervision of an invigilator, but only the invigilator may handle the print copies from the printer. All print copies must record the candidate's name and specify clearly to which questions the work refers.
- If the syllabus permits printing during the examination, the invigilator must supervise candidate's input of printing instructions.

Emergency procedures

- The evacuation of the examination room might be necessary in exceptional circumstances, such as a fire alarm or bomb alert.
- When there is an evacuation, candidate scripts and question papers must be left on the desks and the room locked.
- The leaving time should be noted.
- Candidates must not communicate with each other during the evacuation.
- It might be necessary to cancel the examination if the disruption lasts longer than 30 minutes.
- If the examination can be resumed, the lost time should be granted as additional time.
- The details and reason for any emergency or disturbance must be recorded on the invigilation report.

Scripts

- After each examination, pack and seal the scripts, sorting by centre, by subject and by order of the Invigilator Declaration and Attendance Reports. Scripts for different examinations must be packed separately.
- Store scripts securely before dispatch and post within 48 hours of each examination.
- Dispatch scripts to Pearson or your coordinating authority using a secure and traceable method, as Pearson can only be responsible for scripts from the point of receipt.

Instructions for invigilators

You must follow these instructions when invigilating Pearson examinations

Arranging the examination room

- Check that any display material that might be useful to candidates has been cleared from the walls.
- Check that desks are positioned at least 1 metre apart (if partitions or screen filters are available, workstations may be closer together).
- Check that a wall clock is clearly visible to all candidates.
- Display a board showing the centre code, and the examination start and finish times.
- Make sure that the room is quiet and well lit. The room should also be well ventilated, at a reasonable temperature with sunlight glare blocked out.
- Follow any subject-specific invigilation instructions.
- Check you have a seating plan for the examination.

Identifying candidates

- Make sure you know the identity of every candidate in the examination room, by checking as necessary.
- If you do not know the identity of a candidate you must check their photo-identity.
- Make sure each candidate signs the attendance register and checks the spelling of his/her name.

Before the examination

- Place a notice on the door of the room that says '*Quiet please – examination in progress. No admittance.*'
- Check the front of the question paper so you know what material candidates can use in the examination.
- Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones or electronic dictionaries.
- Read out the *Instructions to candidates*.
- Open the packet of question papers in the examination room.
- Remind the candidates that they must fill in the details on the front of the answer booklet.
- Tell candidates to read the instructions on the front of the question paper.
- Tell candidates when they may begin and how much time they have to complete the examination.

During the examination

- Allow late candidates to enter the examination room quietly but only if the examination has been in progress for less than 30 minutes.
- Be vigilant and supervise the candidates at all times to prevent cheating.
- If you discover cheating, take away any unauthorised material and allow the candidate to continue. This should be reported as malpractice on the invigilation report which must be submitted to Pearson.
- Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily.
- Make sure candidates do not leave the examination room until at least 30 minutes after the start time.
- Tell candidates to stop writing at the end of the examination.

After the examination

- Collect all scripts and question papers before candidates leave the examination room ensuring that all details and question numbers answered on the front page of the scripts have been completed.
- Arrange scripts in the order candidates appear on the attendance register.
- Sign the invigilation report and record any late arrivals, disturbances or malpractice.
- Make sure that scripts are kept in a secure place before being sent, by a secure, traceable method, to Pearson or your coordinating authority within **48 hours** of the examination.

This page can be photocopied and handed out to candidates

Instructions to candidates

You must follow these instructions when taking Pearson examinations.

- Arrive for your examination 30 minutes before the start time. Bring with you photo-identity eg identity card, passport or driving licence. You cannot sit the examination if you do not have this identity.
- Only use additional material specified for the examination.
- Where dictionaries are permitted, you must only use a standard language dictionary. You must not use an electronic dictionary.
- Do not share question papers or authorised material with other candidates.
- Do not bring or use any unauthorised material, books or notes in the examination.
- Do not bring a mobile phone into the examination room.
- Fill in your full name, candidate number and centre details on the answer book cover before starting the examination. Write clearly in BLOCK CAPITALS.
- Write your answers in blue or black pen. Pencils should only be used for marking multiplechoice test forms and for graphs, charts or diagrams or where otherwise specified.
- All answers must be correctly numbered in the sequence they were answered.
- Do not use correcting pens, fluid or tape in your answers unless permitted by the syllabus.
- Do not eat or smoke although you may bring in water in a clear bottle with the label removed.
- Do not communicate with, or seek assistance from, any other candidate while in the examination room.
- Do not share any material, calculators or dictionaries with other candidates.
- In an emergency, you may temporarily leave the examination room and be re-admitted, although you must be accompanied throughout by a person authorised by the invigilator.
- You may only leave the examination room once the examination has been in progress for at least 30 minutes.
- At the end of the examination, check you have added your candidate details to the front of your script. Remain seated until your answers and the question paper have been collected.
- Ensure all questions answered are numbered correctly both on the front and inside the script.
- You must not take the question paper out of the examination room.
- If you break these regulations you may be disqualified from this and other examinations.