



The Institute of Concrete Technology

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Guidelines for Examination Centres Revision 1

These guidelines are based on the Joint Council for Qualifications Instructions for conducting examinations 1 September 2011 to 31 August 2012.

Written exams in Concrete Technology and Construction (CT&C) are normally held once a year and are conducted simultaneously at the exam centres. The exams are conducted in the English language. Allowance for deficiencies in grammar and spelling will be made for candidates whose first language is not English.

The ICT exams are administered by The Concrete Society, and exam centres should contact their training officer on all matters concerning arrangements.

Questions are set against the published learning outcomes for the course and are chosen to ensure wide coverage. The examiners reserve the right to include a compulsory question and to divide a paper into sections and limit or specify the number of questions to be answered from each section.

Rough work and calculations must be done in the answer book. They should not be crossed through: rough lists of headings, for example, can still show understanding of the topic and may earn a few vital marks. Rough work is obvious to an examiner, but if the candidate prefers, it can be on a separate page or under a heading.

Individual marks or pass marks are not disclosed. Pass/Fail, and merit awards are given in stages 1 to 3; Grades are given for stage 4 ACT:

CT&C Stages 1-3

Pass with Distinction	outstanding marks
Pass with Credit	good marks
Pass	acceptable marks
Fail	not adequate marks

CT&C Stage 4 ACT

A	Distinction	outstanding marks
B	Pass	good marks
C	Pass	acceptable marks
D	Fail 1	just below acceptable
E	Fail 2	not adequate marks

For stage 4 (the ACT Diploma) the distinction award is the only grade above a pass given for the diploma. To be eligible for a distinction award in the Diploma, the candidate must, at the first attempt, complete the written examinations and submit the individual assignments within the timescales of the course; or the project report must be submitted or posted with proof of postage to the Executive Officer of the ICT not later than four weeks after the examinations. Recipients of the award will normally be notified with the examination results.

Candidates will be notified of results directly to the address that they supply to the exam centres. The name on the certificate will be that notified on the registration form.

Candidates who fail an exam are permitted to re-sit a future exam, but will have to refer to the latest learning outcomes and apply themselves to any changes. Candidates who pass an exam are not permitted to re-sit. Candidates who are judged by the Examinations Committee to have plagiarised will fail and not be permitted to re-sit.

Security of exam materials

The head of the exam centre organisation must nominate a person (hereafter referred to as the exam officer) responsible for security of exam papers and answer scripts throughout the process within their organisation (unless the head of the exam centre intends to supervise the process personally).

Exam materials include question papers, answer books and answer scripts.

Centres must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the exam materials.

Centres must ensure that envelopes and boxes containing exam materials are signed for, with a record of receipt of the material.

Centres must make appropriate arrangements to ensure that exam materials are delivered only to those authorised by exam officer.

Question papers should be kept in their sealed envelopes and opened in front of candidates wherever possible.

Either a scan or a photocopy of all exam scripts should be taken and kept by the exam centre as insurance against loss or damage in the post.

Information

Any natural disaster, fire, theft, loss, damage or any other circumstances which puts at risk the secure storage of exam papers must be reported to The Concrete Society immediately.

The centre must inform The Concrete Society no later than 6 weeks prior to moving to a new address. Answer books and invigilation sheet(s) will be posted to the nominated representative. Note that some re-sit candidates will be taking only one exam.

Further information on access arrangements, reasonable adjustments and special considerations is available from JCQ booklet Access Arrangements, Reasonable Adjustments and Special Consideration, 1 September 2011 to 31 August 2012 (http://www.jcq.org.uk/exams_office/access_arrangements/)

Checking exam materials

Several weeks before the exam date, answer books and invigilation sheets will be sent to the exam officer of the exam centre. They should be kept in secure storage.

The exam question papers will be available for secure download from the website by, or will be sent to the email address of, the exam centre's exams officer (or a person nominated by them) shortly before the exam date.

The papers should be checked to ensure that they are the correct requirement, immediately they are received. They should be printed in secure conditions, placed in a labelled envelope, sealed and put in secure storage until about half an hour before the exam starts.

The exam centre is asked to supply:

- lined, A4 paper and graph paper for additional work
- treasury tags for the secure attachment of additional pages to answer book; hole punch.

Timings for exams

The date, start and finish times for exams are given on the invigilation sheets as local times.

A candidate who arrives no more than 1 hour after the start of the exam may be allowed to enter the exam room and sit the exam, **at the discretion of the centre.**

A candidate who arrives after the start of the exam should be allowed the full time for the exam, depending on the centre's organisational arrangements and provided adequate supervision arrangements are in place.

If a candidate arrives **more than** 1 hour after the start time, the conditions above apply, **but also** a report must be sent to The Concrete Society, within 7 days from the date of the relevant exam, containing the following information:

- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the exam;
- the time the candidate started the exam;

- the time the candidate finished the exam;
- a statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the exam.

Warn the candidate that The Concrete Society may not accept their work.

Due to global invigilation arrangements, candidates are not permitted to leave the exam, until after 2 hours from the start of the exam (1 hour for stage 1: Concrete Practice; or Aggregates in Construction)

Attendance register/invigilation sheet

Unless the candidate is known to the school, college or training provider, confirm that the candidates are who they say they are by checking their photo identification e.g. passport or photo driving licence. Fill in whether the candidates are present or absent and any irregularities that may have occurred.

Centre staff who have been authorised by their head of centre may be present at the start of the exam for the purposes of assisting with the identification of candidates.

Calculators

Candidates should be told of these regulations beforehand (see Candidates' Checklist for Exams).

It is permissible to use non-programmable, silent, battery or solar powered, scientific calculators that do **not** have facilities for inputting or recalling text. Calculators must be free of lids, cases and covers.

The candidate is responsible for the calculator's power supply and working condition.

A calculator may not be borrowed from another candidate during the exam, but an invigilator may give a candidate a replacement calculator.

Other resources

Only resources set out in the instructions on the first page of the exam paper may be used.

Candidates whose English is their second language may use an English language dictionary or a bilingual dictionary or both which **MUST** be made known to the invigilator prior to the exam starting.

Accommodation

All candidates must sit their exam(s) at the centre's registered address unless the centre has received permission beforehand for candidates to take exams elsewhere (for example, transferred to another exam centre).

In the exam room, attention should be paid to conditions such as heating, lighting, ventilation and the level of outside noise.

A reliable clock must be visible to each candidate in the exam room. The clock must be big enough for all candidates to read clearly. Spare batteries should be available. Make sure all clocks used in the exam room are in good working order and show the same time.

A display must be visible to all candidates showing the **centre number** and the **actual starting and finishing times** of each exam.

Display material which might be helpful to candidates must not be visible in the exam room.

The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres. Wherever possible, all candidates should face in the same direction; each candidate should have a separate desk or table big enough to hold question papers, and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates.

A seating plan should be created and candidates should normally be seated in candidate number order. Show the direction candidates are facing, number or name each desk, produce a list of candidates and desk numbers for each exam. Where numbers of candidates exceed twenty, publish and display seating plans in advance, so

that candidates know where they will be sitting and ensure that invigilators have been briefed on seating plans in advance. When preparing your exam rooms you should consider making provision for candidates to securely store their personal belongings outside the room. If this is not possible, determine how bags and other items could be stored within the exam room so that they are out of reach of candidates and access to them can be monitored by the invigilator. Produce an exam room checklist in order to make sure you have fully prepared the exam room, including clocks, correct seating arrangements, appropriate heating and lighting (see the Invigilators' Checklist).

Any other written external exam may be held in the exam room at the same time, as long as it does not cause any disturbance. Mock exams and internal school tests cannot be held in the exam room at the same time as external exams.

Any candidate suffering from an infectious or contagious disease **must** take the exam in a separate room in which all instructions for conducting exams can be applied. You **must** keep the candidate's script separate from other scripts. You **must not** dispatch the script until you have asked for advice from The Concrete Society.

Keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each exam. The Concrete Society may need to refer to these records, so you should keep them until the deadline for enquiries about results has passed.

People present

Only those members of staff authorised by the head of centre and agreed with the exams officer should be present in the exam room. Only candidates actually sitting the exam/assessment must be present in the exam room while an exam is taking place.

Under no circumstances may members of centre staff:

- be present at the start of the exam and then sit and read the exam question paper before leaving the exam room.
- enter the exam room, uninvited, with the sole intention of accessing the exam question paper.
- have access to the exam question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to The Concrete Society.
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content.
- communicate with candidates including the reading of the question paper rubric to candidates, coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer.
- enter the exam room and approach candidates, either to prompt them to make an attempt at the exam or to provide support and encouragement.
- enter the exam room and read candidates' scripts.

Invigilators

The head of centre or nominated representative must

- make these Guidelines for Examination Centres available to each invigilator in the exam room.
- appoint invigilators to make sure that there is at least one invigilator present for each group of 30 candidates or fewer taking written exams.
- permit invigilators to be changed, as long as the number of invigilators present in the exam room does not fall below the required number.
- enable help to be easily obtained, when only one invigilator is present, without the invigilator leaving the exam room and without disturbing the candidates, such as using a mobile phone or a two-way radio. Mobile phones are only allowed in the exam room for this purpose. Any mobile phone used in this situation should be switched off to prevent any incoming calls or messages which may disturb candidates.
- make sure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre. Although you may decide who is suitably qualified and experienced, any relative of a candidate in the exam room must not be the sole invigilator.
- make sure that invigilators are appropriately trained in their duties.
- make sure that a teacher, who has prepared the candidates for the subject of the exam during the academic year of the exam, is not the sole invigilator at any time during a written exam.

Centres should provide a checklist for invigilators based on appropriate sections from this booklet (see the Invigilators' Checklist).

A training session should be held for any new invigilators. Make sure that invigilators know what is expected of them. An update meeting should be held for the existing invigilation team so that they are aware of any changes.

Invigilators should be provided with badges so that they may be easily identified and acknowledged as a member of centre staff.

For further information on invigilation arrangements for candidates with access arrangements or other arrangements, go to the Joint Council for Qualifications Instructions for conducting examinations www.jcq.org.uk/

The invigilator should be given the exam papers from secure storage, the invigilation sheet and the answer books, before the exam starts.

As candidates complete the details on their answer book, invigilators should move around the exam room ensuring that this is being done. If a candidate thinks that the question paper has a section missing or that he/she has not been prepared for the set texts or options being tested by the paper, the invigilator must report the problem to the exams officer immediately. The exams officer should check that the candidate has the right paper or has been entered for the correct exam.

During the exam, the invigilator must not make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however refer the matter immediately to the exams officer. They must NOT comment on the content of the question paper or give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the ICT/ Concrete Society. They must not read a word or words printed on the question paper to a candidate, other than the instructions on the front cover or offer any advice or comment on the work of a candidate.

The invigilator must not undertake any of the above as it constitutes malpractice.

At the end of the exam, the invigilator should take the answer books and any paper with additional work from the candidates and keep them and the invigilation sheet secure until they are sent to the above address by secure mail. The exam centre should pay the secure mail cost.

Results

The results for CT&C stage 1 should be available within two weeks of the exam date; for stages 2 and 3 and Aggregates in Construction, by the end of September and for stage 4: ACT Diploma by the end of November. Certificates/diplomas will be issued one month later, together with information about applying for the appropriate level of membership of the ICT.

The exam centre may query an assessment result if it feels that it may be wrong or unfair. The request should be submitted in writing to the exams administrator, The Concrete Society. It should be received within one month of the notification of the assessment results. A copy of the Review and Appeals policy is available on the ICT website.