

# Guide to Examination Rules

Advancing and promoting excellence in the care and welfare of  
animals in research.

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## **Rules for assessment tests**

### **General regulation**

1. The assessment room must be quiet with adequate space, heat, light and ventilation. For practical assessments, the conditions and physical resources must be appropriate to the task.
2. Practical assessments must be held under conditions that will give all learners the chance to carry out their tasks and to display their true levels of attainment in the subjects being assessed.
3. A notice, 'Quiet, assessment in progress' must be displayed outside the assessment room throughout the assessment.
4. There should be no posters or other display material in the assessment room.
5. A clock should be clearly displayed throughout the assessment so that learners can accurately know the time they have to the end of the assessment.
6. The invigilator should make sure that the learners know the start and finish time and how the assessment will be conducted and marked.
7. Seating arrangements must be made which will prevent learners from seeing each other's work, intentionally or otherwise.
8. Learners should be provided with paper (rough and answer). No scrap paper or books are to be taken into the assessment room.
9. No mobile phones or bags are to be taken into the room, unless they are left at the front of the room before the assessment begins. All phones must be switched off.
10. All original documents need to be returned to the centre securely. The invigilator needs to retain a copy of all documentation until confirmation of receipt has been received from the centre. Invigilation arrangements.
11. All tests must be supervised by an invigilator. It is the responsibility of the Centre to appoint invigilators, whose integrity may be relied upon and brief them on the requirements for the conduct of assessments.
12. Invigilators must give all their attention to conducting the assessment properly, be able to observe each learner in the assessment room at all times, be familiar with the specific instructions relating to the subjects being examined. Invigilators must not carry out any other task (for example, marking), in the assessment room.
13. Assessments should be held in a separate room when readers, writers or assistants are provided. An invigilator must also be present. Readers, writers, or assistants may not act as invigilators.
14. Where the assessment comprises practical tests or the use of equipment such as a computer, it is essential that a specialist technician must be available to deal with equipment failures. The provision of a specialist technician is in addition to the invigilator. The invigilator must not act in this capacity. In the exceptional case of an assessment of one learner, the invigilator may undertake the role of computer specialist.

15. A learner arriving late, after the start of the assessment, may be allowed to take the assessment, subject to the agreement of the Centre provided that the given time restrictions are not breached. They may be allowed the full time for the assessment if this arrangement is practical for the Centre.
16. Learners who have finished their work early must hand in their work and the assessment paper before being allowed to leave the assessment room. Those learners must not be allowed back into the room.
17. If a learner needs to leave the assessment room temporarily during the assessment because he/she is unwell or needs to go to the toilet, then he/she must be accompanied by an invigilator who must ensure that he/she does not speak to anyone else, consult any notes, make a telephone call or otherwise breach the security of the assessment while he/she is out of the room. Those learners may be allowed, at the discretion of the Centre, extra time to compensate for their temporary absence.
18. Any disturbance in the conduct of the assessment should be notified to the IAT Moderator, in writing, immediately after the assessment. Unless this is done, no consideration can be given in the marking and grading of the learners.
19. If an emergency occurs during the assessment, e.g. fire alarm, bomb warning, the assessment room must be evacuated in accordance with the instructions of the appropriate authority. Learners must leave question papers and assessment scripts on their desks. The IAT Moderator must be informed, in writing, as soon as possible. Any decision on assessment of partially completed work will be made by the IAT Moderator.
20. The invigilator must collect all used and unused assessment question papers and scripts before learners leave the room to ensure that no learner accidentally takes their script or other assessment material with them.
21. Assessment papers should be held in a secure place and marked as soon as possible.

## **Calculators**

22. Only calculators suitable for use on a desk that have an independent battery or solar power supply can be used. It is the responsibility of the learner to ensure the power supply and calculator is functioning correctly.
23. Calculators must not be designed or adapted for language translation, be programmable, or able to be used for symbolic algebraic manipulations.
24. Calculators must not be able to communicate with other machines or the internet.
25. Calculators must not be shared during the assessment, have retrievable information, including databases, dictionaries or formulas. No cases, leaflets or writing on calculators are allowed to be taken into the assessment room.