OCR Instructions for conducting examinations (OCR ICE) for the externally assessed components of the following qualifications:

- Reformed Functional Skills
- Legacy Functional Skills
- Digital Employability

(see Appendix 12 for a complete list of qualifications)

For other General/Vocational internally or externally assessed qualifications please refer to the OCR website to determine the appropriate regulatory documentation

1 September 2019 to 31 August 2020*

*The document may be subject to changes/updates during this time. Centres will be advised if substantial changes are made or a new version is available.

OCR has produced these instructions using the Joint Council Instructions for conducting examinations (JCQ ICE) as its core. Changes have been made to reflect the delivery and scheduling of examined components of the qualifications listed on the front page and at Appendix 12.

Every centre delivering these qualifications should have at least one copy of these instructions made available for use at each exam wherever it takes place. This may be a printed hard copy version or an electronic copy which is visible at all times via a computer.

All invigilators must be familiar with, understand and follow the relevant sections of this booklet.

Any reference to “JCQ” or “Joint Council for Qualifications” within this document should be read as JCQcic or the Joint Council for Qualificationscic.
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* These documents are only provided electronically to centres. Centres may use the posters provided attached to this document or those provided on the JCQ website http://www.jcq.org.uk/exams-office/exam-room-posters.
Differences between this document and the previous version

Changes have been made to this document since the previous version (1 September 2018 to 31 August 2019).

This document (OCR ICE) has been updated to reflect the current version (2019/2020) of the JCQ Instructions for conducting examinations (JCQ ICE) where applicable.

We have attempted to remove duplication/repetition of regulations so some have been moved or amalgamated. There have also been changes to formatting and numbering to enable each regulation to be more easily identified and referenced.

Where the changes reflect a specific change/addition or clarification of the regulations these are highlighted in yellow throughout the document. There are a number of additional appendices which have not been highlighted but have been added to assist centres in administering exams for the qualifications concerned. Changes made to the Information for candidates taking examinations (appendix 4) have not been highlighted to avoid confusion to candidates.

There have been a number of significant additions to the regulations, particularly in respect of the delivery of reformed functional skills. Due to the number of changes since the last version we have not listed them here. It is important that anyone involved in the delivery of functional skills familiarises themselves with this document and that centres update their invigilator training to include the new regulations.
Introduction

These Instructions have been created to enable all centres to administer Functional Skills and Digital Employability examinations consistently and securely, thereby helping to maintain the integrity of the assessment process. Failure to adhere to these Instructions could adversely affect your centre approval and/or candidates’ results/certification at your centre, or potentially, in the event of a breach of question paper security, at a national level.

These Instructions must be read and adhered to in conjunction with the JCQ publication General Regulations for Approved Centres–http://www.jcq.org.uk/exams-office/general-regulations

Centres must ensure that the Information for candidates taking examinations (paper based and on-screen) document is distributed to all candidates whether electronically or in hard copy format prior to examinations taking place. See Appendix 4.

1. Terminology

For the purposes of this document:

An examination (exam) is any externally assessed component of a qualification which is undertaken under exam conditions. This may additionally be referred to as a “test”, “on-screen test” or “tested unit”.

An examination or assessment centre (the centre) is an establishment approved and registered by OCR for the registration or entry of candidates to its examinations/assessments and for the conduct of those examinations/assessments.

A centre may be:

- a school/college or other educational establishment
- a training organisation or small company
- a ‘controlling agency’ with one or more associated sites, called satellites, which may include franchise arrangements

Any site used by an approved centre to deliver exams must meet the requirements of section 9 of this document, and the examinations/assessments conducted must conform to these Instructions.

The head of centre is

- the head of a school; or
- the principal of a college; or
- the chief officer of an institution which is approved by OCR as an examination/assessment centre;

The head of centre is responsible to OCR for making sure all examinations/assessments are conducted to these instructions and the qualification specifications issued by OCR.

“Secure storage” refers only to those facilities which have been inspected and approved by JCQ and/or OCR, as meeting the security requirements in this document or the JCQ Instructions for conducting examinations.

“Question paper” refers to any examination materials which include the exam questions. These may also be referred to as “answer booklets”. Answer booklets are exam papers in which candidates are provided with the questions, write their answers and are submitted as candidate scripts for marking by OCR examiners.
2. **Centre Inspections**

2.1 OCR inspectors and/or the JCQ Centre Inspection Service will visit centres and exam venues throughout the year to inspect centres’ arrangements for the security of examination material and for conducting the examinations.

2.2 **It is recommended that your centre is permanently staffed between 8.30 am and 3.30 pm Monday to Friday except during specific periods when it is closed (eg: public and school/college holidays) and is not delivering exams or expecting delivery of any examination materials.** Your centre **must** co-operate with any visit from an inspector, including giving access to your secure storage.

A senior member of staff or a member of the exams office **must** be available to receive delivery of examination materials, log their receipt and place them in the inspected and approved secure storage.

2.3 **OCR** Authorised inspectors will present and identify themselves to the centre by means of a letter of authority.

2.4 **You must co-operate with any visit from an Inspector.** A senior member of staff or a member of the exams office **must** be available to accompany the Inspector **throughout** the course of his or her centre visit. This will include inspection of the centre’s secure storage facility.

3. **Suspected Malpractice (including maladministration)**

Any breach of these instructions can constitute malpractice as defined in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, - [http://www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice) to which you should refer for further information.

**The head of centre must immediately report incidents of candidate and/or staff suspected malpractice to OCR.**

4. **Correspondence**

You should send correspondence on centre headed paper to OCR and not to the examiner (unless you are told otherwise). For regulations on returning examination materials (ie: used and unused answer booklets, question papers etc) please refer to sections 28, 29 & 30 of this document and the appropriate administration guidance available on the OCR website [https://www.ocr.org.uk/administration/stage-3-assessment/vocational-qualifications/paper-based-tests/functional-skills/#send-scripts](https://www.ocr.org.uk/administration/stage-3-assessment/vocational-qualifications/paper-based-tests/functional-skills/#send-scripts).
Preparing for the examination

5. Keeping question papers and other examination materials secure

The following instructions apply to all confidential materials, i.e. question papers/answer booklets and completed scripts in any format. These must be followed to ensure the integrity and security of the examinations.

5.1 All secure storage must have been inspected and approved by JCQ or OCR before it is used to store examination materials.

a) You must inform OCR of any change of address and/or changes to your secure storage – whether these are planned or as a result of unforeseen circumstances. Call OCR’s Customer Support Centre (CSC) - 02476 851509

b) If a centre delivers General or Vocational examined units for other OCR qualifications their secure storage must have been inspected and approved by a JCQ inspector and meet the requirements outlined in the JCQ Instructions for conducting examinations before it is used to store examination materials.

You must inform the National Centre Number Register - ncn@ocr.org.uk (as administered by OCR on behalf of the JCQ awarding bodies – AQA, CCEA, Edexcel, OCR and WJEC) no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility (as a result of this notification a centre inspection will take place). Where centres change address or a change or re-location of the secure storage facility occurs, reference must be made to the JCQ NCN checklist.

5.2 All centres must ensure that their centre is open and appropriately staffed to accept delivery of examination materials. This will normally be within 5 working days of making entries or within 2 days of the test date indicated for reformed functional skills exams, and will be delivered by courier usually between 8am and 5.30pm. If a delivery cannot be made the courier will leave a card and attempt delivery the next working day.

5.3 OCR must be informed immediately if the security of the question papers is put at risk. Any natural disaster, fire, theft, loss, damage or any other circumstances which render the existing accommodation or secure storage of examination materials at risk, must be reported to OCR immediately to OCR’s customer contact centre on 02476 851509.

5.4 Centres must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

5.5 Centres must be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.

5.6 Centres must ensure that envelopes and boxes containing confidential materials are signed for. A log must be kept at the initial point of delivery, recording the receipt, movement and despatch of confidential exam materials. This log must be made available for review by OCR on request.

Centres may wish to use the JCQ Materials Receipt Logs as a template for their own logs. These are available on the JCQ website.

5.7 Centres must make appropriate arrangements to ensure that confidential materials are received and handled only by those authorised by the head of centre. These must:

a) be adults with an appropriate level of responsibility within the centre;
b) not be current students at the centre;

c) not be a person who teaches or has any role in the delivery of a Functional Skills qualification for that subject, regardless of the level they teach.

The head of centre is responsible for monitoring any conflicts of interest which may arise, and be confident that the security of confidential examination materials is maintained, from the point of their delivery at the centre to their return to OCR.

5.8 At the point of delivery the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre’s secure storage facility, as defined in section 7. It is for the head of centre to set out the appropriate terms of authorisation for members of centre staff.

5.9 At the point the question paper packets are removed from the despatch packaging they must be checked, as defined in section 6, and then immediately locked away in the secure storage facility. This must take place as soon as possible on the day the question papers are received. If this is not possible, due to a late delivery or the unavailability of authorised members of staff, the material must be transferred immediately into the secure storage facility until it can be checked, which must be no later than the next working day.

5.10 Examination materials must only be accessed in accordance with OCR’s specific instructions.

5.11 Examination and live assessment materials must be stored securely at all times both before and after examinations.

5.12 Only persons authorised by the head of centre and the exams officer must be allowed access to the centre’s secure storage facility.

5.13 Centres must maintain the confidentiality of candidate responses and candidate details.

6. Checking question paper packets

6.1 Centres must check the question paper packets and examination material carefully when removing them from the despatch packaging. This must be undertaken in the secure room. Inform OCR immediately if there are any problems, call OCR’s customer contact centre on 02476 851509, e.g. if:

a) it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;

b) there are any differences between the material received and the packing/delivery note;

c) the material has been significantly damaged in transit or upon opening;

d) the material appears not to meet your requirements;

e) the material has been received in error.

6.2 Modified question papers may arrive separately from your main despatch of question papers.
7. Conditions for storing confidential material

7.1 Question papers and any other confidential material (including downloaded materials and completed candidate scripts) must be stored securely and available only to a limited number of persons authorised by the head of centre and the exams officer. This will require that:

a) Papers are stored in a non-portable safe, or non-portable lockable metal cabinet. If using a filing cabinet, this must be equipped with an additional external locking bar. Small safes and filing cabinets must be fixed securely in place to ensure they cannot be moved.

b) Key holders for the inspected and approved secure storage should be limited to 2 to 6 authorised people.

c) Centres must not keep a spare set of keys anywhere they can be accessed, including a cabinet or safe, by unauthorised persons.

d) The safe or cabinet must sit within a room which is secured from non-authorised entry and locked when not attended by authorised persons.

e) The secure room should be of a strong, solid construction, have lockable windows and doors, which are locked when the room is not occupied.

7.2 The head of centre must ensure that no person who teaches or has any role in the delivery of a Level 1 or 2 Functional skills qualification is involved in the administration* of the assessment materials for Level 1 and 2 exams in that subject (regardless of the level they teach).

*Administration includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to OCR after scheduled exams are completed.

8. Handling Question papers/Examination materials

Examination Materials must always be transported securely and must only be held overnight in inspected and approved secure storage.

8.1 Except in the circumstances set out below or in section 9 – alternative exam venues question papers must remain in their sealed packets in secure storage and only removed to be taken to the examination room 60 minutes before the scheduled exam. Or, 90 minutes if several rooms at the centre’s main site are being used and you need to make up packages to match the number of candidates in each room.

a) For legacy functional skills qualifications this would be 60/90 minutes before the first scheduled exam within the five day test window determined by the centre.

b) For reformed functional skills qualifications this would be 60/90 minutes before the first exam on the scheduled exam day.

8.2 If circumstances are such that a packet of question papers needs to be split, ie: exams are taking place at a number of exam venues and/or over several days (only for legacy functional skills qualifications – see 8.1a above), as few packets as possible should be opened. The sealed question paper packet must be opened in the secure room and not in the examination room.

For Reformed Functional Skills only – centres must refer to the attendance list included with each despatch of question papers to ensure that they remove the correct question paper variant for each candidate. If candidates sit the wrong question paper variant OCR will investigate the incident as suspected malpractice.
8.3 The question papers extracted from the sealed question paper packet must be placed in an envelope which is then sealed and transported securely to the allocated room or satellite exam venue(s). See section 9 for information about security at and when travelling between exam venues.

8.4 The question paper packet with the remaining papers must be re-sealed and placed back in the centre’s secure storage facility, and only re-opened and removed from the secure storage 60/90 minutes before the next scheduled exam.

8.5 When out of the secure storage, question papers must always be under the supervision of an adult authorised by the head of centre and exams officer.

8.6 Where a candidate requires a computer reader (and approval has been granted for the arrangement by OCR) or requires a question paper on coloured/enlarged paper, you are permitted to open the question paper packet within 90 minutes of the start time of the examination within the centre.

8.7 Where approval has been granted by OCR for a Language Modifier, the modifier may have access to the question paper 60 minutes before the start time of the examination in order to prepare.

8.8 Where the centre has granted the candidate a Live Speaker, and/or a Communication Professional:

   a) the Live Speaker may have access to the transcript of the Listening examination 60 minutes before the start time of the examination in order to prepare;

   b) the communication professional may have access to the question paper 60 minutes before the start time of the examination in order to prepare.

8.9 A practical assistant, reader and/or scribe is not allowed access to the question paper prior to the starting time for the examination.

8.10 Where confidential materials such as live tests/papers are required to be opened or downloaded in advance of the examination and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened or downloaded.

   a) They must be issued only at the time of the assessment and must be collected at the end of the assessment session.

   b) They must not be removed from the centre and when not in use must be kept secure under the conditions described in section 7.

   c) Live assessment material including data files must not be used as practice material for any qualifications.

   d) No information relating to the examination papers should be published, unless authorised by OCR.

9. **Alternative Exam Venues**

Centres may deliver exams in exam venues other than the centre’s main approved site under the following conditions.

9.1 All examination materials relating to the administration and delivery of examinations must only be stored overnight in the centre’s OCR/JCQ approved secure storage. Therefore exam venues, other than the centre’s inspected and approved site(s), do not usually need to meet the requirements for the secure storage of confidential materials at section 7.
9.2 An exam venue may be any of the following which has been approved by the head of centre as meeting the requirements of these regulations as a suitable venue in which examinations may be held, for example:
   a) a church hall;
   b) a community hall;
   c) a sports hall;
   d) another building owned by the centre which is situated at a different location from the centre’s registered address;
   e) a workplace;
   f) a hotel/conference facility.

9.3 If examination materials are being transported to an alternative exam venue they can be removed from the centre’s approved secure storage to accommodate appropriate travel time to the venue. This can be any time on the day the exam is scheduled to take place, without requesting permission from OCR.

9.4 When travelling between the centre’s secure storage and exam venue(s), examination materials must be kept securely at all times, before, during and after the exam. They must:
   a) be transported to a venue in their sealed packets/envelopes in a secure locked container, such as a locked briefcase;
   b) travel with a person authorised by the head of centre and the exams officer;
   c) be securely transported and, if not despatched immediately, returned to the centre’s inspected and approved secure storage after the exam.

9.5 Centres must ensure examinations take place in an appropriate assessment environment (see section 10) and are delivered under the exam conditions/regulations stipulated in this document.

9.6 Invigilators at the exam venues must have been trained and understand their responsibilities, see section 14. In particular they must be able to carry out invigilation of all exams without distraction. There must be arrangements in place for the invigilator to easily summon assistance during examinations to deal with emergencies and/or situations which might prevent them from carrying out invigilation to the required standard.

9.7 All exam venues must be available to OCR for the purposes of inspection.

9.8 The head of centre remains accountable for ensuring every examination delivered at any exam venue meets the requirements of these instructions.

Centres with offices/associated sites around the UK may find it more practical for their offices/associated sites to be inspected for the storage of examination materials. Please contact OCR’s Customer Support Centre on 02476 851509 to discuss this with the appropriate team.

10. The exam room

10.1 Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination. You must pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.
10.2 Display material (such as diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the examination room. You must take particular care with exams held in classrooms and libraries.

10.3 A reliable clock (analogue or digital) must be visible to each candidate in the exam room. The clock must be big enough for all candidates to read clearly. The clock must show the actual time at which the examination starts. Do not use countdown or count up clocks.

You must carry out regular checks in advance of the examinations to make sure all clocks used in the examination room are in good working order and show the same time.

10.4 The Warning to Candidates poster (Appendix 3) and the Mobile Phone poster (Appendix 5) must be displayed in a prominent place outside the examination room. Centres may use these or the JCQ posters available on the JCQ website.

This may either be a hard copy A3 paper version of the poster, in either black and white or colour, or a projection of the poster onto a wall or screen for all candidates to see.

10.5 When preparing your examination 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 examination room so that they are out of reach of candidates and access to them can be monitored by the invigilator.

10.6 A board/flipchart/whiteboard should be visible to all candidates showing the

a) centre name, centre number, subject title; and

b) the date and actual starting and finishing times of each examination.

You may wish to laminate the centre number and permanently display it during examinations. This will save space on the board/flipchart/whiteboard and it will save having to remember to write up the centre number every time.

10.7 The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.

10.8 Wherever possible, for written/paper based examinations:

a) all candidates should face in the same direction;

b) each candidate should have a separate desk or table big enough to hold question papers/answer booklets and resource documents. 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.

10.9 Where centres are using screened booths for candidates awarded readers, scribes or word processors, the invigilator(s) must be able to see the candidates at all times. Additionally, candidates must not be able to overhear or distract one another.

10.10 You must create a seating plan for every exam that shows the position of each candidate, the invigilator and anyone present in the examination room during that exam. (See appendix 7 for an example).

a) Candidates with access arrangements must be identified on the seating plans.

b) Any changes made to seating arrangements during the examination must be noted on the seating plan.
c) The seating plan **must** be retained by the centre for **at least a year after the exam** and made available to OCR upon request.

10.11 Any other external examination may be held in the examination room at the same time, as long as it does not cause any disturbance.

10.12 A room becomes a ‘designated examination room’ as soon as centre staff begin to check and prepare it to ensure compliance with these regulations. As soon as preparation for the examination begins, no other activity can take place in that room. Candidates sitting examinations **must not** be allowed into the room until the preparation is complete and they are invited to enter the room, under supervised conditions, to start their examination.

10.13 The room remains a ‘designated examination room’ up to the point when all candidates have left and all related materials such as candidates’ scripts, question papers and resource materials have been removed from the room. You **must** ensure that there is adequate time allowed for the set up and clearing of the room before and after the scheduled examination time, throughout which period the room is ‘designated’ and cannot be used for any other activity. Centres will need to determine what constitutes ‘adequate time’ to meet their individual needs, which will be influenced by factors such as the size of the room and the number and nature of the examinations being conducted.

10.14 Any candidate suffering from, or suspected of suffering from, an infectious or contagious disease **must** take the examination in a separate room in which all instructions for conducting examinations can be applied.

   a) You **must** keep the candidate’s script separate from other scripts.

   b) You **must not** despatch the script until you have sought advice from OCR.

10.15 For specific instructions regarding on-screen tests centres must refer to Sections 32 to 40.

11. Supervision of candidates and staff

11.1 Centre staff (including invigilators) **must not** read/review the content of any question paper/on-screen test. Even centre staff involved in the delivery of the exams are only required to read/check the instructions/details on the front of the paper (the rubric) to ensure the correct exam is being delivered and regulations followed. See appendices 6a and 6b for examples of the question paper rubric for functional skills exams.

11.2 Where a number of candidates are taking exams throughout the scheduled exam day (or 5 day test window for Legacy Functional Skills) centres must take every reasonable action to ensure that staff and candidates do not engage in any unfair or dishonest practice before, during or after the exam that would result in any candidate having an unfair advantage/disadvantage over another candidate. This would include, but not be limited to:

   a) Candidates communicating or attempting to communicate the contents of their exams with anyone before the end of the day on which the exam is scheduled or, for Legacy Functional Skills, during the 5 day testing window.

   b) Candidates who are due to sit the same exams after their peers trying to elicit information on the content of the question paper/on-screen test.

   c) Publishing the content of question paper(s), or making reference/inference as to the content of exams/on-screen tests, including on social media, unless authorised by OCR.
11.3 Candidates and staff should be informed **before** their exam/the exam window begins of the requirement to keep the content of any exam (on-screen or paper) secure, and invigilators should remind candidates of this at the beginning of each exam. (See appendices 1a and 1b for suggested invigilator announcements, and appendix 4 for information for candidates).

11.4 In all circumstances the candidate(s) must be supervised while taking an examination. Supervision requires that an invigilator will be in the same room as the candidate(s) at all times. The candidate(s) must not be in possession of an electronic communication/storage device or have access to the internet, or data stored on the hard drive of a computer, unless explicitly required by the examination paper.

11.5 Candidates may only sit a specific paper **once** within a test window. If a centre allows a candidate to sit the same test more than once within the test window this will be reported as suspected malpractice and sanctions/penalties will be imposed on the candidate and/or centre.

12. **Resources for examinations**

The centre and invigilator **must** refer to the subject specification available on OCR’s website and/or the rubric on the front of each question paper/answer booklet to determine the resources candidates are allowed or must not have access to for each exam. See appendices 6a and 6b for examples of the question paper rubric for functional skills exams.

12.1 Candidates may be allowed to use a dictionary for some examinations. Where they are permitted, dictionaries **must not** be annotated. See section 16.

12.2 You **must** give candidates prior notice that they are responsible for bringing with them any materials needed for the examination. **Centres should have blank paper available for use as rough paper if required.** Candidates **must not** bring their own paper into the exam with them. Any rough work/notes made by candidates during the exam **must not** be removed from the exam room and should be collected and disposed of, as confidential material, by the invigilator.

12.3 If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances you **must** refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures- [http://www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice) and report the incident to OCR.

12.4 You **must** warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.

12.5 Ensure stocks of toner, ink and paper are sufficient to meet the demands, where required.
13. **Using calculators**

Invigilators **must** check whether the exam they are invigilating allows the use of calculators. This can be found in the subject specification available on OCR’s website and/or the rubric on the front of each question paper/answer booklet. See appendices 6a and 6b for examples of the question paper rubric for functional skills exams.

13.1 For question papers where the use of calculators is allowed,

a) candidates are responsible for making sure that their calculators meet the following regulations.

b) Invigilators **must** check that candidates’ calculators meet the following regulations.

13.2 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates taking examinations (paper based and on-screen)* see Appendix 4.

<table>
<thead>
<tr>
<th>Calculators must be:</th>
<th>Calculators must not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• of a size suitable for use on the desk;</td>
<td>• be designed or adapted to offer any of these facilities: -</td>
</tr>
<tr>
<td>• either battery or solar powered;</td>
<td>o language translators;</td>
</tr>
<tr>
<td>• free of lids, cases and covers which have printed instructions or formulas;</td>
<td>o symbolic algebra manipulation;</td>
</tr>
<tr>
<td><strong>The candidate is responsible for the following:</strong></td>
<td>o symbolic differentiation or integration;</td>
</tr>
<tr>
<td>• the calculator’s power supply;</td>
<td>o communication with other machines or the internet;</td>
</tr>
<tr>
<td>• the calculator’s working condition.</td>
<td>• be borrowed from another candidate during an examination for any reason;*</td>
</tr>
<tr>
<td>• Clearing anything stored in the calculator</td>
<td>• have retrievable information stored in them - this includes:</td>
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<td>o databanks;</td>
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<td>o mathematical formulas;</td>
</tr>
<tr>
<td></td>
<td>o text</td>
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</tbody>
</table>

13.3 An invigilator may give a candidate a replacement calculator **as long as it meets the above requirements**

13.4 **For Reformed Functional Skills Maths Levels 1 and 2 only**

Candidates take two question papers - one where a calculator is required and the other where a calculator is **not allowed**.

a) The two papers **must** be taken in one sitting, ie: candidates should not leave the exam room between the papers. If candidates need to leave the room they must be accompanied.

b) The calculator paper **must** be taken before the non-calculator paper.
c) The calculator used must include the following functions:
   • Four operations (+, -, ×, ÷)
   • Square (x²)
   • π button
   • Brackets
   • Memory facility
   • Positive/negative

d) For information on the specific requirements/regulations for the delivery of these exams, centres and invigilators must refer to section 20.11

14. Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Therefore CCTV cannot be used for the purposes of invigilation. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

14.1 The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:
   a) ensure all candidates have an equal opportunity to demonstrate their abilities;
   b) ensure the security of the examination before, during and after the examination;
   c) prevent possible candidate malpractice;
   d) prevent possible administrative failures.

14.2 Invigilators must:
   a) be familiar with these Instructions, including the Appendices;
   b) give all their attention to conducting the examination properly;
   c) be able to observe each candidate in the examination room at all times;
   d) inform the head of centre immediately if they are concerned about the security of the examination papers. In such cases, the head of centre must inform OCR immediately, by calling OCR’s customer contact centre on 02476 851509 and sending a full written report within 7 days of the suspicion arising. Please refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, http://www.jcq.org.uk/exams-office/malpractice.
   e) ensure they complete the invigilation record/certificate and seating plan to provide an accurate record of the invigilation arrangements for each exam. An example is provided at appendix 7.

14.3 Invigilators must not:
   a) carry out any non-exam related task (for example, reading a book, looking at their mobile phone/tablet/computer or marking) in the examination room;
   b) read the question paper – they must only access the front page (rubric) for specific instructions, details of resources allowed and, for reformed functional skills only, to check the appropriate question paper variant assigned to each candidate – see appendices 6a and 6b for examples of the front page of functional skills question papers;
leave the examination room at any time during an exam, unless they are replaced by another trained invigilator.

14.4 The head of centre, or exams officer, or quality assurance co-ordinator must make sure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre.

a) Although you may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room must not be the sole invigilator;

b) For Reformed Functional Skills only (see appendix 12) - A Functional Skills subject tutor must not be involved in the invigilation of that subject even if they have not taught those candidates, ie: a Functional Skills English tutor must not invigilate any Functional Skills English exam and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach.

c) For Legacy Functional Skills and Digital Employability only - While OCR recommends that tutors are not assigned as the sole invigilator to a cohort of learners whom they have directly prepared for the subject being examined, it is acknowledged that, in some circumstances, arranging alternative/additional invigilation may be impractical. Tutors can, therefore, act as the sole invigilator for learners they have prepared for the subject being examined

14.5 The head of centre, or exams officer, or quality assurance co-ordinator must:

a) ask each invigilator to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them. This will allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete:

b) make sure invigilators understand what is expected of them;

c) provide training for any new invigilators;

d) provide update meetings/refresher training for existing invigilators so that they are aware of any changes to the regulations;

e) keep a record of the training given to invigilators including attendance sheets, training materials, instructions and the date the training was given. OCR may need to refer to these records. You must keep them for at least 1 year after the date of the training – these must be available for inspection by OCR on request;

f) make these Instructions available to each invigilator in the examination room. This may be a printed hard copy version or an electronic copy which is visible at all times via a computer;

g) for Reformed Functional Skills exams only – provide the invigilator with the “Important Notice For Invigilators”. Hard copies of this notice are sent to centres with each package of question papers and a copy is attached to this document at appendix 2;

h) appoint at least one invigilator who must be present for each group of 30 candidates or fewer sitting written examinations;

i) appoint at least one invigilator for each group of 20 candidates or fewer sitting computer based or on-screen tests/examinations. Further invigilators should be employed at the exams officer’s discretion to ensure that all candidates are in view at all times;

j) for Reformed Functional Skills Maths on-screen tests only – where candidates are using physical calculators (their own or those supplied by the centre) rather than
the on-screen calculator, appoint at least one invigilator for each group of 10 candidates or fewer. Refer to sections 32 to 40 for more detailed information on the delivery of the Maths on-screen calculator and non-calculator tests;

k) make sure that, if invigilators are changed, the number of invigilators present in the examination room does not fall below the required number;

l) make sure that, when one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates;

There are a range of acceptable ways for an invigilator to get help easily without leaving the examination room and without disturbing the candidates, such as using a mobile phone or a two-way radio. Mobile phones are only allowed in the examination room for this purpose. Any mobile phone used in this situation should be kept on silent mode to prevent any incoming calls or messages which may disturb candidates or distract the invigilator.

m) consider and arrange appropriate invigilation for every examination;

n) be satisfied that invigilation is carried out in accordance with the regulations wherever the exams take place and report any breach of regulations to OCR as soon as possible (see section 25);

o) keep signed records of the seating plan, the invigilation arrangements and the centre’s copies of any attendance registers for each examination. OCR may need to refer to these records. You must keep them for at least 1 year after the date of the examination;

p) If a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or ask for help.

14.6 For examinations using computer equipment, technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.

14.7 When scheduling exams/on-screen tests consideration must be given to allow the invigilator appropriate breaks.

15. Access Arrangements – including invigilation

Access arrangements for Functional Skills qualifications are no longer covered by the JCQ publication Access Arrangements and Reasonable Adjustments although that document is still relevant for other vocational qualifications. Information about access arrangements specific to Functional Skills qualifications is now located on the OCR website at https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/.

OCR’s Centre Handbooks/subject specifications provide more detail about what access arrangements are permissible for each Functional Skill qualification. These are available to download by subject/level from http://www.ocr.org.uk/qualifications/by-type/functional-skills/

The Digital Employability Centre Handbook is also available on the OCR website - https://ocr.org.uk/qualifications/vocational-qualifications/vocational-qualifications-qcf-digital-employability-entry-level-1-3-level-1-award-05807-05810/.
For the qualifications covered by this document (see Appendix 12) centres should apply for access arrangements/reasonable adjustments as early as possible (see below for applying for modified papers) but **no later** than 6 weeks before the date of the examination for which they are required. The appropriate forms must be used these are available on the OCR website: [https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/](https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/).

For **modified papers** centres should refer to the Modified Papers section on the OCR website [https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/](https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/).

You must submit your application using the appropriate form at least 6 weeks before the scheduled test date.

### 15.1 Invigilators must meet the requirements set out in section 14.

### 15.2 Where the invigilator also acts as a practical assistant, reader and/or a scribe the centre **must** additionally use a ‘roving’ invigilator. The ‘roving’ invigilator will enter the room at regular intervals in order to observe the conducting of the examination, ensuring all relevant rules are being adhered to.

### 15.3 Practical Assistant

Candidates using a practical assistant may need to be accommodated in another room. **Where the candidate and practical assistant are accommodated in another room, on a one to one basis, the invigilator may also act as the practical assistant.**

The practical assistant **must** be made aware, prior to the examination, of the particular task(s) he/she will be performing as specifically approved by the awarding body.

### 15.4 Reader/Computer reader

The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract, other candidates. **(This will also apply if the candidate uses a computer reader.)**

**Where the candidate and reader are accommodated separately, on a one to one basis, the invigilator may also act as the reader.**

Where candidates require only occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated separately a separate invigilator will be required.

### 15.5 Scribe/Speech recognition technology

The centre is responsible for ensuring that, if a scribe or speech recognition technology is used, the candidate and scribe cannot be overheard by, or distract other candidates. **(This will also apply if the candidate uses speech recognition technology)**

Normally, the candidate and scribe will be accommodated in a separate exam room. **Where the candidate and scribe are accommodated in another room, on a one to one basis, the invigilator may additionally act as the scribe.**

### 15.6 Communication Professional

Candidates requiring the use of a communication professional may need to be accommodated in another room, **in which case a separate invigilator will be required.**
15.7 **Language Modifier**

The candidate and language modifier should be accommodated separately.

A separate language modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the language modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the language modifier during the examination.

15.8 **General principles for the invigilation of candidates with access arrangements**

a) Where a person is appointed to facilitate an access arrangement, i.e.

- a practical assistant
- a prompter
- a reader
- a scribe
- a communication professional
- a language modifier

he/she is responsible to the head of centre and must be acceptable to the head of centre.

b) The person appointed must:

- be a responsible adult.
- **not** normally be the candidate’s own subject teacher. Where the candidate’s own subject teacher is used, a suitable invigilator must be present at all times.
- **not** be a relative, friend or peer of the candidate.

c) The head of centre must ensure that the person appointed is appropriately trained and understands the rules of the particular access arrangement(s), as detailed in this document.

d) A training session must be organised for invigilators and those facilitating an access arrangement for a candidate under examination conditions. A record of this training including attendance sheets, training materials, instructions and the date the training was given must be retained for at least 1 year after the date of the training. OCR may need to refer to these records.

e) Exam officers must ensure that both invigilators and those acting as a practical assistant, a prompter, a reader, a scribe, a communication professional or an oral language modifier **fully understand** the respective role and what is and what is not permissible for the particular paper/component being examined at that time.

f) Additionally, exam officers must ensure that those acting as a practical assistant, a scribe, a communication professional or an oral language modifier are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the course of the examination and accurately reflect the activities performed by the practical assistant/scribe/communication professional/language modifier, as appropriate.

g) Photocopy and laminate the appropriate sections of the JCQ publication Access Arrangements and Reasonable Adjustments so that invigilators and those acting as a practical assistant, a reader, a scribe, a communication professional or an oral language modifier understand the rules.
h) Photocopy and laminate, as appropriate, the Memory Aids (Appendices 21 to 24) at the back of this document

i) Identify candidates with access arrangements on your attendance list and on seating plans. Also indicate any person assisting the candidate on the seating plan.

16. Other arrangements

16.1 The following arrangements may be provided to a candidate at the time of his/her examinations (without prior approval): Amplification equipment, braillers, closed circuit television (CCTV), coloured overlays, low vision aid/magnifier, optical character reader (OCR) scanners.

16.2 Centres must consult OCR about any new technology which might invalidate the assessment objectives.

16.3 Bilingual/Monolingual translation dictionaries

Centres must refer to the qualification specification to determine if a bilingual dictionary is permitted for use during an exam.

a) Bilingual translation dictionaries can be used in:
   - Functional Skills examinations in Mathematics, ICT and English (with the exception of the Writing assessment).
   - Digital Employability.

b) Where permitted a bilingual translation dictionary must:
   - only be used in examinations by a candidate whose first language is not English, Irish or Welsh; and
   - reflect the candidate’s normal way of working within the centre.

c) A standard bilingual translation dictionary must be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

d) Monolingual dictionaries (which define words and phrases) are permitted for all candidates in Functional Skills Mathematics, ICT and English (with the exception of the Writing assessment).

e) Translators (including web based translators), wordlists or glossaries must not be used for Functional Skills English, Mathematics or ICT.

f) The bilingual translation dictionary must not:
   - contain/display pictures or
   - provide an explanation or clarification of words and phrases;
   As an example, a Polish to English bilingual translation dictionary must simply be the word in Polish and the equivalent word in English.

g) Any dictionaries to be used in the examination must be thoroughly checked to ensure that no unauthorised information such as notes, revision data, have been enclosed within or written on the pages of the dictionary.

Any incident where a candidate is discovered to be using a dictionary which contains notes or revision data should be reported by the centre to OCR as suspected malpractice.
h) Translation of either examination material or the candidate’s answers into or from the candidate’s first language will not be permitted.

i) The regulations for the use of bilingual translation dictionaries must be adhered to; failure to do so can lead to the disqualification of the candidate.

16.4 Bilingual translation dictionary and 10% extra time

For the use of a bilingual translation dictionary and 10% extra time, you must refer to the guidance on the OCR website [https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/access-arrangements-functional-skills/](https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/access-arrangements-functional-skills/).

16.5 Colour naming by the invigilator for candidates who are colour blind

This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives.

No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations.

16.6 Promters

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.

a) A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.

b) A prompter is not a reader, a scribe or a practical assistant but the same person may act as such, as long as permission has been given for any or all of these arrangements.

c) The prompter is responsible to the head of centre/exams officer and must be a person acceptable to the head of centre and a person who is known to the candidate.

d) The prompter must not be the candidate’s own subject teacher or a relative, friend or peer of the candidate.

e) The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one to one basis.

f) If the prompter is acting as a language modifier and/or a practical assistant, a separate invigilator will be required.

g) A prompter:

- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate regarding which questions to do, or on the order in which questions should be answered;
- must not give factual help or offer any suggestions or communicate in any way other than those listed below;
- may use the following prompts either vocally or written on a flash card: “Jack - focus on the question”; “Jack - there are 15 minutes left”;
• **may** tap on the desk or on the candidate’s arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;

• **may** use the candidate’s name as an appropriate prompt during the examination in order to bring the candidate’s attention back to the question paper.

16.7 **Reading Aloud and/or using an examination reading pen**

The arrangement, as permitted by the SENCo, must reflect the candidate’s normal way of working in tests and mock examinations.

a) A candidate reading aloud to him/herself, since they persistently struggle to understand what they have read, must be accommodated separately.

b) A permitted examination reading pen, **provided by the centre**, will not have an in-built dictionary or thesaurus, or a data storage facility.

c) A candidate using an examination reading pen must use headphones plugged into the examination reading pen if they are accommodated in an exam room with other candidates.

16.8 **Separate Invigilation**

A candidate may only take their examinations under separate invigilation within the centre/exam venue where he/she has an established difficulty.

Where candidates are subject to separate invigilation, the regulations and guidance within this booklet must be adhered to at all times. This is particularly so in relation to accommodation and invigilation arrangements.

16.9 **Transcript**

A transcript is a copy of the candidate’s script which is made after the examination has taken place and without the participation of the candidate. As this is an exceptional arrangement, other methods should ideally be used as a candidate’s normal way of working.

Exams for the qualifications included in this document are available throughout the year. Therefore candidates suffering a temporary injury/illness or other indisposition at the time of their exam should be able to undertake the exam at a later date, when they have fully recovered.

a) However, transcription may be used in exceptional circumstances such as for candidates:

   • whose handwriting may be hard to decipher at times (but is not illegible) or,

   • who are not competent in dictating to a scribe or,

   • where the use of a word processor is not appropriate.

b) A transcript may be:

   • a full copy handwritten by a member of centre staff on a spare answer booklet/assessment paper or a full copy word processed by a member of centre staff; or

   • a partial copy where only certain words need clarification. In this case, the original script must be photocopied and the words written clearly above the candidate’s writing but not in red, green or purple ink or pencil. It may be helpful to enlarge the photocopy to A3.
c) A transcript can also be permitted by the centre for a candidate who requires assistance completing multiple choice answer sheets or needs to use an enlarged answer sheet, but does not need a scribe for written examinations.

d) Manual braillers will require transcription into print. Braille scripts must be transcribed by the centre. The transcriber must be competent in the Braille code concerned.

The transcript must be:

- produced by a member of the centre’s staff, which may include the candidate’s subject teacher, who is familiar with the candidate’s handwriting or is fully competent in the Braille code for the subject concerned;

- a word for word, exact copy of the candidate’s script. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected.

e) Braille transcripts must be submitted with a completed Braille transcript cover sheet printed from the JCQ website http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms. This should be inserted inside the candidate’s transcript. The candidate’s Braille script must also be despatched to the examiner/OCR.

f) Other transcripts must be submitted with a cover sheet on the centre’s headed paper this must include the following details

- centre number and centre name;
- candidate’s full name, OCR candidate number and date of birth;
- qualification/unit code and title (see appendix 12);
- date of the examination and where it took place;
- a summary of the reasons why a transcript is being submitted for the candidate;
- transcriber’s full name and job title;
- a declaration signed and dated by the transcriber that the transcript met the requirements of these regulations.

g) The cover sheet must be securely attached to the transcript. The candidate’s original script must also be attached.

h) The production of the transcript must not delay the despatch of scripts to the examiner/OCR.

i) Additional information must not be sent to the examiner/OCR.

16.10 Word processors

Centres are allowed to provide any candidate with a word processor (e.g. laptop, computer).

Centres must check the question paper rubric and/or qualification specification and must disable the spelling and grammar check/predictive text if these are not permitted. This also includes an electronic brailler or a tablet.

Centres do not need to submit a word processor cover sheet with the candidate’s work.

a) A word processor:

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
• **must** have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate.** Where required, the centre **must** provide a memory stick to the candidate, which is cleared of any previously stored data;

• **must** be in good working order at the time of the examination;

• **must** be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated separately, a separate invigilator will be required;

• **must** either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This **must** be done after the examination is over, not in any extra time allowed. The candidate **must** be present to verify that the work printed is his or her own;

• **must** be used to produce scripts under secure conditions, otherwise they may be refused;

• **must not** be used to perform skills which are being assessed;

• **must not** be connected to the internet, an intranet or any other means of communication, unless this is a requirement of the exam being taken;

• **must not** give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;

• **must not** include graphic packages or computer aided design software unless permission has been given to use these;

• **must not** have any predictive text software or an automatic spelling and grammar check enabled unless the qualification allows this, it is required by the question paper or the candidate has been permitted a scribe or is using voice activated software (the script must have a scribe cover sheet attached);

• **must not** include voice-activated software unless the candidate has permission to use a scribe or relevant software;

• **must not** be used on the candidate’s behalf by a third party **unless the candidate has permission to use a scribe** and a scribe cover sheet [https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/access-arrangements-functional-skills/](https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/access-arrangements-functional-skills/) is completed and attached.

b) Centres must remind candidates that they **need to:**

• include their **centre number, candidate number** and the unit/component code **on each page as a header or footer.** If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination, and printed off his/her typed script, he/she should be advised to handwrite their details as a header or footer. The candidate **must** be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way;

• **attach word processed scripts to any answer booklet/assessment paper which contains some of the answers**;

• number each page appropriately;

• save their work at regular intervals;

• use a minimum of 12pt font and double spacing when printing, in order to assist examiners when marking.
16.11 Laptops and tablets

The battery capacity of a laptop or a tablet must be checked before the candidate’s examination(s). The centre must ensure that the battery is sufficiently charged for the entire duration of the examination. The use of a fully charged laptop or tablet will allow a centre to seat a candidate within the examination room without the need for separate invigilation and power points.
At the beginning of the examination

17. Identifying candidates

17.1 Invigilators must establish the identity of all candidates sitting examinations.

17.2 The head of centre must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

17.3 A candidate who is not known to the school, college or training provider must show photographic documentary evidence to prove that he/she is the same person who was entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

17.4 Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the veil for identification purposes. Centres must inform candidates of this procedure when they are considering undertaking the qualification and/or exam.

Once identification has been established, the candidate should replace the veil and proceed as normal to sit the exam.

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

18. The people present in the exam room

18.1 The head of centre has a duty at all times to maintain the integrity of the examination.

18.2 Only those members of staff authorised by the head of centre (and agreed with the exams officer) may be present in the examination room.

18.3 Only candidates actually sitting an examination/assessment may be present in the examination room while an examination is taking place.

18.4 Invigilators must carry out their duties as defined in section 14.

18.5 Members of centre staff approved by the head of centre to be present at the start of the examinations may:
   a) identify and settle candidates and instill discipline;
   b) check that the candidates have been issued with the correct question papers for their subject/unit and level;
   c) check that the candidates have the necessary equipment and materials, e.g. calculators, where permitted;
   d) start the examination off.

18.6 Centre staff must not provide advice to candidates without the permission of OCR. Additionally, centre staff must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.
18.7 Centre staff who are called upon to enter the examination room during the course of the examination because a candidate has identified a possible problem which the invigilator is unable to resolve do not need prior authorisation from the head of centre. If they leave the examination room they may only take the question paper with them if they need to check a possible problem with OCR.

19. Question papers/answer booklets, stationery, materials and other equipment

19.1 Question papers/answer booklets must never be left unattended once they have been removed from the centre’s secure storage facility.

19.2 The invigilator must take all reasonable steps to make sure that the following conditions are met.

a) The correct examination question papers have been placed face-up on candidates’ desks. This includes modified papers or those on coloured paper.

For Reformed Functional Skills only – candidates are assigned a specific question paper variant. Invigilators must ensure they refer to the attendance list before distributing the papers. Each candidate must be issued with the correct question paper. If candidates are issued with the wrong question paper variant the invigilator must inform the head of centre who must immediately report the incident to OCR as a potential security breach.

If you have a number of candidates with several different question paper variants you could add an additional check by calling a register and asking candidates to read out the question paper variant on their desk, which you can then check off on the attendance list.

If a candidate is allowed to sit a question paper variant other than the one assigned to them this will be reported to OCR and investigated as suspected malpractice.

b) Candidates should only use the question paper/answer booklet provided (unless they are word processing and printing out their answers). No other paper, except blank paper for rough work, can be used and must be provided by the centre. It must not be brought into the exam room by the candidate. Candidates must show any working out for each question on the question paper/answer booklet and use the additional space provided in the question paper/answer booklet for notes rather than loose paper.

c) In the examination room candidates must not have access to items other than those permitted as an Access Arrangement, stated in the instructions on the question paper, or the specification for that subject.

d) Potential technological/web enabled sources of information are not permitted such as, but not confined to:

- iPods;
- Mobile phones;
- MP3/4 players or similar device;
- reading pens;
- Smartwatches;
• wrist watches which have a data storage device; and
• any other products with text or digital facilities

19.3 This means that:

a) all unauthorised items are left outside of the examination room; or any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts; This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

b) Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room, whether by the candidate or the centre, is free from packaging and all labels are removed from drink containers.

c) Any pencil cases taken into the examination room must be see-through.

d) Following the invigilator's announcement (see Appendices 1a and 1b) any mobile phones or other unauthorised items in the candidates’ possession must be turned off or made silent and must be handed to the invigilator prior to the examination starting.

e) If candidates have access to unauthorised items in the examination room this must be reported as suspected malpractice and they could be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures http://www.jcq.org.uk/exams-office/malpractice.

f) Prior to the examination start, the invigilator must ensure that candidates have removed their wrist watches, placing them on their desks.

20. Starting the examination

20.1 Candidates must be under formal examination conditions from the time that they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

20.2 Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

20.3 Before candidates are allowed to start the examination, the invigilator must always:

a) make sure that candidates are seated according to the seating plan or, once candidates have sat down, complete a seating plan for that examination. Candidates should not move seats once they have sat down in the examination room unless there is an important reason for doing so, ie: the table/chair is unsuitable. The invigilator must make these changes on the seating plan and note the reason for the change in seating;

b) tell the candidates that they must now follow the regulations of the examination;

c) check that candidates have the correct question paper and all the material they need for the examination;

d) tell the candidates to read the instructions on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, unit, component and/or level, if appropriate;

e) instruct candidates about emergency procedures;
20.4 Invigilators must also give candidates the following information before the examination.

You must:

a) hand in your mobile phone, or any other data storage or web enabled device if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;

b) write clearly in black ink, unless otherwise instructed;

c) write the date, centre number, candidate number (if applicable), your first name(s), last name, and date of birth on your question paper/answer booklet(s). This information must be included on each page of any print outs (where applicable);

d) write your answers in the designated sections of the question paper/answer booklet as stated;

e) use the spare pages of the question paper/answer booklet for additional space to answer questions, making sure you indicate the question number the answer refers to;

f) use the spare pages of the question paper/answer booklet for any notes/rough work;

g) neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner;

h) raise your hand if you require any additional paper for rough work/notes. All rough work/notes must be handed in at the end of the exam.

You must not use:

i) correcting pens, fluid or tape;

j) erasable pens;

k) highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question/answer booklet). You may also use a highlighter pen to highlight extracts in any resource material provided;

l) gel pens in your answers;

m) reading pens, unless as an Access Requirement;

n) blotting paper.

20.5 The invigilator may:

a) Read the question paper rubric (the instructions on the front of the question paper to the candidates – (see appendices 6a and 6b for examples of the front pages of functional skills exams).

b) For reformed and legacy functional skills English Reading and legacy functional skills Maths exams only – inform the candidate that the question paper, which is also their answer booklet, includes resource documents which contain information to help them complete the tasks. These can be removed from the question paper/answer booklet. When they are instructed to start the exam they should follow the instructions in the question paper/answer booklet.

20.6 The invigilator must:

a) specify the time allowed for the paper(s), and ensure candidates are given the opportunity to sit the examination/test for its full duration;

b) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
c) announce clearly to the candidates when they may complete the details on their answer booklet;

d) announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point;

e) only answer questions from candidates about the instructions on the front of the examination paper.

20.7 The invigilator must not:

a) direct candidates to particular questions or particular sections of the question paper;

b) 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;

c) comment on the content of the question paper;

d) read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;

e) re-phrase a question for a candidate;

f) explain any subject-specific or technical terms to a candidates;

g) offer any advice or comment on the work of a candidate.

The invigilator must not undertake, or allow anyone present in the room to undertake, any of the above, as they constitute malpractice.

20.8 Wording for the invigilator announcement is given in Appendices 1a and 1b for paper based exams and on-screen tests for invigilators to use, if they wish.

20.9 As candidates complete the details on their question paper/answer booklet, invigilators should move around the exam room ensuring that this is being done.

20.10 If a candidate thinks that they have been given the wrong question 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 qualification unit/level. If a candidate has been given the wrong question paper this should be reported to OCR immediately by the head of centre as a security breach.

20.11 For Reformed Functional Skills Maths Levels 1 and 2 only

In addition to the regulations listed above there are additional specific requirements/regulations involved in the delivery of the exams for Reformed Functional Skills Maths Levels 1 and 2. These are provided below and also in the “Important Notice for Invigilators” at appendix 2 hard copies of which are sent to centres with each package of question papers.

Candidates take two exams - one where a calculator is required and the other where a calculator is not allowed.

a) The two papers must be taken in one sitting, ie: candidates should not leave the exam room between the papers. If candidates need to leave the room they must be accompanied.

b) The calculator paper must be taken before the non-calculator paper.
c) The calculator used must meet the regulations set out in section 13 and include the following functions:

- Four operations (+, -, ×, ÷)
- Square (x²)
- π button
- Brackets
- Memory facility
- Positive/negative

d) The question papers are packed with the non-calculator question paper inside the calculator paper to ensure that candidates are given matching question paper variants for both parts of the exam.

e) For these exams the invigilator must:

- inform candidates of the arrangements for delivery of the exams before they start the exams (this is included in the suggested wording for invigilators at appendix 1b);
- check that candidates do not have access to their calculators before handing out the question papers;
- refer to the attendance list to identify and select the correct question paper variant assigned to each candidate;
  
  Any incidents of candidates sitting the wrong question paper variant will be investigated by OCR as suspected malpractice.

- remove the non-calculator question paper from inside the calculator question paper, and place both question papers face up on the candidates’ desks, i.e. each candidate should have two papers with the same question paper variant on their desk. Candidates must not be allowed to separate the question papers themselves.

- instruct candidates to check that the question paper variants match (see appendix 6b for examples of the front pages of the Maths question papers) and that they have one calculator question paper and one non-calculator question paper;

- ask candidates to complete the information on the front of both question papers, Candidates must not start the exam or access the exam questions at this point;

- collect in the non-calculator question papers and distribute the calculators for use during the calculator paper;

- start the exam in the usual way;

- allow candidates the full time allocated for the calculator paper (1 hour 20 minutes);

- at the end of the 1 hour 20 minutes follow the regulations for finishing the exam, see section 27;

- ask candidates to remain seated and remind them they are still under exam conditions;

- collect in the calculators and the calculator question papers;

- put the non-calculator question papers face up on candidates’ desks, ensuring each candidate has the correct paper;
• ask candidates to check they have the correct paper;
• start the non-calculator exam, you do not need to read out the regulations again as candidates have remained under exam conditions;
• make a careful note of the time the non-calculator paper was started and update the board/flipchart/whiteboard with the start and finish times;
• continue to invigilate and finish the exam in line with the regulations, see sections 21 to 28.

f) If a candidate has been provided with extra time it may be advisable to arrange them to sit these exams in a separate room to avoid any disturbance when each set of candidates finish one paper and start the next.

g) Centres will need to consider how to deal with candidates who arrive late for their exam to ensure they have the full time allowed for each exam and they and other candidates are not disturbed by staggered start and finish times.

h) For specific instructions in delivering on-screen tests centres must refer to sections 32 to 40.
During the examination

21. Supervising the candidates

21.1 Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.

21.2 Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice and candidates who may be feeling unwell or require a toilet break. Any incidents must be recorded on an incident log. Centres may wish to use the form available on the JCQ website [https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations](https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).

21.3 Invigilators are required to move around the examination room quietly and at frequent intervals.

22. Candidates who arrive late

22.1 A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. It is good practice for a centre to have a policy for late and absent candidates. Invigilators must be made aware of this policy.

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

22.3 In all circumstances, the centre must ensure that the security of the question papers are maintained.

22.4 Centres may prefer to re-schedule and allow the candidate to sit the exam later in the day/within the test window. In these circumstances it will be important to refer to section 11 of this document and remind candidates of the requirements to maintain the security of exams/on-screen tests. For reformed functional skills all exams must be taken on the exam date scheduled and submitted to OCR by the centre.

23. Completing the attendance list

23.1 For Legacy Functional Skills only:
   a) Attendance lists can be printed from OCR’s secure extranet, Interchange. Hard copy attendance lists will not be sent to you.
   b) Attendance lists must be submitted online via Interchange, unless otherwise stated. Details of how to create and submit attendance lists are provided on the OCR website [https://ocr.org.uk/administration/stage-3-assessment/vocational-qualifications/paper-based-tests/functional-skills/#attendance-lists](https://ocr.org.uk/administration/stage-3-assessment/vocational-qualifications/paper-based-tests/functional-skills/#attendance-lists).
   c) Centres must pay close attention to the completion of the attendance list as failure to do so will impact upon OCR’s ability to deliver an accurate set of results.
   d) Centres should either print off the appropriate attendance list or provide their own attendance register to invigilators to enable them to confirm candidate attendance, check their identity before the start of the exam, and complete an accurate seating plan.
23.2 For Reformed Functional Skills only:

You will be provided with an attendance list with each package of question papers. This list will identify the question paper variant assigned to each candidate. The invigilator must:

a) use the attendance list to ensure the appropriate question paper variant is issued to each candidate;

b) mark candidates as either absent or sitting the exam;

c) indicate if any modified papers are being returned;

d) indicate that unused question papers for any absent candidates are being returned with the completed question papers/scripts;

e) complete the declaration indicating the number of used and unused question papers being returned.

The completed attendance list must be returned to OCR with the used and unused question papers. Failure to complete and/or return the attendance list will be reported and investigated by OCR as suspected maladministration.

24. Leaving the examination room

24.1 Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

24.2 Candidates who have finished their work and have been allowed to leave the examination room early must hand in their question papers, including resource documents they may have removed from the question paper and any rough paper they have used before they leave the examination room. Those candidates must not be allowed back into the room.

For reformed functional skills maths calculator paper only – candidates cannot leave the exam room early, unless accompanied, and must stay until the last candidate has completed or the time allowed for the exam, 1 hour 20 minutes, has elapsed. They must remain under exam conditions until they have completed the non-calculator paper.

24.3 Question papers must not be removed from the examination room until all candidates have completed the examination.

24.4 At the end of the examination candidates must hand in their question papers/answer booklets/scripts, and any other material, including any resource document pages they have removed from the question paper and any rough paper they have used before they are allowed to leave the examination room.

24.5 All question papers, for these OCR qualifications, will remain “live” until they are withdrawn, when they may be made available on OCR’s website as past papers. Therefore, except for access arrangements (see section 15) and for administration, transportation and distribution purposes, question papers/answer booklets must not be provided to or accessed by anyone (including teaching staff) at any time other than candidates while they are sitting the exam. This includes both paper based and on-screen tests. Staff administering and invigilating exams must not read or review live question papers at any time.
25. **Suspected malpractice**


25.1 If a candidate is suspected of malpractice, or is being disruptive:

a) The invigilator **must** warn the candidate that he/she may be removed from the examination room.

b) The candidate **must** also be warned that OCR will be informed and may decide to penalise them, which could include disqualification.

c) The invigilator **must** record what has happened.

d) Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

e) The head of centre **must** report to OCR **immediately** all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 (suspected candidate malpractice) must be completed. This is available to download from the JCQ website [https://www.jcq.org.uk/exams-office/malpractice](https://www.jcq.org.uk/exams-office/malpractice) and should be completed and sent to OCR as soon as possible, email: malpractice@ocr.org.uk.

For **on-screen tests** – the head of centre should also copy the email to functionalskills@ocr.org.uk.

25.2 The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

25.3 **The head of centre has a duty to monitor and report any potential or suspected malpractice by invigilators, staff members or tutors immediately using form JCQ/M2A (Notification of suspected malpractice/maladministration involving centre staff).** This is available to download from the JCQ website [http://www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice) and should be completed and sent to OCR as soon as possible, email: malpractice@ocr.org.uk.

For **on-screen tests** – the head of centre should also copy the email to functionalskills@ocr.org.uk.

25.4 If candidates commit malpractice OCR may decide to penalise them which could include disqualification. Centres should warn candidates of the possible penalties OCR may apply. You may wish to photocopy Appendix 5 of the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* [http://www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice) and place it on your exam notice board so that all candidates are aware of the penalties and sanctions.

25.5 Examination materials including **all used and unused question papers and, for functional skills, the completed attendance list/"Importance Notice" (A507)** must be packed as normal (see section 29). Although reports of malpractice must be submitted separately to OCR please refer to the guidance on the JCQ/M1 and JCQ/M2A forms.
26. Emergencies

26.1 You must have a written centre policy for dealing with an emergency evacuation of an examination room, at all exam venues, which will be subject to inspection by OCR. All staff involved in the delivery of exams must be aware of and ensure they understand this policy. You may wish to laminate your emergency evacuation procedure and display this in the examination room, using coloured paper to draw attention to it. A suggested emergency evacuation procedure for centres to use may be found on the JCQ website: http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations.

26.2 When dealing with emergencies you should be aware of your centre’s policy and where appropriate, any instructions from relevant local or national agencies.

26.3 Reference should also be made to the following document – https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats.

26.4 As part of their general emergency planning centres should have in place plans for possible disruption to examinations. This must include plans for disruption at any venue where candidates undertake exams for the qualifications listed at Appendix 12. It is important to ensure that all relevant staff are familiar with the plans.

26.5 In the event that the head of centre decides an exam venue cannot be used for examinations OCR must be informed as soon as possible. OCR may be able to consider the options for candidates who have not been able to take examinations.

26.6 The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.
   a) Stop the candidates from writing.
   b) Advise candidates to close their question paper/answer booklets and leave all examination materials, including resource documents and rough paper in the examination room.
   c) Ensure candidates leave the room in silence.
   d) Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
   e) Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
   f) Make a note of the time of the interruption and how long it lasted.
   g) When they are able to resume the exam/test allow the candidates the full working time set for the examination.
   h) If there are only a few candidates consider the possibility of taking the candidates (with examination materials) to another place to finish the examination. Candidates must be given the opportunity to sit the examination for its published duration.
   i) Make a full report of the incident and of the action taken, and send it to OCR.

26.7 As each incident will be different, advice must be sought from OCR as soon as it is safe to do so, particularly when the centre is concerned about the security of the examination(s).

26.8 For on-screen tests and/or examinations using computer equipment, refer to sections 32 to 40.
At the end of the examination

27. Finishing the examination

27.1 Invigilators should give candidates a five minute warning before the end of the exam. Any other time warnings/reminders are at the centre’s discretion but must be brief, relevant and should be limited to three occasions or less during an exam of 1 hour or less. Where candidates have different finishing times the centre must consider the impact on them.

27.2 Make sure that candidates granted extra time and/or supervised rest breaks carry on for the necessary additional time. Invigilators must be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks.

27.3 At the end of the examination invigilators must:
   a) tell the candidates to stop working and remind them that they are still under examination conditions;
   b) allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time and tell them to stop working after the extra time allowed has passed;
   c) complete an invigilation certificate/report;
   d) make sure they have completed their seating plan;
   e) instruct candidates taking paper based/written examinations to:
      • make sure they have put all the necessary information on their question paper/answer booklet and any additional answer sheets, e.g. date, centre number, candidate number (if applicable), your first name(s), last name, and date of birth;
      • make sure any additional answer sheets are inserted into the question paper/answer booklet;
      • make sure their answers are correctly numbered;
      • make sure that any resource documents detached from the question paper/answer booklet are put back inside the question paper/answer booklet. These must not be retained by the candidate or the centre and must be returned to OCR with the answer booklets.

28. Collecting question papers/answer booklets

28.1 Before candidates are allowed to leave the examination room invigilators must:
   a) collect all the question papers/answer booklets, resource documents and rough paper;
   b) check that they have a question paper/answer booklet for every candidate on the attendance list;
   c) check that candidates do not remove any examination material from the examination room including rough paper, question papers/answer booklets or resource documents.
28.2 Invigilators must also:
   a) check that the names on the question paper/answer booklet match the details on the attendance list, if a mismatch of names is identified a note should be made on the attendance list.
   b) For reformed functional skills only – check that the question paper variant on the question papers match the attendance list. If there is a mismatch the invigilator must inform the head of centre who must immediately report the incident to OCR as a security breach. Any incidents of candidates sitting the wrong paper variant will be investigated by OCR as suspected malpractice.
   c) check that candidates have used the correct date, centre and candidate numbers.
   d) give all used and unused question papers/answer booklets to the person responsible for despatching them to OCR/the examiner.

28.3 If a discrepancy is identified when checking that the candidate and centre information matches the details on the attendance list, the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet. For example, centre number, candidate number, candidate name. In such a situation the correction should be counter-signed on the question paper/answer booklet/script. Centres must not alter any other details on the candidate’s question paper/answer booklet/script.

28.4 Centres must ensure that examination materials are kept secure at all times until they are despatched to OCR/the examiner.

28.5 Completed question papers/answer booklets/scripts are confidential between the candidates and OCR. No-one may read them or make a copy of them before they are sent to OCR/the examiner, unless OCR has stated otherwise, or the candidate has been granted the use of a transcript.

28.6 Question papers, or the content of a question paper, including tests downloaded to SecureClient and taken offline, must never be retained after examinations or used for teaching or examination practice.
After the examination

29. Packing examination materials

29.1 For All Functional Skills examinations (Legacy and Reformed) - OCR are required to monitor the return of used and unused question papers. Therefore all used and unused question papers and resource documents, including modified papers and/or CDs with modified papers, must be returned to OCR/the examiner.

29.2 For Legacy Functional Skills you must complete and return the “Important Notice” (A507) and other examination materials to OCR no later than ten working days after receipt. Refer to Administration guidance available on OCR’s website https://ocr.org.uk/administration/stage-3-assessment/vocational-qualifications/paper-based-tests/functional-skills/#send-scripts, including the “dates calculator” to ensure you are compliant with these regulations.

29.3 For Reformed Functional Skills you must:
   a) complete and return the attendance list. See section 23.2 for details.
   b) match the test reference numbers on the address labels and the attendance list to identify which question papers should be returned to each allocated examiner.

29.4 You must:
   a) follow the requirements in the Administration guidance available on OCR’s website;
   b) check that you have sufficient packaging to despatch all your examination materials;
   c) ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. The cover sheet must be securely attached to the script;
   d) use the address label(s) provided. If you have to write the address label on a package always ensure the address is written clearly on the largest face of the package and ensure it is flat and crease free. If you need to print an address label ensure that your printer is printing clearly. Faint address labels are not acceptable;
   e) fasten envelopes securely.

29.5 You must not:
   a) include anything other than the examination materials indicated in the appropriate Administration guidance available on OCR’s website.
   b) overfill packages as they may split open during transit.

30. Returning examination materials

30.1 For all examinations you must:
   a) despatch examination materials to the address provided on the same day of the examination wherever possible;
   b) ensure that any examination materials that cannot be despatched on the scheduled day of the examination are despatched no later than the next working day;
   c) always retain examination materials in appropriate approved and inspected secure storage overnight prior to despatch (see section 7 of this document);
   d) return all question papers according to instructions indicated above and on OCR’s website;
e) make sure that all scripts are despatched by the end of an examination test window, where there is one;

f) return all examination material by a secure trackable method and retain details as proof of despatch until after results are issued, and to enable missing packages to be tracked/found;

g) use a method of despatch which is reliable and ensures prompt delivery.

31. Applications for special consideration

Normally, if adverse circumstances could negatively impact on a candidate’s performance in an examination, a future sitting of the examination should be arranged. Centres should refer to guidance available on the OCR website.

If particular circumstances make this impossible, and you wish to submit an application for special consideration to OCR, you must refer to the JCQ publication A guide to the special consideration process [link]

31.1 You must never enclose a letter asking for special consideration with a candidate’s script.
Instructions for conducting on-screen tests

32. On-Screen Tests Introduction

32.1 The centre must be authorised by OCR to offer on-screen tests. Centres should refer to the appropriate OCR administration guidance available on the OCR website www.ocr.org.uk/on-screen-tests for further information about delivering on-screen tests. Centres must ensure that they meet the arrangements detailed in this booklet. Some technical requirements will need to be met in advance of the test/examination and centres must have the expertise to access, administer and support the test/examination.

32.2 The head of centre is responsible for ensuring that OCR’s requirements are met for downloading software and test/examination materials and ensuring the regulations are followed.

33. On-Screen Tests Security

In addition to the instructions set out in sections 5 to 9, the following instructions apply to all confidential materials relating to the administration and delivery of on-screen tests.

33.1 Centres must have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

33.2 Electronic test/examination materials must be stored securely at all times.

33.3 The test/examination materials must only be accessed in accordance with OCR’s instructions.

33.4 Candidate test keycode information must be stored securely and only given to candidates at the time of the examination.

33.5 The invigilator must check the identity of each candidate and ensure that the correct keycodes are issued to each candidate. The invigilator must oversee the input of the keycode for each candidate and ensure that each candidate has checked the name on the test screen is correct.

33.6 If, in spite of these checks, the invigilator becomes aware that a candidate is sitting a test in another candidate’s name, or a candidate becomes aware that he/she is sitting a test in another candidate’s name, then the test must be stopped and the invigilator must inform the head of centre who must immediately report the incident to OCR as a potential security breach. Any incidents of candidates sitting the test will be investigated by OCR as suspected malpractice.

33.7 Confidential material (including discarded print-outs) must be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).

33.8 Centres must maintain the confidentiality of candidate responses and candidate details.

33.9 Centres must have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations having unauthorised external communication with other users of computers/laptops.
34. **Timetabling of on-screen tests**

34.1 For examinations which are timetabled, test sessions **must** take place according to the timetable and will be restricted to the scheduled period.

34.2 You will need to plan and set up the sessions **before** the examination date, taking into account that access to the tests will be restricted to the test window by the software.

34.3 You **must** inform candidates which session and room they should attend.

34.4 Requirements for the supervision of candidates may differ between tests. You **must** always refer to OCR’s subject-specific instructions.

34.5 **Where a test is on-demand,** once the candidate has completed his or her test **they may leave the exam room.** The invigilator **must** ensure that all examination materials are collected and other candidates completing the test are not disturbed.

34.6 Each test must be completed within the time allowed without break. **Except in cases of an emergency when the test can be paused** (see section 39) or where a candidate has a permitted access arrangement which allows them to take a break during the test.

34.7 When scheduling tests/exams consideration **must be given** to allow the invigilator appropriate breaks.

35. **Use of calculators for on-screen tests**

The regulations set out in section 13 of this document apply to all on-screen tests unless stated otherwise in this section and/or the information screens before the start of test.

35.1 **Reformed Functional Skills Maths only**

Candidates may use the on-screen calculator or a physical calculator (their own or one provided by the centre).

**Where candidates use a physical calculator it must:**

a) meet the requirements set out in section 13 of this document;

b) only be used in the calculator section of the test;

c) be collected in by the invigilator **before** the candidate “clicks through” to the non-calculator section of the test, see section 38.

36. **Resources for on-screen tests**

36.1 Where centres are undertaking on-screen tests, centres **must** ensure that sufficient workstations are available, including at least one replacement computer and printers where required. The equipment **must** be fit for purpose, meet OCR’s minimum technical specifications and **must** be checked by a competent person before use.

36.2 You should consider using one workstation to monitor the progress of candidates sitting the test via the Invigilate tab on Surpass. If this is used it **must** be monitored by an additional invigilator or an authorised member of your centre’s IT support team.
36.3 **Reformed Functional Skills Maths only** - where candidates are using physical calculators (their own or those supplied by the centre) rather than the on-screen calculator, the invigilator **must** have their own laptop or PC with access to Surpass (see section 38.1). Invigilators **must** monitor candidate progress and ensure that they collect calculators during the break between the calculator and non-calculator sections of the on-screen test. Please refer to section 38 for details of specific invigilation instructions.

36.4 There **must** be appropriate policies and procedures in place to:
   a) protect the security of the hardware and software which is used to deliver electronic tests;
   b) hold candidate assessment outcomes;
   c) protect the network in which it operates.

36.5 The centre’s management of the secure test environment in which on-screen tests operate **must** be robust.

36.6 The centre **must** ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required.

36.7 You **must** display the following JCQ or OCR notices outside the examination room:
   a) Mobile Phone Poster (A3 version);
   b) Warning to Candidates (A3 version).

36.8 Individual computers will show the time left for the test to run. If not, a clock should be visible to all candidates. The centre number, start and finish times must be displayed prominently. Care should be taken to ensure that the clock displays on individual computers are accurate and synchronised for examination purposes.

37. **Accommodation for on-screen tests**

37.1 Centres **must** ensure an appropriate assessment environment.

37.2 Where computers are used for assessment purposes the head of centre is responsible for ensuring that health and safety laws are followed. Particular attention **must** be given to:
   a) electrical safety;
   b) environment, heat, light and ventilation;
   c) user comfort and safety, such as the position of screens, wrist rests, foot rests, chairs, adjustable tables, copyholders and computer screens on adjustable arms.

37.3 The arrangement of workstations and the position of the invigilator’s desk **must** facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.

37.4 The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising workstations within the space available. When planning the layout of the room, centres **must** consider the following limitations:
   a) the distance between the screens;
   b) the division of the workspace to allow any permitted additional materials to be used;
   c) the use of booths, screens or partitions whether temporary or permanent;
d) impact on invigilation requirements;
e) ratio of invigilators.

37.5 Each workstation **must** be separated enough so their work cannot be overseen by, and contact cannot be made with other candidates. Monitors can be positioned back to back or separated by dividers or protected by privacy screens.

37.6 Candidates **must not** be permitted to change seats unless asked to do so by the invigilator.

37.7 Centres should decide how to accommodate large numbers of candidates. The following alternatives should be considered:
   a) seating candidates sitting the same test at alternate computers;
   b) seating a candidate next to someone entered for a different subject or component;
   c) seating the candidates before handing out their confidential keycodes.

37.8 If confidential keycodes are placed at workstations before the candidates are seated, you **must** check to ensure that candidates are seated correctly.

38. **Invigilation arrangements for on-screen tests**

38.1 For Reformed Functional Skills Maths on-screen tests **only** – where candidates are using **physical calculators** (their own or those supplied by the centre) rather than the on-screen calculator:
   a) there **must** be at least one invigilator for each group of **10 candidates** or fewer. This is to ensure that the invigilator can manage the transition between the calculator and non-calculator sections;
   b) In addition to undertaking appropriate invigilation, see sections 17 to 26, invigilators **must**:
      • instruct candidates to follow the on-screen instructions carefully and raise their hands **before** starting the non-calculator section so you can collect their calculator;
      • be logged into Surpass on their own/the centre’s laptop/PC, this **must only** be used for the purposes outlined below;
      • use the “Invigilate” screen to monitor when candidates finish the calculator section and start the “break”* between the sections. This will be indicated by an **orange cup** in the “state” column against each candidate test.
         *This “break” will last a maximum of 10 minutes after which the non-calculator section of the test will automatically start. However, the candidate can click through to the non-calculator section during this break.
      • collect the candidate’s calculator **before** they start the non-calculator section. When the “orange cup” appears the candidate will have left the calculator section and been instructed to put up their hand to indicate they require you to collect their calculator;
      • report any instance of a candidate starting the non-calculator section while still in possession of their calculator as suspected malpractice (see section 25), **even if they have not accessed the calculator** during the non-calculator section.
c) Invigilators should refer to the “Suggested wording for the invigilator’s announcement at the beginning of an on-screen test” at appendix 1a and the “Important Notice for Invigilators” at appendix 2.

On-screen calculators are automatically disabled in the non-calculator section.

38.2 Except where candidates are using physical calculators during Reformed Functional Skills Maths tests (see section 38.1) - there must be at least one invigilator for each group of 20 candidates or fewer taking computer based and on-screen tests, unless OCR has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer’s discretion to ensure that all candidates are in view at all times.

38.3 Unless instructed in this section to follow specific/different regulations, invigilators of on-screen tests must follow the regulations outlined in sections 17 to 26 of this document.

38.4 Technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.

38.5 When one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates. There are a range of acceptable ways for an invigilator to get help easily without leaving the examination room and without disturbing the candidates, such as using a mobile phone or a two-way radio. Mobile phones are only allowed in the examination room for this purpose. Any mobile phone used in this situation should be kept on silent mode to prevent any incoming calls or messages which may disturb candidates or distract the invigilator.

38.6 Invigilators must ensure that candidates do not bring iPods/pads, tablets, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device or any products with an electronic communication/storage or digital facility into the examination room.

38.7 Unless permitted by OCR’s subject-specific instructions, there should be no access to:
   a) the internet;
   b) e-mail;
   c) data stored on the hard drive;
   d) portable storage media, e.g. floppy disks, CDs, memory sticks;
   e) pre-prepared templates.

38.8 You must keep a signed record of the invigilator certificate/report and seating plan for at least a year after the exam.

38.9 During a test, workstations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates must be closely supervised so as to ensure they have access to only their own work.

38.10 For on-screen tests, particularly those involving a large number of candidates and where more than one test is being conducted, it is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting on-screen tests, and be assisted by at least one other invigilator.
39. **Emergencies during on-screen tests**

39.1 You must be aware of your centre’s policy and, where appropriate, any instructions from relevant local or national agencies.

39.2 You **must** have a centre policy for dealing with an emergency evacuation of an examination room, at all exam venues, which must be available for inspection by OCR.

39.3 You **must** ensure that candidates are closely supervised if an evacuation is necessary. Refer to section 26.

39.4 Where the integrity of the examination or the candidates’ performance may have been affected, a report **must** be sent to OCR.

39.5 You should refer to any software specific instructions to safeguard: 1

   a) BS17.1a the security of assessment content and responses (for example by pausing the test for all candidates and locking the assessment room which has been evacuated without closing down the software);
   
   b) BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;
   
   c) BS17.3 procedures for re-starting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:
      
      • controls the re-start;
      
      • re-sets the timing, where necessary;
      
      • ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

40. **Finishing the examination**

40.1 You **must** ensure that all candidates’ work is saved and secure from unauthorised access.

40.2 All other examination material, including copies of candidates’ work, additional print-outs and question papers **must** be collected by the invigilator and stored in a secure place.

40.3 Scrap paper used by candidates **must** be collected and destroyed. **Candidates must not remove this from the exam room.**

40.4 Any common user areas accessible to candidates **must** be cleared of all work saved during the examination immediately after each session.

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1 This document takes account of BS ISO/IEC 23988:2007 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.
40.5 Candidates’ user areas should be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Particular care should be taken where networked stations are used to prevent work being accessible via shared folders.

40.6 Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so, but must be supervised at all times.

40.7 Where required, the invigilator should check, on the Invigilate tab in Surpass, that all on-screen assessments have been uploaded to OCR.

40.8 Question papers, or the content of a question paper, including tests downloaded to SecureClient and taken offline, must never be retained after examinations or used for teaching or examination practice.

40.9 For Legacy Functional Skills in ICT only - where the examination is taken by candidates on-screen but the question paper is provided to the centre in a hard copy format all used and unused question papers including modified papers and/or CDs with modified papers must be returned with the “Important Notice” (A507) and other examination materials to OCR no later than ten working days after receipt.
Appendices
Appendix 1a Suggested wording for the invigilator’s announcement to candidates for an on-screen test

(You may wish to laminate copies of this announcement or alternatively record it on a CD or tape.)

1. Until you leave this room you are under exam conditions and must follow the regulations of the examination.

2. You must not communicate or publish the contents of this exam including on social media.

3. Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate.

4. In the unlikely event of the fire alarm going off, please stay seated and wait for my instructions.

5. Check your pockets now for any unauthorised items. Make sure you hand in any notes, books, papers, reading pens, iPods, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device or any product with electronic communication/storage or digital facilities. (pause to allow them to check)

6. This is your last chance to hand things in without any penalty. Failure to do so may lead to disqualification.

7. If you are wearing a wrist watch, remove it and place it on your desk.

8. Check that your table is stable and your chair is comfortably positioned – adjust it if necessary.

9. Check that your computer is appropriately positioned so that you can see the screen clearly.

10. If you have a problem, feel unwell or wish to leave the room you should put up your hand and I will come to you. If you leave the exam room without being accompanied you will not be allowed to return.

11. When you have finished your exam and wish to leave the room you must raise your hand and I will come to you. You must hand in any rough paper you have been given even if it is not used. You must only leave the exam room with the items you brought in with you. You must not remove any papers from the exam room.

12. Check that the keycode you have been given is in your name. (pause to allow them to check)

13. Enter your keycode and click “ok”. Do not click the Start Test button to start the exam until I tell you to do so. (pause to allow them to input their keycodes)

14. Check that your name and the details of the test you are sitting are correct for your subject, unit and level. (pause to allow them to check).

15. The test duration is shown at the top of the instruction screen.

16. Read the instructions on the instruction screen (pause to allow them to read).

17. Only material listed on the instruction screen is allowed in the exam room. You must not have on or near you any other material.

18. Check that you have all the materials you need for the exam, including all the items listed on the instruction screen (pause to allow them to check).
<p>| | |</p>
<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>19.</td>
<td>Other than your computer and the material listed you are only allowed to have rough paper <strong>provided by me</strong> and a pen or pencil on your desk.</td>
</tr>
<tr>
<td>20.</td>
<td>Warnings advising you of the time you have left will be displayed <strong>on-screen</strong> at 15 and 5 minutes before the end of the test.</td>
</tr>
<tr>
<td>21.</td>
<td>If you complete the test before the time runs out, you can use the time to check the answers that you have made.</td>
</tr>
<tr>
<td>22.</td>
<td>If you cannot complete the test before the time runs out, the answers to all the questions you have answered will be saved and will still be marked.</td>
</tr>
<tr>
<td>23. <strong>For Reformed Functional Skills Maths only</strong> – where candidates are using physical calculators (their own or those supplied by the centre) rather than the on-screen calculator:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• You will be completing the calculator section of the test first, so make sure you have your calculator and it is working.</td>
</tr>
<tr>
<td></td>
<td>• You must follow the on-screen instructions carefully.</td>
</tr>
<tr>
<td></td>
<td>• When you finish the calculator section and are ready to move on to the non-calculator section the computer will indicate there is a break between the sections to give you time to hand in your calculator.</td>
</tr>
<tr>
<td></td>
<td>• You must raise your hand at this point so I can collect your calculator.</td>
</tr>
<tr>
<td></td>
<td>• You must not start the non-calculator section while you still have your calculator, even if you do not use it. If you have not handed your calculator in to me before you start the non-calculator section the incident will be reported to OCR and investigated by them as suspected malpractice which may result in penalties against you.</td>
</tr>
<tr>
<td>24.</td>
<td>You may start now by clicking the Start Test button.</td>
</tr>
<tr>
<td></td>
<td><strong>At the end of the exam/when candidates have finished and wish to leave the room you must check that they do not take any paper with them.</strong></td>
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</tbody>
</table>
## Appendix 1b: Suggested wording for the invigilator’s announcement to candidates for a paper-based exam

(You may wish to laminate copies of this announcement or alternatively record it on a CD or tape.)

| 1. | Until you leave this room you are under exam conditions and must follow the regulations of the examination. |
| 2. | You must not open your question papers before I tell you to start the exam. |
| 3. | You must not communicate or publish the contents of the exam including on social media. |
| 4. | You must not remove any examination materials, such as the question paper from the examination room. |
| 5. | Do not communicate with other candidates. You may not give help to another candidate or ask for help from another candidate. |
| 6. | In the unlikely event of the fire alarm going off, please stay seated and wait for my instructions. |
| 7. | Check your pockets now for any unauthorised items. Make sure you hand in any notes, books, papers, reading pens, iPods, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device or any product with electronic communication/storage or digital facilities. *(pause to allow them to check)* |
| 8. | For examinations with permitted books, such as dictionaries, add “Check that no notes or papers have accidentally been left inside any book/dictionary you are allowed to have in the examination room”. |
| 9. | For examinations where a calculator is allowed, add “Make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions and that you have cleared anything stored in the memory”. |
| 10. | For Reformed Functional Skills Maths only – if you have your calculator with you please hand it in to me now. I will return it to you before the beginning of the calculator paper. |
| 11. | This is your last chance to hand things in without any penalty. Failure to do so may lead to disqualification. |
| 12. | If you are wearing a wrist watch, remove it and place it on your desk. |
| 13. | Check that your table is stable and your chair is comfortably positioned – adjust it if necessary. |
| 14. | If you have a problem, feel unwell or wish to leave the room you should put up your hand and I will come to you. If you leave the exam room without being accompanied you will not be allowed to return. |
| 15. | When you have finished your exam and wish to leave the room you must raise your hand and I will come to you. You must hand in any rough paper you have been given even if it is not used. You must only leave the exam room with the items you brought in with you. You must not remove any papers from the exam room. |
| 16. | For Reformed Functional Skills Maths only: I have placed two question papers on your desk. Please check that:  
• you have one calculator and one non-calculator question paper;  
• the code after the words “Question Paper Variant” are the same on both question papers;  
• the question paper(s) is/are for the subject and level that you expected; |
• please fill in the details on the front of both question papers.

17. Check that you have been given the correct paper for your subject, unit and level. (pause to allow them to check)

18. Fill in all the details needed on the front of your question paper. Make sure you fill these details in on any additional sheets that you use.

19. Pause to allow time for candidates to fill in the details

20. For Reformed Functional Skills Maths only:
I will now collect the non-calculator papers and hand out the calculators (collect the non-calculator papers and hand out the calculators)

You will be taking the calculator paper first. The exam will take 1 hour and 20 minutes. After this time I will stop the exam. You must remain seated and in exam conditions. I will collect your completed calculator question papers and your calculators, and hand out your non-calculator question papers. You will then take the non-calculator paper.

21. Read the instructions on the front of the question paper.
You may read these out to the candidates, if required, see appendices 6a and 6b for example copies of the front page of functional skills question papers (question paper rubric)

22. Check that you have all the materials you need for the exam.

23. Only the items listed on the question paper are allowed in the exam room. You must not have anything else on or near you.

24. Remember, you must write clearly in black ink. You may use pencil for rough notes.

25. You must write in the designated sections of the question paper.

26. You should write all rough work in your question paper/answer booklet and neatly cross it through with a single line. If you require any additional paper on which to write rough work/notes please request this by raising your hand. All rough work/notes must be handed in at the end of the exam.

27. You must not use blotting paper or correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

28. For reformed and legacy functional skills English reading and legacy functional skills Maths exams only – the answer booklet includes resource documents which contain information to help you complete the tasks. These can be removed from the answer booklet. When you are instructed to start the exam make sure you read and follow the instructions given in the question paper/answer booklet. These resource documents must be handed in with your question paper at the end of the exam.

29. When you have finished your exam and wish to leave the room you must raise your hand and I will come to you. You must hand in any resource documents and rough paper you have been given even if it is not used. You must only leave the exam room with the items you brought in with you. You must not remove any papers from the exam room.

30. Tell the candidates they may open their question paper/answer booklet, begin the exam and state how much time they have (write the start and finish times on the board)

31. During the exam – You should give candidates a 5 minute warning before the end of the exam (other time warnings are at your discretion)

32. If a candidate finishes their exam early and wishes to leave the exam room you must make sure they hand in their question paper, any resource documents and rough paper even if they have not used it, before they leave.
### 33. At the end of the exam
- Please stop writing and put down your pens.
- You are still under exam conditions.
- Please check that you have completed the information on the front of the question paper and on any loose pages.
- **For reformed and legacy functional skills English reading and legacy functional skills Maths exams only** - If you have removed the resource document pages from the question paper make sure you insert these back into the question paper booklet.
- You must not remove any paper from the exam room.
- I will now collect in your question papers and any rough paper you have.

### 34. For the reformed functional skills Maths papers only:
- Please stop writing and put down your pens.
- You are still under exam conditions.
- I will now collect your calculator question papers and calculators *(collect in question papers and calculators)*
- I will now hand out your non-calculator question papers *(hand out non-calculator question papers)*
- Please check you have the correct paper
You should then start and finish the exam as usual, see item 30 onwards

### 35. Once you have collected in all the question papers, resource documents and rough paper tell the candidates they may leave the exam room. If other exams are taking place remind them to leave quietly so as not to disturb other candidates.
Appendix 2: IMPORTANT NOTICE FOR INVIGILATORS - Reformed Functional Skills

(A copy of this notice will be included with every package of question papers)

This notice must be provided to the invigilator before each Level 1 and 2 Reformed Functional Skills Maths and English exam (08843, 08844, 08848, 08849)

From 1 September 2019

There have been some significant changes in the regulations for the delivery of reformed functional skills exams. Anyone involved in the delivery of functional skills exams must refer to the latest copy of the OCR instructions for conducting examinations (OCR ICE) which is available on the OCR website. However, we would like to bring the following regulations to the attention of every invigilator of the reformed functional skills Maths and English exams.

Suitability of the invigilator
If you teach any level of reformed Functional Skills Maths or English qualifications you must not be involved in:

- **the administration of the question papers for that subject**
  *Administration includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to OCR after scheduled exams are completed.*

- **the invigilation of examinations for that subject**
  *ie: a Functional Skills English tutor must not invigilate any Functional Skills English exam and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach.*

Assigned question paper variants
Each candidate has been assigned a specific question paper variant. This will mean that at each exam session you may be provided with a number of different question paper variants. You must refer to the attendance list which will show the question paper variant assigned to each candidate for that exam. If candidates are issued with the wrong question paper variant you must inform the head of centre who must immediately report the incident to OCR as a security breach. Any incidents of candidates sitting the wrong paper variant will be investigated by OCR as suspected malpractice.

Maths calculator and non-calculator papers - Specific invigilation instructions
Candidates take two exams - one where a calculator is allowed and the other where a calculator is not allowed. The calculator paper must be taken before the non-calculator paper.

The two papers must be taken in one sitting, ie: candidates must be under exam conditions and must not leave the exam room between the papers. If candidates need to leave the room they must be accompanied.

For paper based exams:
When you open the question paper package you will find the non-calculator paper inside the calculator paper. The question papers have been packed in this way to ensure that candidates are given matching question paper variants for both exams.
For these exams the invigilator must:

- check that candidates do not have access to their calculators before handing out the question papers;
- refer to the attendance list to identify and select the correct question paper variant assigned to each candidate;
- remove the non-calculator question paper from inside the calculator paper, and place both question papers face up on the candidates’ desks, Candidates must not be allowed to separate the question papers themselves;
- instruct candidates to check the question paper variants match and that they have one calculator question paper and one non-calculator question paper;
- ask candidates to complete the information on the front of both question papers. Candidates must not start the exam or access the exam questions at this point;
- collect in the non-calculator question papers and distribute the calculators for use during the calculator paper;
- start the exam in the usual way;
- allow candidates the full time allocated for the calculator paper (1 hour 20 minutes) and follow the usual regulations for finishing the exam;
- ask candidates to remain seated and remind them they are still under exam conditions;
- collect the calculators and the calculator question papers;
- put the non-calculator question papers face up on candidates’ desks, ensuring each candidate has the correct paper;
- ask candidates to check they have the correct paper;
- start the non-calculator exam, you do not need to read out the regulations again as candidates have remained under exam conditions;
- make a careful note of the time the non-calculator paper was started and update the board/flipchart/whiteboard with the start and finish times;
- continue to invigilate and finish the exam in line with the regulations.

For on-screen tests
Where candidates use a physical calculator (rather than the on-screen calculator) there must be 1 invigilator for every 10 candidates. This is to ensure that the invigilator can manage the transition between the calculator and non-calculator sections.

You will need to have your own laptop or PC to log into Surpass before candidates start their on-screen test. In addition to undertaking appropriate invigilation, you should use the “Invigilate” screen to monitor when candidates finish the calculator section and start the break between the sections. This will be indicated by an orange cup in the “State” column against each candidate’s test. At this point the candidate will have received on-screen instructions to put up their hand to indicate that they have finished the calculator section of the test and require you to collect their calculator before they start the non-calculator section of the test.

The break will last a maximum of 10 minutes after which the non-calculator section of the test will automatically start. However, the candidate can click through to the non-calculator section during this break. You must collect their calculator before they start the non-calculator section. If any candidate starts the non-calculator test while still in possession of a calculator you must report this as suspected malpractice, even if they have not accessed the calculator during the non-calculator section.

On-screen calculators are automatically disabled in the non-calculator section.
Appendix 3: Warning to Candidates

1. You **must** be on time for all your examinations.

2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.

3. You **must not**:
   - sit an examination in the name of another candidate;
   - have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. **Possession of a mobile phone** or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. You **must not** talk to, attempt to communicate with, or disturb other candidates once you have entered the examination room.

6. You **must** follow the instructions of the invigilator.

7. If you are in any doubt speak to the invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

**Effective up to and including 31 August 2020**
Appendix 4: Information for candidates taking examinations (paper based and on-screen)

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand ask your tutor/centre staff.

<table>
<thead>
<tr>
<th></th>
<th>Regulations – Make sure you understand the rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Be on time for all your exams. If you are late you may not be allowed to sit the exam.</td>
</tr>
<tr>
<td>2.</td>
<td>You must not attempt to find out information on the content of the exam before you sit the exam.</td>
</tr>
<tr>
<td>3.</td>
<td>You must not communicate or publish the content (including on social media) of the exam after you have sat the exam.</td>
</tr>
<tr>
<td>4.</td>
<td>You will be under exam conditions as soon as you enter the exam room.</td>
</tr>
<tr>
<td>5.</td>
<td>Do not become involved in any unfair or dishonest practice during the exam.</td>
</tr>
<tr>
<td>6.</td>
<td>If you try to cheat, or break the rules in any way your exams could be disallowed and/or penalties imposed. Please refer to the JCQ document Suspected Malpractice in Examinations and Assessments available on the JCQ website.</td>
</tr>
<tr>
<td>7.</td>
<td>Unless you are told otherwise you must not take into the exam room:</td>
</tr>
<tr>
<td></td>
<td>• notes;</td>
</tr>
<tr>
<td></td>
<td>• paper for rough work/notes (this should be provided to you by the invigilator if required);</td>
</tr>
<tr>
<td></td>
<td>• any potential technological/web enabled sources of information or any product with electronic communication, data storage or digital facilities such as an iPod/iPad, tablet, mobile phone, MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</td>
</tr>
<tr>
<td></td>
<td>• Any pencil cases taken into the exam room must be see-through.</td>
</tr>
<tr>
<td></td>
<td>Unless you are told otherwise, you must not have access to:</td>
</tr>
<tr>
<td></td>
<td>• the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</td>
</tr>
<tr>
<td></td>
<td>• pre-prepared templates.</td>
</tr>
<tr>
<td></td>
<td><strong>Remember</strong>: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</td>
</tr>
<tr>
<td>8.</td>
<td>If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk</td>
</tr>
<tr>
<td>9.</td>
<td>During paper based exams - you must not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.</td>
</tr>
<tr>
<td>10.</td>
<td>Do not talk to or try to communicate with, or disturb, other candidates once the exam has started.</td>
</tr>
<tr>
<td>11.</td>
<td>You must not write inappropriate, obscene or offensive material.</td>
</tr>
<tr>
<td>12.</td>
<td>If you leave the exam room unaccompanied before the exam has finished, you will not be allowed to return.</td>
</tr>
<tr>
<td>13.</td>
<td>Do not borrow anything from another candidate during the exam.</td>
</tr>
<tr>
<td>B</td>
<td>Information – Make sure you attend your exam on time and bring what you need</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Know the dates and times of all your exams.</td>
</tr>
<tr>
<td>2</td>
<td>Arrive at least ten minutes before the start of each exam.</td>
</tr>
<tr>
<td>3</td>
<td>If you arrive late for an exam, report to the invigilator running the exam.</td>
</tr>
<tr>
<td>4</td>
<td>If you arrive after the scheduled starting time for the exam, you may not be allowed to take it.</td>
</tr>
<tr>
<td>5</td>
<td>Only take into the exam room the equipment which you need and are allowed for the exam.</td>
</tr>
<tr>
<td>6</td>
<td>For paper based exams - you must write clearly in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Calculators, Dictionaries and Computer Spell-checkers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You may use a calculator unless you are told otherwise.</td>
</tr>
<tr>
<td>2</td>
<td>If you use a calculator please check and ensure that:</td>
</tr>
<tr>
<td></td>
<td>• it works properly - check that the batteries are not running out;</td>
</tr>
<tr>
<td></td>
<td>• you have cleared anything stored in the memory;</td>
</tr>
<tr>
<td></td>
<td>• you remove any parts such as cases, lids or covers which have printed instructions or formulas;</td>
</tr>
<tr>
<td></td>
<td>• you do not bring into the exam room any operating instructions or prepared programs.</td>
</tr>
<tr>
<td>3</td>
<td>Do not use a dictionary or computer spell/grammar checker unless you are told otherwise.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
<th>Instructions during the exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Always listen to the invigilator. Follow their instructions at all times.</td>
</tr>
<tr>
<td>2</td>
<td>Raise your hand to attract the invigilator’s attention:</td>
</tr>
<tr>
<td></td>
<td>• if you think you have not been given the right question paper or the on-screen test is not the correct exam;</td>
</tr>
<tr>
<td></td>
<td>• if the question paper is incomplete or badly printed;</td>
</tr>
<tr>
<td></td>
<td><strong>On-screen only</strong></td>
</tr>
<tr>
<td></td>
<td>• if the on-screen test is in another candidate’s name;</td>
</tr>
<tr>
<td></td>
<td>• if you experience system delays or any other IT irregularities.</td>
</tr>
<tr>
<td></td>
<td>• to hand in your calculator when you have finished the calculator section.</td>
</tr>
<tr>
<td>3</td>
<td>Read carefully and follow the instructions printed on the question paper or on-screen.</td>
</tr>
<tr>
<td>4</td>
<td>For paper based exams only</td>
</tr>
<tr>
<td></td>
<td>• when instructed to do so complete the details required on the front of the question paper <strong>before</strong> you start the exam. Make sure you include these details in on any additional answer sheets that you use.</td>
</tr>
<tr>
<td></td>
<td>• Remember to do your working out and write your answers within the designated sections of the question paper/answer booklet.</td>
</tr>
<tr>
<td></td>
<td>• If you require additional paper for rough work/notes request this from the invigilator by raising your hand.</td>
</tr>
<tr>
<td></td>
<td>• You can remove resource documents included in some question papers for ease of use during the exam — refer to the instructions in the question paper.</td>
</tr>
</tbody>
</table>
### Advice and assistance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.</td>
</tr>
<tr>
<td>2</td>
<td>Put up your hand during the exam if:</td>
</tr>
<tr>
<td></td>
<td>• you have a problem and are in doubt about what you should do;</td>
</tr>
<tr>
<td></td>
<td>• you do not feel well;</td>
</tr>
<tr>
<td></td>
<td>• you need more paper/rough paper</td>
</tr>
<tr>
<td></td>
<td>• wish to leave the room.</td>
</tr>
<tr>
<td></td>
<td>Also when you are instructed to do so during an on-screen maths test so you can hand in your calculator to the invigilator before starting the non-calculator section.</td>
</tr>
<tr>
<td>3</td>
<td>You must not ask for, and will not be given, any explanation of the questions.</td>
</tr>
</tbody>
</table>

### At the end of the exam

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Paper based:</strong></td>
</tr>
<tr>
<td></td>
<td>• Stop writing when instructed to do so.</td>
</tr>
<tr>
<td></td>
<td>• Make sure you have completed the information on the front of your question paper.</td>
</tr>
<tr>
<td></td>
<td>• If you have removed resource documents from the question paper/answer booklet make sure you put these back inside the question paper/answer booklet.</td>
</tr>
<tr>
<td></td>
<td>• If you have any loose sheets of paper make sure you have added your candidate details, place them in the question paper/answer booklet.</td>
</tr>
<tr>
<td>2</td>
<td><strong>On-screen:</strong></td>
</tr>
<tr>
<td></td>
<td>• Ensure that the software closes at the end of the on-screen test.</td>
</tr>
<tr>
<td></td>
<td>• If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You <strong>must not</strong> share your work with other candidates. Make sure that another candidate does not collect your printout(s).</td>
</tr>
<tr>
<td>3</td>
<td>You <strong>must</strong> hand in your question paper, any loose paper and rough paper to the invigilator before you leave the exam room.</td>
</tr>
<tr>
<td>4</td>
<td>You <strong>must</strong> only leave the exam room with the items you bought in with you. <strong>You must not</strong> remove any papers from the exam room.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Do not</strong> leave the exam room until told you can do so by the invigilator.</td>
</tr>
</tbody>
</table>

This information must be made available to all candidates in advance of their examination. It may be provided electronically to candidates or in hard copy paper format.
Appendix 5: Mobile Phone Poster

NO iPods, Mobile Phones, MP3/4 Players, Smartwatches

No Potential Technological/Web Enabled Sources of Information

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in Disqualification from your examination and your overall qualification.

This poster (or the same JCQ poster) must be displayed in a prominent place outside each examination room.
Appendix 6a: Question Paper Rubric Legacy Functional Skills Exams

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS ENGLISH

ON DEMAND PAPER – AR13 READING TASK AND ANSWER BOOKLET

TIME: 50 MINUTES

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

FOR EXAMINER
USE ONLY

Question No | Mark
--- | ---
R1 | /3
R2 | /3
R3 | /2
R4 | /2
R5 | /4
R6 | /4
R7 | /4
R8 | /3
Total | /25

YOU NEED

• This task and answer booklet.
• A pen with black ink OR access to a computer and printer to print out your responses which should be firmly attached to this booklet.

You may use a dictionary and spell/grammar check facilities but you must not ask anyone to help you.

INSTRUCTIONS FOR CANDIDATES

Do NOT open this booklet until you are told to do so by the supervisor.

Fill in all the boxes above. Make sure your personal details are entered correctly. Use BLOCK LETTERS.

• Write your answer to each question in the space provided in this answer booklet or attach your printouts to this booklet before handing in.
• Additional answer space can be found on page 15.
• If you use extra paper, make sure that it has your name, candidate number, centre number and question number(s) on it and is securely attached to this booklet.
• When you have finished, hand this booklet to the supervisor.

Ofqual Qualification Reference Number: 500/0111/0 T349/1503

This document consists of 16 pages. Any blank pages are indicated.

© OCR 2019, ©JCQ 2019 OCR ICE valid up to and including 31 August 2020 (unless replaced before then)
OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

ON DEMAND PAPER – BR16 READING TASK AND ANSWER BOOKLET

TIME: 55 MINUTES

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

YOU NEED
- This task and answer booklet.
- A pen with black ink OR access to a computer and printer to print out your responses which should be firmly attached to this booklet.

You may use a dictionary and spell/grammar check facilities but you must not ask anyone to help you.

INSTRUCTIONS FOR CANDIDATES

Do NOT open this booklet until you are told to do so by the supervisor.

Fill in all the boxes above. Make sure your personal details are entered correctly. Use BLOCK LETTERS.

- Write your answer to each question in the space provided in this answer booklet or attach your printouts to this booklet before handing in.
- Additional answer space can be found on pages 19 and 20.
- If you use extra paper, make sure that it has your name, candidate number, centre number and question number(s) on it and is securely attached to this booklet.
- When you have finished, hand this booklet to the supervisor.

© OCR 2019, ©JCQ 2019 OCR ICE valid up to and including 31 August 2020 (unless replaced before then)
YOU NEED

- This task and answer booklet.
- A pen with black ink OR access to a computer and printer to print out your responses which should be firmly attached to this booklet.

You may use a dictionary and spell/grammar check facilities but you must not ask anyone to help you.

INSTRUCTIONS FOR CANDIDATES

Do NOT open this booklet until you are told to do so by the supervisor.

Fill in all the boxes above. Make sure your personal details are entered correctly. Use BLOCK LETTERS.

- Write your answer to each task in the space provided in this answer booklet or attach your printouts to this booklet before handing in.
- Additional answer space can be found on pages 6 and 7.
- If you use extra paper, make sure that it has your name, candidate number, centre number and task reference on it and is securely attached to this booklet.
- When you have finished, hand this booklet to the supervisor.

Ofqual Qualification Reference Number: 500/9111/6

T367/1503

This document consists of 8 pages. Any blank pages are indicated.
OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS ENGLISH

ON DEMAND PAPER – BW22 WRITING TASK AND ANSWER BOOKLET

TIME: 55 MINUTES

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

FOR EXAMINER USE ONLY

Task | Mark
--- | ---
A | 21
B | 13
Total (A+B) | 34

YOU NEED

- This task and answer booklet.
- A pen with black ink OR access to a computer and printer to print out your responses which should be firmly attached to this booklet.

You may use a dictionary and spell/grammar check facilities but you must not ask anyone to help you.

INSTRUCTIONS FOR CANDIDATES

Do NOT open this booklet until you are told to do so by the supervisor.

Fill in all the boxes above. Make sure your personal details are entered correctly. Use BLOCK LETTERS.

- Write your answer to each task in the space provided in this answer booklet or attach your printouts to this booklet before handing in.
- Additional answer space can be found on pages 9 and 10.
- If you use extra paper, make sure that it has your name, candidate number, centre number and task reference on it and is securely attached to this booklet.
- When you have finished, hand this booklet to the supervisor.

Ofqual Qualification Reference Number: 500/8883/8

This document consists of 12 pages. Any blank pages are indicated.

T389/1503

© OCR 2015
Registered Company Number: 3484466

© OCR 2019, ©JCQ 2019 OCR ICE valid up to and including 31 August 2020 (unless replaced before then)
INSTRUCTIONS

Fill in all the boxes below. Make sure your personal details are entered correctly. Use BLOCK LETTERS.

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

At the beginning of this booklet you will find tear off Resource Documents. You will need to refer to these documents to complete the tasks.

You will also need:
• a pen with black ink
• a calculator
• a ruler

YOU HAVE 1 HOUR AND 30 MINUTES TO COMPLETE THE THREE TASKS

For each task, make sure that you:
• read the questions carefully before starting
• write your answers in this booklet
• clearly show how your working leads to your answers

2 marks are available in each task when you show you have checked your work.

When you have finished, hand this booklet and all the Resource Documents to the supervisor.

OCR Qualification Reference Number: 500/8810/9

T303/1507

This document consists of 26 pages. Any blank pages are indicated.
INSTRUCTIONS

Fill in all the boxes below. Make sure your personal details are entered correctly. Use BLOCK LETTERS.

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

At the beginning of this booklet you will find tear off Resource Documents. You will need to refer to these documents to complete the tasks.

You will also need:
- a pen with black ink
- a calculator
- a ruler

YOU HAVE 1 HOUR AND 30 MINUTES TO COMPLETE THE THREE TASKS

For each task, make sure that you:
- read the questions carefully before starting
- write your answers in this booklet
- clearly show how your working leads to your answers

2 marks are available in each task when you show you have checked your work.

When you have finished, hand this booklet and all the Resource Documents to the supervisor.

Ofqual Qualification Reference Number: 500/6908/0

09866_02_MB28  © OCR 2015  Registered Company Number: 3484466

This document consists of 28 pages. Any blank pages are indicated.

T317/1406

© OCR 2019, ©JCQ © 2019 OCR ICE valid up to and including 31 August 2020 (unless replaced before then)
INSTRUCTIONS
Fill in all the boxes below. Use BLOCK LETTERS.

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

This TASK consists of:
• Part A
• Part B (you must not start Part B until you are told to do so by your supervisor).

YOU NEED
• Access to a computer and a printer.
• Access to the internet (for Part A only).
• Access to the data files listed below. Your supervisor will tell you where these are stored.
  gym classes attendance data  rowing drive image
  gym staff data               rowing finish image
  how to row text             rowing recover image
  rowing catch image
• A pen with black ink.

YOU HAVE 2 HOURS TO COMPLETE THE TASKS
• You may word process your answer if you prefer and provide a printout.
• Printing may be carried out after the time allocated for this assessment.

This document consists of 12 pages. Any blank pages are indicated.
OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY

ON DEMAND PAPER – E1 TASK

TIME: 2 HOURS

INSTRUCTIONS

Fill in all the boxes below. Use BLOCK LETTERS.

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

This TASK consists of:

- Resource Documentation (perforated)
- Part A
- Part B (you must not start Part B until you are told to do so by your supervisor).

YOU NEED

- Access to a computer and a printer.
- Access to the internet (for Part A only).
- Access to the data files listed below. Your supervisor will tell you where these are stored.
- A pen with black ink.

YOU HAVE 2 HOURS TO COMPLETE THE TASKS

- You may word process your answer if you prefer and provide a printout.
- Printing may be carried out after the time allocated for this assessment.

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>2a</td>
<td>12</td>
</tr>
<tr>
<td>2b</td>
<td>20</td>
</tr>
<tr>
<td>2c</td>
<td>23</td>
</tr>
<tr>
<td>2d</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>70</td>
</tr>
</tbody>
</table>
Appendix 6b: Question Paper Rubric Reformed Functional Skills Exams

Question Paper Variant RC01
Level 1 Functional Skills English
08843 Reading paper

Time allowed: 50 minutes
F601/2019

You must have:
• a dictionary

You can use:
• spell/grammar check facilities

Date of exam

Please write clearly in black ink.

Centre number

Candidate number

First name(s) ____________________________

Last name _____________________________

Date of Birth

INSTRUCTIONS
• Use black ink or a computer with a printer.
• Write your answer to each question in the space provided. If you need extra space use the lined pages at the end of this booklet. The question numbers must be clearly shown.
• If you use a computer, print your answers and attach them to this booklet.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 25.
• The marks for each question are shown in brackets [ ].
• This document consists of 16 pages.

ADVICE
• Read each question carefully before you start your answer.

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F601/2019/11
Question Paper Variant RD01
Level 2 Functional Skills English
08844  Reading paper

Time allowed: 55 minutes
F701/2019

You must have:
• a dictionary

You can use:
• spell/grammar check facilities

Date of exam

Please write clearly in black ink.

Centre number

Candidate number

First name(s)

Last name

Date of Birth

INSTRUCTIONS
• Use black ink or a computer with a printer.
• Write your answer to each question in the space provided. If you need extra space use the lined pages at the end of this booklet. The question numbers must be clearly shown.
• If you use a computer, print your answers and attach them to this booklet.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 25.
• The marks for each question are shown in brackets [ ].
• This document consists of 16 pages.

ADVICE
• Read each question carefully before you start your answer.
Question Paper Variant WC01
Level 1 Functional Skills English
08843  Writing paper

Time allowed: 50 minutes
F601/2019

Do not use:
- a dictionary
- spell/grammar check facilities

Date of exam

Please write clearly in black ink.

Centre number

Candidate number

First name(s)

Last name

Date of Birth

INSTRUCTIONS
- Use black ink or a computer with a printer.
- Write your answer to each question in the space provided. If you need extra space use the lined
  pages at the end of this booklet. The question numbers must be clearly shown.
- If you use a computer, print your answers and attach them to this booklet.
- Answer all the questions.

INFORMATION
- The total mark for this paper is 60.
- The marks for each question are shown in brackets [ ].
- This document consists of 16 pages.

ADVICE
- Read each question carefully before you start your answer.

© OCR 2019  [503/4652/R]
OCR is an exempt Charity
F601/2019/6

Turn over
Question Paper Variant WD02
Level 2 Functional Skills English

08844  Writing paper

Time allowed: 50 minutes
F802/2019

Do not use:
• a dictionary
• spell/grammar check facilities

Date of exam  D D M M Y Y Y Y

Please write clearly in black ink.

Centre number  ____________  Candidate number  ____________

First name(s)  ____________________________________________

Last name  ________________________________________________

Date of Birth  D D M M Y Y Y Y

INSTRUCTIONS
• Use black ink or a computer with a printer.
• Write your answer to each question in the space provided. If you need extra space use the lined pages at the end of this booklet. The question numbers must be clearly shown.
• If you use a computer, print your answers and attach them to this booklet.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 50.
• The marks for each question are shown in brackets [ ].
• This document consists of 12 pages.

ADVICE
• Read each question carefully before you start your answer.
Question Paper Variant MC01
Level 1 Functional Skills Mathematics
08848  Calculator paper

Time allowed: 1 hour 20 minutes
F101/2019

You can use:
- an HB pencil
- a calculator
- geometrical instruments

Date of exam

Please write clearly in black ink.

Centre number

Candidate number

First name(s)

Last name

Date of Birth

INSTRUCTIONS
• Use black ink. You can use an HB pencil, but only for graphs and diagrams.
• Write your answer to each question in the space provided. You can use extra paper if you need to, but you must clearly show your candidate number, the centre number and the question numbers.
• Where appropriate, your answer should be supported with working. Marks might be given for using a correct method, even if your answer is wrong.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 60
• The marks for each question are shown in brackets [ ].
• This document consists of 16 pages.

ADVICE
• Read each question carefully before you start your answer.

OCR is an exempt Charity
F101/2019/10

© OCR 2019 [603X4651/6]
Question Paper Variant MC01
Level 1 Functional Skills Mathematics
08848  Non-Calculator paper

Time allowed: 30 minutes
F201/2019

You can use:
• an HB pencil
• geometrical instruments

Do not use:
• a calculator

Date of exam D D M M Y Y Y Y

Please write clearly in black ink.

Centre number ____________ ____________ ____________
Candidate number ____________ ____________ ____________

First name(s) __________________________

Last name __________________________

Date of Birth D D M M Y Y Y Y

INSTRUCTIONS
• Use black ink. You can use an HB pencil, but only for graphs and diagrams.
• Write your answer to each question in the space provided. You can use extra paper if you need to, but you must clearly show your candidate number, the centre number and the question numbers.
• Where appropriate, your answer should be supported with working. Marks might be given for using a correct method, even if your answer is wrong.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 20.
• The marks for each question are shown in brackets [ ].
• This document consists of 8 pages.

ADVICE
• Read each question carefully before you start your answer.
Question Paper Variant MD04
Level 2 Functional Skills Mathematics

08849 Calculator paper

Time allowed: 1 hour 20 minutes
F304/2019

You can use:
• an HB pencil
• a calculator
• geometrical instruments

Date of exam

Please write clearly in black ink.

Centre number
Candidate number

First name(s)

Last name

Date of Birth

INSTRUCTIONS
• Use black ink. You can use an HB pencil, but only for graphs and diagrams.
• Write your answer to each question in the space provided. You can use extra paper if you need to, but you must clearly show your candidate number, the centre number and the question numbers.
• Where appropriate, your answer should be supported with working. Marks might be given for using a correct method, even if your answer is wrong.
• Use the π button on your calculator or take π to be 3.14 unless the question says otherwise.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 60.
• The marks for each question are shown in brackets [ ].
• This document consists of 16 pages.

ADVICE
• Read each question carefully before you start your answer.
Question Paper Variant MD04
Level 2 Functional Skills Mathematics

08849  Non-Calculator paper

Time allowed: 30 minutes
F404/2019

You can use:
• an HB pencil
• geometrical instruments

Do not use:
• a calculator

Date of exam

Please write clearly in black ink.

Centre number

Candidate number

First name(s)

Last name

Date of Birth

INSTRUCTIONS
• Use black ink. You can use an HB pencil, but only for graphs and diagrams.
• Write your answer to each question in the space provided. You can use extra paper if you need to, but you must clearly show your candidate number, the centre number and the question numbers.
• Where appropriate, your answer should be supported with working. Marks might be given for using a correct method, even if your answer is wrong.
• Take π to be 3.14 unless the question says otherwise.
• Answer all the questions.

INFORMATION
• The total mark for this paper is 20.
• The marks for each question are shown in brackets [ ].
• This document consists of 8 pages.

ADVICE
• Read each question carefully before you start your answer.

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OCR is an exempt Charity
F404/2019/9

Turn over
Appendix 7: Example of a Seating Plan and Invigilation Report/Certificate

Seating Plan and Invigilation Report/certificate

Centre number and name: ..........................................................................................................................

Subject(s)/qualification(s)/Level: .............................................................................................................

Date of exam: ........................................... Time allowed for exam: ......................................................

Time exam started: ...................................... Time exam finished: ..................................................

Number of candidates: ...............................................................................................................................

Details of modified papers/special requirements ....................................................................................

Invigilator(s) Full Name(s): ......................................................................................................................

Invigilator(s) Signature(s): ......................................................................................................................

Door Clock Invigilator Board

The test was carried out in accordance with the regulatory requirements and there were no disturbances or incidents/the following occurred. (Please delete as applicable)

Details of disturbances/changes in seating and/or invigilators (including times)

I confirm that the information provided is accurate.

Name (printed): .................................................. Signature ..............................................................

Position at Centre: .................................................. Date: ..............................................................

Note: This must be completed for every exam and retained in the centre for 1 year after the date of that exam.
Appendix 8

A memory aid for a reader

I am here to read for you in your examination
You must make it clear what you want to be read

I can only read the instructions and the questions

I can repeat instructions, but only if you make it clear which instructions you want me to read

I can’t tell you which questions to choose
I can’t tell you when to move on to the next question
I can’t tell you which questions to do first

I can spell words if you ask me, but only words on the question paper

I can read back your answer, but only if you ask me

Components where Reading is being assessed e.g. Functional Skills English
I can read the questions in the writing section of this paper, but I can’t read any of the questions in the reading section.
If a computer reader or a reading pen is available, these can be used.

Centres must ensure that both invigilators and those acting as a reader are appropriately trained and familiar with these instructions, the access arrangements specific to the qualification and the relevant parts of the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a reader can and cannot do in advance of their first examination.
Appendix 9

A memory aid for a scribe

I am here to write/type for you in your examination

I must write/type exactly what you say

I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
I can’t draw for you in a Design examination

I can change what I have written/typed, but only if you ask me

If we have problems communicating, I must tell the invigilator

I can’t give you any help with answers
I can’t suggest when an answer is finished

I can’t tell you which questions to choose
I can’t tell you when to move onto the next question
I can’t tell you which questions to do first

If you are allowed rest breaks, I can’t write/type in those breaks

I can read back what I have written/typed, but only if you ask me

Centres must ensure that both invigilators and those acting as a scribe are appropriately trained and familiar with these instructions, the access arrangements specific to the qualification and the relevant parts of the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination.
Appendix 10

A memory aid for a language modifier

I can only change words or phrases if you make it clear that you need help with them

I can’t change words or phrases that the examiner thinks you should have learnt

I can’t change anything the examiner didn’t write (e.g. text from a book, maps, tables, etc.)

I can only make changes if you make it clear what is confusing you

I can speak, write or sign any changes

I can read for you if you make it clear what you want to be read

Components where Reading is being assessed e.g. Functional Skills English
I can read or change words, phrases and sentences in the writing section of the paper, but I can’t read or change anything in the reading section.

Centres must ensure that both invigilators and those acting as a language modifier are appropriately trained and familiar with these instructions, the access arrangements specific to the qualification and the relevant parts of the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a language modifier can and cannot do in advance of their first examination.
Appendix 11

A memory aid for a communication professional

I am here to sign the questions in British Sign Language

I can't sign words or phrases that the examiner thinks you should have learnt, but I can fingerspell them

I can't sign anything the examiner didn't write (e.g. text from a book, maps, tables, etc.)

I can sign the questions more than once but I can't explain the questions

I can't explain what the examiner wants you to write

You can fingerspell answers, or sign an answer if it is one word only and I will write it for you

Components where Reading is being assessed e.g. Functional Skills English
I can sign words, phrases and sentences in the writing part of the paper but I can't sign anything in the reading part

Centres must ensure that both invigilators and those acting as a communication professional are appropriately trained and familiar with these instructions, the access arrangements specific to the qualification and the relevant parts of the JCQ Access Arrangements document.

It is essential that the candidate is made aware of what a communication professional can and cannot do in advance of their first examination.
Appendix 12: Qualification List

These regulations should be followed for the externally assessed (examined/tested) components of the following qualifications:

Reformed Functional Skills

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08843</td>
<td>OCR Level 1 Functional Skills English – Reading and Writing Components</td>
</tr>
<tr>
<td>08844</td>
<td>OCR Level 2 Functional Skills English – Reading and Writing Components</td>
</tr>
<tr>
<td>08848</td>
<td>OCR Level 1 Functional Skills Mathematics</td>
</tr>
<tr>
<td>08849</td>
<td>OCR Level 2 Functional Skills Mathematics</td>
</tr>
</tbody>
</table>

Legacy Functional Skills - ICT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09876</td>
<td>OCR Functional Skills qualification in information and communication technology (ICT) at Level 1</td>
</tr>
<tr>
<td>09877</td>
<td>OCR Functional Skills qualification in information and communication technology (ICT) at Level 2</td>
</tr>
</tbody>
</table>

Legacy Functional Skills – Maths and English

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09865</td>
<td>OCR Functional Skills qualification in Mathematics at Level 1</td>
</tr>
<tr>
<td>09866</td>
<td>OCR Functional Skills qualification in Mathematics at Level 2</td>
</tr>
<tr>
<td>09498</td>
<td>OCR Functional Skills qualification in English at Level 1 – Reading and Writing Components</td>
</tr>
<tr>
<td>09499</td>
<td>OCR Functional Skills qualification in English at Level 2 – Reading and Writing Components</td>
</tr>
</tbody>
</table>

Please note the following dates:

30 June 2020 – this is the last date on which you can make entries for the Maths and English Legacy Functional Skills

31 August 2020 - this is the last date on which OCR can process certificates for the Maths and English Legacy Functional Skills

Please refer to the subject information update available on the OCR website.

Digital Employability

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05809</td>
<td>OCR Entry Level Award in Digital Employability (Entry 3) – Unit 1</td>
</tr>
<tr>
<td>05810</td>
<td>OCR Level 1 Award in Digital Employability – Unit 1</td>
</tr>
</tbody>
</table>
Appendix 13: List of contact details/links to documents and websites

JCQ Instructions for Conducting Examinations (JCQ ICE) http://www.jcq.org.uk/exams-office/ice--instructions-for-conducting-examinations

OCR Administration Guidance http://www.ocr.org.uk/administration/

Functional Skills Centre Handbooks/specifications http://www.ocr.org.uk/qualifications/by-type/functional-skills/


JCQ General Regulations for Approved Centres: http://www.jcq.org.uk/exams-office/general-regulations

OCR Website http://www.ocr.org.uk/

Information about access arrangements specific to Functional Skills qualifications on the OCR website https://www.ocr.org.uk/administration/stage-1-preparation/access-arrangements/access-arrangements-functional-skills/

Administration of on-screen tests

JCQ Website http://www.jcq.org.uk/


OCR’s Customer Support Centre (CSC) - 02476 851509

National Centre Number Register - ncn@ocr.org.uk


JCQ forms for Access Arrangements, Reasonable Adjustments and Special Consideration http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms