

## Local Authority requirements for hosting exams

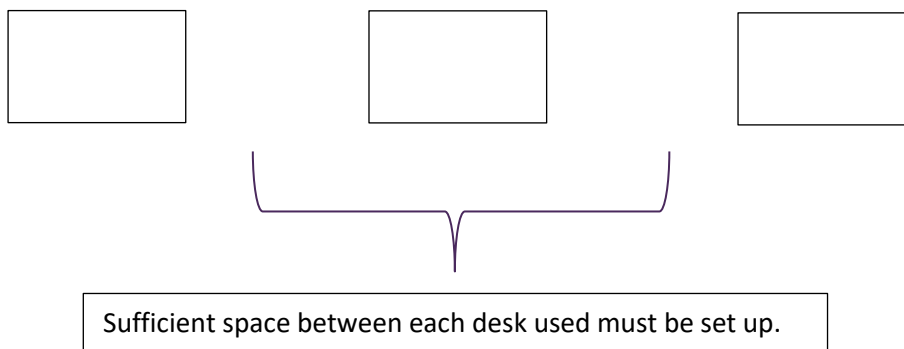
**This is a guide for local authorities to use when hosting exams. Please read carefully.**

When hosting exams within a local authority, it is important that consideration is given to the following:

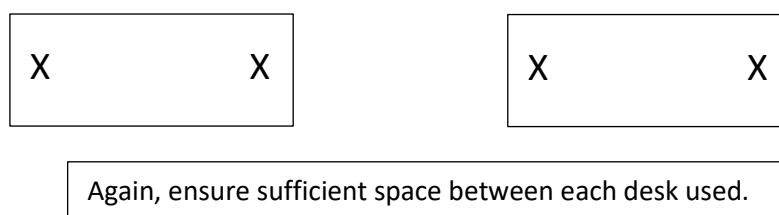
- Exam room – a quiet location should be used to minimise any disturbance to your staff member sitting exam(s). When exams are hosted in a working office, it is understood that not all noise disturbance can be negated, however, all effort should be made in finding a quiet location.
- Make sure that any staff working in and around the exam room are aware, on the day, that there is a need to keep noise as low as possible. Ask that they should avoid talking directly outside the exam room.
- Check that no maintenance work will occur on the exam day(s), that could disturb the room. Ensure it is understood that no access can be made into the room during the exams.
- Check if fire alarm test will occur during the exam times – if yes, and cannot be delayed/moved, inform the candidate that will occur, prior to the exam and on the day. Notify Invigilators and confirm may add time at end of exam for the disruption.
- The exam room, where possible, should have windows and/or air conditioning, as well as heating, as needed, dependent on the temperature on the day, to keep your staff member as comfortable as possible for the duration of the exam.
- The room should have a clock visible to the candidate.
- Where more than one person will be sitting an exam at one time, the set up of the exam room is important. Desks used for the exam(s) should be separated to ensure no collusion can occur during the exam.

This can be achieved by having separate desks per staff member, or, if limited space available, end on end place settings for the exam(s).

Option A [single use set up]:



Option B [end to end seating arrangement]:



- A nominated person MUST take responsibility for the exams, to ensure that all exam rules and regulations are adhered to. This person will need to complete the Nominated Person on-line form. CTSI will send a link to the nominated person, for them to complete.

Your staff member(s), will be asked to provide the details of who will act as the nominated person.

The nominated person is responsible for:

- Downloading of the exam paper at the appropriate time. Login information etc, will be supplied to you nearer to the exam. Exam papers will be made available 1 hour prior to exam.
  - Ensuring the paper is kept in a safe/confidential environment prior to handing over to the invigilator(s).
  - Ensuring signage is set up in and around the exam room. \*
  - Notifying again, on the day, that exams will be taking place to staff working in and around the exam room.
  - The room meets the requirements as set out previously.
  - The invigilator(s) are aware of their duties ([information found on website](#)). \*
  - Both the Invigilator(s) and candidates arrive by the stated time.
    - The candidate(s) should arrive no later than 15mins prior to the start of the exam.
    - The invigilator(s) should arrive no later than 30mins prior to the start of the exam.
  - That any mobile phone used by the invigilators are switched to vibrate.
  - That the invigilator(s) are aware of what is read out at the start of the exam. Ensuring that any questions they may have can be answered by CTSI prior to the start of the exam. Taking into consideration point (f) above. (information made available two weeks prior to exams).
  - Notify the invigilator(s), if a fire alarm is due and the approximate time. Confirm can add additional time to end of exam for the duration of disruption.
  - Scan papers prior to returning to CTSI – [process available on website](#).
  - Return exam answer booklets and other paperwork, as directed, to CTSI in a secured manner (tracked method of returning), by the stated date.
  - Notify CTSI of any circumstances that may occur during the exam that may affect the exam. For example, if notified of collusion/cheating.
- 2 weeks prior to exams, CTSI will confirm to you the name(s) and the exams being sat by staff at your authority/organisation. This information must be supplied to the invigilator(s).
  - Invigilation – dependent on how many staff members will be sitting the exam at one time, will determine how many invigilators you will need to have during the exam.

For one candidate – only one invigilator needed.

More than one candidate – two invigilators needed.

- The invigilator is responsible for [not exhaustive list – see invigilator information, available on website]:
  - Checking photo ID – does this match information supplied by Nominated Person.
  - The candidate has only items associated with the exam, pens, pencils etc.
  - During the Food Standards exam, no food or drink item is taken into the exam room with a label included. If drink in container where the label cannot be removed, this must be decanted. Any item of food with labelling, label must be removed.
  - Staff are monitored if a comfort break is taken during the exam period.
  - Exam paper is secured (once handed over from nominated person).
  - Follow instructions from CTSI precisely.
  - Keep any exam answer booklets safe and handed over to nominated person.

\* CTSI will provide two weeks prior to exams, documentation needed, onto its website for the set-up of exams, including signage, blank attendance forms. A checklist is provided to ensure you have all information needed for hosting the exam at your local authority. Please ensure you have download and read through this documentation, prior to the exams. Contact CTSI prior to exams if you have any queries. PLEASE MAKE SURE THAT CTSI RECEIVE ALL EXAM PAPERS BY LATEST THE THURSDAY WEEK AFTER EXAMINATION WEEK. All information will be found [here](#).