



BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION  
AND TRAINING BOARD



**etbi**

Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

## 6.2 Examinations: Planning, Conducting and Concluding

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### 1. Principles of Assessment in relation to Examinations

Quality assured assessment ensures that in criterion referenced assessment “learners are assessed and the assessment judgment is made based on whether the learner has reached the required national standards of knowledge, skill and competence for the award” (QQI). Central to quality assured assessment is the assumption that learners are assessed in a fair and consistent manner in line with the award standard. Quality assured assessment ensures adherence to the principles of assessment.

The following sets forth the principles of assessment which apply to this document: these principles are based on the QQI principles for assessment.

#### 1. Validity

Validity is a fundamental assessment principle ensuring that an assessment measures what it is designed to measure: the relevant standard of knowledge, skill or competence required for an award should be assessed.

Validity in assessment occurs when:

- Assessment is fit for purpose (i.e. a practical assessment assesses a practical skill)
- Learners can produce evidence which can be measured against the award standard
- Assessors can make accurate assessment decisions
- Assessment is accessible to all candidates who are potentially able to achieve it

#### 2. Reliability

Reliability in assessment ensures that assessment measurement is accurate: the knowledge, skills and competence which the assessment measures should produce reliable and accurate results. Reliability in assessment ensures that results are consistent under similar conditions.

Reliability in assessment occurs when:

- The assessment is based on valid assessment techniques
- Assessment conditions are consistent
- Learner evidence is reliable
- Results are consistent across various assessors, contexts, conditions and learners over time.

#### 3. Fair

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all learners. Fairness in assessment ensures: learners have access to appropriate resources/equipment in assessment; assessment design and implementation are fair to all learners; and policies and procedures exist to ensure fair assessment of learners.

### 4. Quality

Quality in assessment ensures that all assessment processes are quality assured.

### 5. Transparency

Transparency in assessment ensures that assessment policy and procedures provide clarity to all relevant stakeholders.

In order to ensure adherence to the principles of assessment, the following process should be followed in relation to planning, conducting and concluding examinations. This will thus ensure that assessment is fair for all learners along with being reliable and consistent across ETBs, programmes and modules.

## 2. Definitions

### 2.1. Examination

Examination refers to any theory based, oral, aural, online or practical examination **which occurs on a specific date and for a specific duration**. All other assessment techniques, including assignment, collection of work, learner record, project and skills demonstration are not informed by this document.

### 2.2. Assessment Resources

Assessment resources refer to any **permitted** resources which learners require in an examination as informed by the programme. Examples include, but are not limited to:

- Dictionaries
- Maths formulae and log tables
- Art materials
- Non-programmable calculators (see Appendix 1)

Some learners may require specific resources: these should be considered and approved under the *Reasonable Accommodation in Assessment*.

### 2.3. Invigilator Pack

The Invigilator pack refers to the following documentation which should be used by all Invigilators in an examination:

- Examination Learner Instructions (Short Version) (Appendix 2)
- *Examinations: Planning, Conducting and Concluding* and any other relevant Centre and specific awarding body assessment procedures
- *Learner Assessment Malpractice* guidelines (guidelines on what to do if a serious incident occurs)
- Examination documentation (e.g. examination papers, etc.)
- Attendance Register and Invigilator Report (can be a combined document). This document should list all learners sitting the examination along with a space for learners to sign. Additionally, the report should allow the Invigilator to record any incidents which occurred during the examination.
- Seating Plan
- Any specific resources needed for the assessment (e.g. printer paper, working computers/laptops, papers, USB keys) and checked prior to the examination
- Door sign (Exam in progress; No unauthorised access).

The Invigilator pack is prepared by the Teacher/ Tutor/ Instructor or other person designated by the Principal/Centre Manager/Programme Co-ordinator.

### 3. Examination: Roles and Responsibilities

#### 3.1. The Invigilator

The Invigilator must:

- Be in attendance **thirty (30) minutes** prior to the commencement of the examination
- Distribute examination papers and any other specific assessment instructions
- Note the actual start, duration and finish time on a white board/flipchart/other and read aloud same to learners. Learner information poster provided (Appendix 5).
- Actively monitor the learners, for the entire duration of the examination, thus ensuring the proper conduct of the examination. The Invigilator is required to give their **entire attention** to the work of invigilating: the use of mobile phones or personal music appliances; reading of newspapers, or books; personal/work related activities; or engaging in any occupation other than invigilating, during the examinations, is strictly forbidden. The Invigilator should not bring in to the Examination Centre, any items (including newspapers, books, other personal/work related materials) other than those which relate to the examination.
- Deal with any problems which may arise. It is recommended that there is another member of staff available on site (or within close proximity) in the case of any emergency.
- Adhere to the guidelines in this document for when commencing, conducting and concluding an examination (see Section 4).
- Adhere to any other specific guidelines as specified by the awarding body or Centre Manager/Principal/Programme Coordinator

#### 3.2. The Principal/ Centre Manager/ Programme Co-ordinator

The Principal/Centre Manager/Programme Co-ordinator must:

- Assign examination locations (e.g. rooms) and designates the Invigilator (ensuring no conflict of interest exists)
- Ensure that the room layout and relevant facilities are fit for purpose (see 4.1.4 and 4.1.5)
- Assign the role of Invigilator Pack compilation to the Teacher/ Tutor/ Instructor or other designated person
- Ensure that all teachers/tutors/instructors have submitted dates for examinations in advance of the programme commencing and that learners have been given sufficient notice of an examination taking place
- Ensure that the Invigilator is aware of any reasonable accommodation in assessment pertaining to the specific examination.
- Prepare the Invigilator pack

#### 3.3. The Teacher/ Tutor/ Instructor

The Teacher/ Tutor/ Instructor must:

- Ensure secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with the Secure Storage Policy
- Distribute the assessment plan including examination dates to learners at the earliest opportunity
- Contribute to the Invigilator pack (if requested by the Principal/ Centre Manager/Programme Co-ordinator)

Where possible, the teacher/tutor/instructor, or person responsible for the paper, will ensure that s/he or a person capable of handling queries shall be available at the examination or by telephone when the event is underway.

### 3.4. The Learner

The learner must:

- Take responsibility to note carefully the assessment: date/time; duration; and examination location, as fixed on the timetable, for the examination in the modules in which the learner intends to present himself/herself.
- Be responsible for making their own arrangements to ensure timely attendance at the examination.
- **Be in attendance within fifteen (15) minutes before the hour stated in the timetable.**
- **Not enter the examination after thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination). Access to a learner will be denied after the specified time has elapsed.
- **Not leave the examination until thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination)<sup>1</sup>. Permission to the learner will be denied until after the specified time has elapsed.
- Present a valid photo ID (passport, drivers licence, student identification card or public services card) for inspection by the invigilator where the learners are unknown (e.g. larger Centres)
- Not bring into the examination, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
  - Any resource, memorandum, notes, etc, except those as permitted under the particular examination
  - Any electronic equipment, internet of things device (IoT) including iWatch or equivalent etc.
- Be responsible for their personal property. Where small bags (e.g. handbags) are permitted in the examination learners are responsible for their own property. Small bags should be placed away from learners on the floor, not accessible during the

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<sup>1</sup> Please not for exams of less than 2 hours, **the learner must be in attendance fifteen (15) minutes before the hour stated in the timetable and must not enter the examination after thirty (30) minutes** from the time at which the examination began. Access to a learner will be denied after the specified time has elapsed. **A learner may not leave the examination until thirty (30) minutes** from the time at which the examination began. Permission to the learner will be denied until after the specified time has elapsed.



examination, and phones must be switched off. Bags must be placed on the floor and out of the reach of each learner

- Sit the examination/practical assessment at the published time
- Adhere to the guidelines in this document
- Be aware of the implications of any malpractice
- Sign and submit all assessment materials after the examination
- No learner shall be permitted to leave the examination **in the final ten (10) minutes** of the examination time (recommended time for 2 hour examination).

## 4. Examination: Guidelines for staff

### 4.1. Planning an examination

#### 4.1.1. Reasonable accommodation in assessment

Please refer to Reasonable accommodation in assessment. The Invigilator should be notified by the Principal/ Centre Manager/Programme Co-ordinator of any reasonable accommodation in assessment pertaining to the specific examination.

#### 4.1.2. Keeping assessment materials secure

All Principals/Centre Managers/Programme Co-ordinators are responsible for the secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with Secure Storage policy. They should make the assessment materials available for the Invigilator in line with the Centre policy.

#### 4.1.3. Examination Timetable/Examination Learner Instructions

Sufficient notice of examination timetables should be given to the learners

While the assessment plan should be made available at the commencement of the programme, the examination dates should be published using Centre's communication system (e.g. notice board, moodle, email, etc.) with sufficient notice prior to the examination.

A copy of the Examination Learner Instructions (Short Version) (Appendix 2) should be distributed to the learner in advance of the assessment.

#### 4.1.4. Room Layout/Facilities

- The room layout and relevant facilities need to be checked so that they are fit for purpose. Sufficient space around learners must be available in order to maintain assessment integrity.
- Posters/diagrams/wall materials/etc. "which may impact the validity of the specific assessment" should be removed prior to the examination
- A working clock should be available and visible

### 4.1.5. Examination Resources (Centre)

Any examination resources needed for the assessment (e.g. printer paper, working computers, internet access, papers, USB keys) should be provided and checked prior to the assessment

All examination resources provided by the Centre need to be checked to ensure the integrity of the examination

In some cases examination papers may be requested from the QA Unit and this needs to be done well in advance of examination date.

### 4.1.6. Prearranged Seating Plan

In some instances (e.g. awarding body requirement), a seating plan may be required prior to the examination.

## 4.2. Conducting an Examination

### 4.2.1. On the day of the Examination

#### 4.2.1.1. Invigilator Check

The Invigilator should sign out the Examination materials from the secure storage location and this should be co-signed by the Principal/Centre Manager/Programme Co-ordinator or designated person.

The Invigilator should take the Invigilator Pack to the Examination.

The Invigilator must report on any issues which may arise using the materials/reporting template located in the Invigilator Pack.

#### 4.2.1.2. Learner Identification

In some examinations where the learners are not known to the Invigilator, learners may need to verify identity. Examples of learner identification include but are not limited to:

- Photo ID (Student Identification Card, Passport, Drivers Licence or Public Services Card)
- Teacher/ Tutor/ Instructor verification (or Principal/ Centre Manager/Programme Co-ordinator)

The Invigilator should confirm the identification of the each learner.

#### 4.2.1.3. Examination Equipment/Resources (Learner)

All examination resources provided by the learner (e.g. dictionaries) must be submitted to the Invigilator by the learner: these resources are checked by the Invigilator to ensure the integrity of the examination.

### 4.2.1.4. Reasonable Accommodation

If reasonable accommodation is provided to a learner, care must be taken to ensure that the integrity of the assessment and adherence to the standards is maintained at all times.

### 4.2.1.5. Seating Plan

All learners are required to sit in the designated seat according to the pre-arranged seating plan if a pre-planned seating plan is required.

### 4.2.1.6. Mobile Phones/Internet Enabled Devices/Bags

Mobile phones and/or internet enabled devices must be switched off and placed out of reach of each learner. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession, this will be viewed as malpractice.

Bags must be placed out of the reach of each learner.

## 4.2.2. Commencing the examination

### 4.2.2.1. Attendance/Sign-in

The Invigilator will distribute the attendance/sign-in sheet and ensure that all learners in attendance have signed. This will be done in conjunction with the ID check (see 4.2.1.2)

### 4.2.2.2. Examination Papers

The opening of the examination papers is witnessed and co-signed.

The examination papers and answer books (if required) will be distributed face down by the invigilator at the commencement of the examination. Learners are not permitted to commence reading the instructions until permitted by the invigilator. If required, computers and other equipment may need to be switched on or learners logged in prior to the commencement of the assessment.

### 4.2.2.3. Commencement of Assessment

The salient points from the **Examination Learner Instructions (Short Version)** (see Appendix 2) should be **read aloud** to all learners before the time for the examination commences.

The specified examination start time, duration and end time will also be **read aloud** to learners and **written on** whiteboard/flipchart/other.

Learners may then commence the assessment. The assessment starting time will be noted on the Invigilator Report.

## 4.2.3. Conducting assessment

### 4.2.3.1. Guidelines on conducting assessment

- Only learners sitting the examination and authorised personnel can be present in the room
- No learner may be authorised **to enter the examination after thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination).
- No learner may be authorised **to leave the examination until after a thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination). Permission to the learner will be denied until after the specified time has elapsed.
- Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).
- Each learner should check that they have the correct examination instructions (e.g. examination paper, task list)
- A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
- A learner shall not, while in the examination
  - Use, or attempt to use, any book<sup>2</sup>, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Invigilator); or
  - Aid, or attempt to aid, another learner; or
  - Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
  - Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the Centre.
- A learner shall:
  - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
  - Not take out examination paper (if applicable)
  - Shall observe centres learner code of conduct.

### 4.2.3.2. Learners leaving the examination

A learner may not be permitted to leave the examination and return during the examination period unless the Invigilator is satisfied that the learner's need to leave the examination is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A learner who leaves the examination during any period of examination shall not be re-admitted during that period unless the learner has been in the care of a representative of the Centre. The learner must hand the examination material/documentation to the Invigilator on leaving the examination. In the event of a practical assessment, computers and other equipment may need to be switched off. The Invigilator should record on the cover of the answer book the time of departure from and return to the examination and the reason for the absence; the time lost

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<sup>2</sup> Exceptions include resources specifically required for the assessment event (e.g. dictionary, log books etc.)

by the learner may not be compensated for at the close of the assessment period. Particulars of any such occurrence should be reported on the appropriate Invigilator Report.

### 4.2.3.3. Erratum notice

Where an error in the examination has been noted, the Invigilator will seek clarification from the Teacher/ Tutor/ Instructor (or other subject matter expert if Teacher/ Tutor/ Instructor is unavailable) who should be available to clarify the query. This amendment will be communicated to all learners and noted on the Invigilator Report. **The integrity of the examination must be maintained at all times.**

### 4.2.3.4. Unexpected event during an examination

When an unexpected event occurs during an examination (fire alarm, medical emergency, etc.), the Invigilator must ensure that integrity of the examination is maintained.

Any unexpected events should be noted in the Invigilator Report.

In some instances (e.g. critical illness, fire, etc.) the examination may need to be abandoned.

### 4.2.3.5. Learners who have completed at least ten (10) minutes before the concluding time

No learner shall be permitted to leave the examination in the final ten (10) minutes of the examination

## 4.3. Concluding Assessment

- The Invigilator will remind learners that there are **ten (10) minutes** remaining and that all learners should remain in the room until the assessment concludes.
- At the end of the examination:
  - Learners are reminded to ensure that all scripts are signed
  - Learners must remain in their seats until all assessment material has been collected by the Invigilator.
- Once all assessment materials have been collected, learners are permitted to leave.
- The Invigilator is responsible for the collection and packaging of all examination material in the manner required by the Centre and transporting it to the designated member of staff for safe and secure storage.

## Appendix 1: Non-programmable calculators

- *Programmable calculators are **prohibited**. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.*
- *Calculators with any of the following mathematical features are prohibited:*
  - *graph plotting*
  - *equation solving*
  - *symbolic algebraic manipulation*
  - *numerical integration*
  - *numerical differentiation*
  - *matrix calculations*
- *Calculators with any of the following general features are prohibited:*
  - *data banks*
  - *dictionaries*
  - *language translators*
  - *text retrieval*
  - *capability of remote communication*

(State Examinations Commission, 2017)

See [www.examinations.ie](http://www.examinations.ie) for full list of calculators which are allowed and disallowed in SEC examinations. This is a useful guide.

## Appendix 2: Examination Learner Instructions (Short Version)

1. Mobile phones and/or internet enabled devices must be switched off. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession, this will be viewed as malpractice.
2. Bags must be placed out of the reach of each learner.
3. No learner may be authorised **to enter the examination thirty (30) minutes** from the time at which the examination began (recommended time for 2 hour examination).
4. No learner may be authorised **to leave the examination thirty (30) minutes** from time at which the examination began (recommended time for 2 hour examination).
5. Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).
6. Each learner should check that they have the correct examination instructions (e.g. examination paper, task list)
7. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
8. A learner shall not, while in the examination
  - Use, or attempt to use, any book<sup>3</sup>, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Invigilator); or
  - Aid, or attempt to aid, another learner; or
  - Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
  - Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the Centre.
9. A learner shall:
  - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
  - Not take out the examination paper (if applicable)
  - Observe centres code of conduct.
10. No learner shall be permitted to leave the examination in the **final ten (10) minutes of the examination**
11. At the end of the examination:
  - Learners will be reminded to ensure that all scripts are signed
  - Learners must remain in their seats until all assessment material has been collected by the Invigilator.
12. Once all assessment materials have been collected, learners are permitted to leave.
13. A learner may be expelled from the examination if his/her behaviour is such as to jeopardise the successful conduct of the examination.

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<sup>3</sup> Exceptions include resources specifically required for the assessment event (e.g. dictionary, maths formulae and log table etc.)

## **Appendix 3: Use of Dictionaries in Kerry ETB Examinations**

### **Use of Dictionaries in Kerry ETB Examinations**

Kerry ETB permits the use of dictionaries for learners/ candidates whose first language is not English or Irish except where the purpose of the assessment is to test competence in a language.

To get permission to use a dictionary the learner must complete the attached application form and submit it to their class teacher/tutor/instructor. A decision will be made by the Principal/Centre Manager/Programme Co-ordinator and the learner will be notified in writing.

Where the use of a dictionary is permitted it must be:

- Word to Word only
- Paper based
- Kerry ETB approved (please see list below)
- Submitted to the Centre Exam office 2 days prior to the Examination
- Clearly labelled with name, student number and course

Aside from personal details there should be no handwriting/ notes/ annotations within the dictionary. Any notes or annotations discovered will be treated as evidence of an intention to cheat and will be dealt with under the Assessment Malpractice procedures.

Dictionaries submitted will be checked in advance of the examination by the Principal/ Centre Manager/ Programme Co-ordinator/Exams Office and the Exam Invigilator.

At the start of the examination please mention to the Invigilator that you have submitted a dictionary for use, they will call to the Exam Office and collect it on your behalf. If you have other exams please hand back your dictionary to the invigilator at the end. At the end of your last exam please take your dictionary with you.

It is not permitted to share dictionaries during an exam.

Please note that dictionaries are not provided by Kerry ETB. Learners will need to provide their own and submit them as outlined above.

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#### **List of Kerry ETB approved dictionaries**

- Berlitz Compact
- Berlitz Pocket
- Berlitz Gem
- Collins Pocket
- Oxford Pocket
- Oxford Mini
- Oxford Compact
- As approved by centre/college



## Appendix 4: Guidelines for the Use of Readers, Scribes and Computers in Examinations

### Duties of a Reader

1. The role of a reader in examinations is to read the examination instructions and questions only. It is not the role of the reader to explain or clarify.
2. The reader should be an independent person and not familiar to the student/ learner/ apprentice.
3. The reader should be able to read accurately and at a reasonable rate.
4. The reader may enable a visually impaired learner to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted learners.
5. The reader may read numbers printed in figures as words (e.g. 252 would be read as two hundred and fifty two but at the point of reading the number it should also be pointed to on the paper). An exception would be when the question is asking for a number to be written in words (e.g. Write the number 3675 in words.).
6. The reader must not decode symbols and unit abbreviations (e.g.  $2^2$  should not be read as two squared but the function simply pointed to by the reader since part of the assessment is recognising what the superscript 2 means. Similarly, if the symbol  $>$  is printed, it should not be read as 'greater than' but simply pointed to by the reader.).
7. The reader may read back, when requested, what has been written in the answer.
8. The reader may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.
9. The reader should not provide content to the student/ learner/ apprentice or offer any suggestions.
10. The reader should not advise the student/ learner/ apprentice on which questions to attempt, when to move on the next question, or the order in which questions should be attempted.
11. Instructions given on the examination paper can only be repeated when the reader is specifically requested to do so by the student/ learner/ apprentice.
12. The reader should make no other comment or use any intonation which emphasises any part of the examination questions, nor make any interpretation of the examination question(s).

13. The reader should not discuss any matter with the student/ learner/ apprentice during the examination unless it relates to the re-reading of an examination question (having been requested to do so by the student/ learner/ apprentice).
14. Sometimes a student/ learner/ apprentice may require a reader and a scribe. In such instances the same person may act as both.
15. In some instances the reader may also act as the invigilator for the examination e.g. where there is just one student/ learner/ apprentice. The reader should familiarise themselves with such duties.
16. It is important that the reader abides by the guidelines since failure to do so could lead to the disqualification of the learner.

### **Duties of a Scribe**

- a. The scribe is required to produce an accurate record of the student/ learner/ apprentice's answers.
- b. The scribe should be an independent person and not familiar to the student/ learner/ apprentice.
- c. The scribe should be relaxed. This may help to alleviate any anxieties the student/ learner/ apprentice may have in relation to the examination.
- d. The scribe should arrive before the commencement of the examination, allowing sufficient time to establish a rapport with the student/ learner/ apprentice, to make seating arrangements and to agree guidelines for:
  - a. Presentation
  - b. Spelling
  - c. Punctuation
  - d. New paragraphs etc.
- e. The scribe must draw or add to maps, diagrams and graphs strictly in accordance with the student/ learner/ apprentice's instructions, unless the student/ learner/ apprentice is taking a design paper, in which case a scribe will only be permitted to assist with written parts of the paper.
- f. The scribe must immediately refer any problems in communication during the examination to the examination supervisor.

- g. The scribe must not give factual help to the student/ learner/ apprentice or indicate when the answer is complete.
- h. The scribe must not advise the student/ learner/ apprentice on which questions to do, when to move on to the next question, or on the order in which questions should be answered.
- i. The scribe must not expect to write throughout the examination if supervised rest breaks have been permitted.
- j. The scribe may, at the student/ learner/apprentice's request, read back what has been recorded.
- k. Scribes should have proficient typing skills if typing a student/ learner/ apprentice's dictated answers, and should be capable of writing legibly at appropriate speed if writing a student/ learner/ apprentice's dictated answers.
- l. The scribe should advise student/ learner/ apprentices as to the duration of the examination, the number of questions to be answered and any additional instructions.
- m. It may be a requirement that the examination script is submitted in electronic format and that the examination material is recorded on an official computer located in the institution, not on a laptop belonging to the student/ learner/ apprentice or scribe.
- n. If using a computer, the scribe should ensure the computer is set to automatically save work regularly (every 3 to 5 minutes). If using Microsoft Word, go to Tools/Options/Save and select the preferred time.
- o. If the student/ learner/ apprentice needs a rest or toilet break the scribe should accompany them.
- p. A student/ learner/ apprentice may elect to write sections of the paper themselves.
- q. If the student/ learner/ apprentice writes notes, essay plans or illustrations, these should be included with the examination script. For example, the student/ learner/ apprentice might draw rough diagrams from which the scribe will draw a final version and include both copies with the examination script.
- r. Additional time of ten minutes per hour or 25% extra time in theory exams and a separate venue will be provided when using a scribe.
- s. The scribe must abide by the guidelines since failure to do so could lead to the disqualification of the learner.
- t. It is important that the scribe abides by the guidelines since failure to do so could lead to the disqualification of the learner.

- u. In some instances the scribe may also act as the reader or invigilator for the examination.  
The scribe should familiarise themselves with such duties.

### Using a Computer:

A computer:

- i. Must only be used by a student/ learner/ apprentice who has applied and is approved for a reasonable accommodation e.g. presents handwritten communication that is illegible, incomprehensible or produced at below average speed.
- ii. Must be cleared of any previously stored data and learners cannot access remote/cloud stored information/files.
- iii. Must be in good working order at the time of the examination with access to the list of applications primarily within the Office 365 suite.
- iv. Must either be connected to a printer so that an answer paper can be printed off or have the facility to print from a portable storage medium<sup>i</sup>. This may be done after the examination is over, not in the extra time. The student/ learner/ apprentice should be present to verify that the work printed is his or her own. Word processed answer paper must be attached to any answer book which contains some of the answers.
- v. Must be connected to mains electricity.
- vi. Must be used to produce answer papers under secure conditions, otherwise they may be refused.
- vii. Must not give the student/ learner/ apprentice access to other applications such as calculators, spread sheets, remote/cloud storage etc.
- viii. Must not include graphic packages or computer aided design software unless permission has been given to use these.
- ix. Voice activated software/ voice recognition software may not be used unless the student/ learner/ apprentice has permission to use a scribe or relevant software.
- x. Must not be used to perform skills which are being assessed.
- xi. Must not be connected to an Intranet or any other means of communication.

- xii. Must reflect the student/ learner/ apprentice's normal method of producing written work except in cases where temporary injury gives rise to the need for a word processor.

### **Read, Write, Gold as an alternative to a reader**

Student/ learner/ apprentices with disabilities who require specialist examination supports such as assistive technology (e.g. Read, Write, Gold<sup>ii</sup>) must attend training in the use of such accommodations. It is the student/ learner/ apprentice's responsibility to be proficient in the use of technology for examinations. Training is made available to the student/ learner/ apprentices during the academic year.


The Read, Write, Gold software is solely to aid student/ learner/ apprentices to read the exam paper. If student/ learner/ apprentices want to word process their examination then he/she must have same granted by the College/ Centre/ Programme and must make an application.

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<sup>1</sup> Any portable storage medium used such as memory sticks must be cleared of any previously stored data and can be used by an examinations officer/ invigilator only to take the completed work to a printer.

<sup>1</sup> Read Write Gold is an assistance technology that assists students with their reading and writing.

## Appendix 5: Learner Examination Instructions Poster



KERRY EDUCATION  
AND TRAINING BOARD

# Examination Learner Instructions

### 1. Before the Examination

- Phones must be switched off/if used or in possession it'll be viewed as malpractice.
- Bags must be out of reach from the learner.
- No learner to enter the examination 30 minutes after it begins.
- No learner to leave the examination 30 minutes from the time it began.
- Learner must check they have the correct examination instructions.

### 2. During the Examination

- Learner must raise their hand if they wish to attract the attention of the Invigilator during the examination.
- Strict silence must be observed in the examination  
(Exception for oral assessments).
- No learners shall be permitted to leave the examination in the final 10 minutes of examination.

**A learner shall not:**

- Use of any books, memorandum, notes or papers.
- Aid or attempt to aid another learner.
- Obtain or attempt to obtain aid from another learner or Invigilator.
- Communicate in any way with another learner within the centre or by electronic means.

### 3. Concluding the Examination

*A learner will not take out of the examination any answer books whether it's used or unused.*

*And will not take out the examination paper (if applicable).*

**At the end of the examination:**

- Learners will be reminded to ensure that all scripts are signed.
- Learners must remain in seats until assessment material has all been collected by the Invigilator.
- A learner may be expelled from the examination if their behaviour is such as to jeopardise the successful conduct of the examination.
- Once all assessment material is collected, learners are permitted to leave.

## Appendix 6: Application to Use a Dictionary in a Kerry ETB Examination

Application to Use a Dictionary in a Kerry ETB Examination	
<b>Part A: This section must be completed by the Learner</b>	
Centre Name:	
Learner Name:	
Learner Address:	
Course:	
Module(s):	
Teacher/Tutor/Instructor(s):	
Examination Date:	
Reasons for requiring the use of a dictionary:	
I confirm that, if approved, I will provide my own dictionary as set out in the Kerry ETB Use of Dictionaries in Examinations document.	
Learner Signature:	
Date:	

**Part B: This section must be completed by the Teacher/Tutor/Instructor**

Teacher/Tutor/Instructor Name:	
Examination Date:	
Receipt date of application:	
I confirm that the examination for which this learner is applying to use a dictionary is not to test competence in any language. I support this application.	
Teacher/Tutor/Instructor Signature:	
Date:	

**Part C: This section must be completed by the Principal/Centre Manager/Programme Co-ordinator/ Training Standards Officer/ Exam Office**

Principal/Centre Manager/Programme Co-ordinator/ Training Standards Officer/ Exam Office Name:	
Examination Date:	
Receipt date of application:	

Application:	Granted <input type="checkbox"/> Declined <input type="checkbox"/>
<b>Declaration:</b>	
I can confirm that:  This application is in accordance with the Kerry ETB Use of Dictionaries in Examinations policy. Having considered this application:	
Signature:	
Date:	

**References**



## Examinations: Planning, Conducting and Concluding

National College of Ireland, Use of English Translation Dictionary in Exams. Available at <https://www.ncirl.ie> [Accessed July 2018].

State Examinations Commission (2017) *Candidate Information Booklet Leaving Certificate 2017*. Available at: <https://www.examinations.ie/misc-doc/BI-CA-96791328.pdf>. [Accessed 6<sup>th</sup> December 2017].

State Examinations Commission (2010) *Use of Bilingual Dictionaries in the Certificate Examinations*. Available at <https://www.examinations.ie> (accessed July 2018)

QQI (2013) Quality Assuring Assessment Guidelines for Providers. Available at: <http://www.qqi.ie/Downloads/Quality%20Assuring%20Assessment%20-%20Guidelines%20for%20Providers%2C%20Revised%202013.pdf> [Accessed 28<sup>th</sup> February 2018]

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<sup>i</sup> Any portable storage medium used such as memory sticks must be cleared of any previously stored data and can be used by an examinations officer/ invigilator only to take the completed work to a printer.

<sup>ii</sup> Read Write Gold is an assistance technology that assists students with their reading and writing.