



## **COMMON ENTRANCE CENTRE DECLARATION FORM**

### **For the attention of the Head / Centre Manager**

*A signed copy of this form is to be sent to the relevant senior school(s) at the end of the examination period.*

This is to certify that the administration of the Common Entrance examinations at this centre has been carried out strictly in accordance with the requirements set out in the ISEB Common Entrance Examination Regulations. I can confirm that the following criteria have been observed and/or applied.

#### **Prior to the examinations taking place**

- the Head ensured that a system was in place for the checking-in and safe-keeping of all packages of examination papers
- a senior member of staff was appointed to be responsible for the administration of the examinations
- as soon as the boxes were delivered, they were opened and checked to ensure that the correct number and type of sealed subject envelopes were enclosed
- any discrepancies were reported to ISEB at once
- the sealed subject envelopes were not opened before the examinations
- the person responsible checked that supplies of stationery were available and that all arrangements for the smooth administration of the examinations had been completed
- a suitable environment was provided and every effort made to eliminate disturbances or interruptions
- any text books, calculators, mobile devices, or other materials which might assist a candidate were removed from the room
- a seating plan was drawn up, and a copy retained for future reference

#### **During the testing period**

- candidates were seated at single tables/desks, at least one metre apart, facing the invigilator's table
- procedures were in place to check that candidates did not bring any items, such as mobile devices, into the examination room
- the sealed envelope containing the examination papers was opened in the examination room, within sight of the candidates  
*(N.B. any exceptions to this regulation require permission from ISEB)*

- all candidates were instructed to begin the examination at the same time and to work in silence
- if a candidate had to withdraw from the examination room because of illness, the invigilator collected the papers and wrote the time of withdrawal on the script
- the timing prescribed for each examination was strictly observed  
*(additional time for SEND candidates had been discussed with the senior school)*
- candidates who finished early were not allowed to disturb others
- at the end of the examination, candidates were reminded to make sure that separate answer pages, where applicable, were arranged in the correct order before being secured in the top left-hand corner
- candidates remained seated until all scripts had been collected; scripts were not folded
- all examination question papers were collected in and retained
- examination scripts were **not** read, photocopied or altered by any person prior to despatch

**At the end of each day of the examination period**

- scripts for each subject were packed in separate envelopes and despatched on a daily basis to the relevant senior school by secure (signed for) next-day delivery.
- overseas sitting centres checked in advance with the relevant senior school if they were required to scan, post or fax candidates' scripts on a daily basis or post in a single packet on the last day of the examination period; posted scripts were sent by the quickest and most reliable service

**Following the examination period**

- any problems with the administration of the examinations were brought to the immediate attention of the Head and, where appropriate, to the relevant senior school and ISEB

<b>Name of school/centre</b>	
<b>Name of Head/centre manager</b>	
<b>Position</b>	
<b>Signature</b> <i>(a typed signature is acceptable)</i>	
<b>Date</b>	