



Independent Schools
Examinations Board

COMMON ENTRANCE

EXAMINATION

REGULATIONS

For 11+, 13+ and

Scholarship examinations

With effect from September 2018

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COMMON ENTRANCE EXAMINATION REGULATIONS

1 INTRODUCTION

These regulations have been produced to ensure the integrity of Common Entrance examinations at 11+, 13+ and Scholarship (CASE) levels in approved and registered centres.

Heads of centres are responsible to ISEB for making sure all examinations are conducted in accordance with these regulations.

Heads of centres have a duty at all times to maintain the integrity of the examinations and are responsible for designating the members of staff given access to confidential examination material in any format.

Examination dates and timetables are available on the [ISEB website](#).

2 PREPARING FOR THE EXAMINATIONS

2.1 Registering candidates

Heads of centres are responsible for checking thoroughly that all entries for Common Entrance and Scholarship examinations have been submitted using the ISEB registrations website, and by the published closing date.

The Board always does its best to accommodate late entries for its examinations and assessments. However, the costs involved in processing late registrations are high. Therefore, all late entries are subject to a fee of £50 if received after the published closing date (1 October for the autumn examination, 1 December for the spring examination, 1 March for the summer examination).

Question papers for individual subjects are provided on the basis of final registrations, and therefore ISEB cannot guarantee that question papers will be supplied where very late entries and changes have been made close to the examination date.

2.2 Access arrangements and requests for modified scripts

ISEB is aware of JCQ regulations and recommends that they are followed.

2.2.1 Centres with SEND candidates should:

- contact the relevant senior school to discuss each candidate's needs;
- send senior schools the ISEB special needs report.

Where recommended, computers may be used by candidates certified as having specific learning difficulties.

In exceptional cases, centres may provide a reader or an amanuensis.

For visually-impaired candidates, ISEB can arrange for copies of the question papers to be enlarged to A3.

If other modifications are required, these must be made clear to ISEB at least one year in advance of the examination session to obtain a quotation.

ISEB can also provide PDF versions of the question papers for electronic reading programmes, where the senior school is in approval.

Schools must contact ISEB well in advance of the examinations for information regarding the security procedures required for this provision.

Modified question papers may arrive separately from the main despatch of question papers.

2.2.2 Candidates whose mother tongue is not English are allowed to use English to mother tongue dictionaries, where this is their normal way of working. They are also allowed up to 10% extra time if they have studied in the medium of English for fewer than three years. This must be agreed in advance with the candidate's first-choice senior school.

A bilingual dictionary **must not**, however, be used in:

- English examinations;
- Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language, for example a Portuguese dictionary in a Spanish exam;

Bilingual dictionaries to be used in the examination **must** be:

- held in the centre under secure conditions, **and**
- **thoroughly checked** to ensure no unauthorised information has been written in the dictionary.

The bilingual dictionary **must not**:

- contain/display pictures;
- provide an explanation/clarification of words and phrases.

2.3 Checking examination materials on delivery

Heads of centres are responsible for the checking and safe-keeping of all confidential materials relating to the administration and delivery of examinations prior to the live examination period.

Question papers are despatched approximately two weeks before the relevant examination period. Heads of centres must ensure that envelopes and boxes containing confidential materials are signed for, and a log is kept, ideally at reception, recording the delivery of confidential materials.

ISEB must be informed immediately if it appears that a parcel and/or one (or more) of the subject envelopes has been opened during transit and there may have been a breach of security.

As soon as the boxes of papers are received, they should be opened and checked, in a secure area, to ensure that the correct number of sealed subject envelopes is enclosed. Any discrepancies should be reported to ISEB at once.

If question paper boxes cannot be checked immediately upon receipt, they **must** be locked away in secure storage until an authorised member of staff is available to make the necessary checks.

2.4 Keeping examination materials secure

2.4.1 Before the examination:

Examination materials **must** be stored securely at all times, with access restricted to those members of staff directly involved in the administration of the examinations, in order to prevent unauthorised access to the examination materials.

Question papers **must** be kept in their sealed packets, and **only** opened in the examination room, on the day of the examination, and in the sight of candidates sitting the examination.

Where question papers have been made available via ISEB's secure extranet site and subsequently printed, these **must** be stored in the same way as other printed papers.

2.4.2 During the examination:

Question papers **must not** be removed from the examination room until all candidates have completed the examination, unless it is for the purpose of checking a possible problem with the question paper with ISEB.

2.5 Timetabling of examinations

There are no published start times for examination sessions, but the timing prescribed for each examination must be strictly observed.

Centres can conduct examinations in any order, as long as the examination is taken on the timetabled day.

Candidates are not permitted to take an examination before the date shown on the timetable.

2.6 The examination room

Arrangements should be made for examinations to be taken in conditions which are as quiet and as comfortable as the centre can provide. In particular:

- attention must be paid to appropriate heating, lighting, ventilation and the level of outside noise;
- **display material** (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible; particular care must be taken with examinations held in classrooms, laboratories or libraries;
- a **reliable clock**, big enough for all candidates to read clearly, must be visible to each candidate in the room;
- a board/flipchart/whiteboard showing the actual **start and finish times** of each examination must be visible to all candidates;
- the **seating arrangements** must prevent candidates from overlooking (intentionally or otherwise) the work of others; candidates are to be seated at single desks, at least one metre apart, facing the invigilator's table; candidates should normally be seated in alphabetical order;
- a **seating plan** must be drawn up, showing the exact position of each candidate in the examination room, and a copy retained for future reference; any changes made to seating arrangements during the examination must be noted on the seating plan; the seating plan must be signed by the invigilator and available to ISEB or the senior school upon request.

2.7 Resources for examinations at 11+ and 13+

Heads of centres should check that ample supplies of stationery are available in the examination room and that all arrangements for the smooth administration of the examination have been completed.

Candidates are responsible for bringing with them any materials needed for an examination, such as a calculator (see 2.7.1 for subject-specific guidance).

Even if they do not intend to use it, no candidate may bring in to the examination room any form of electronic device with access to web-enabled information or with a data storage facility, such as a mobile phone or smartwatch, as this may be considered as malpractice. In such circumstances, the incident must be referred to the senior school to which the candidate is applying.

This means that:

- ideally, all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room should be see-through;
- 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.

2.7.1 Subject-specific examination resources

Languages – Modern and Classical

Dictionaries are not allowed, but see 2.2.2 above for non-native speakers of English.

Mathematics

11+ Candidates will need a pen and pencil, a ruler graduated in centimetres, a protractor or geoliner, and a pair of compasses. Calculators are not permitted. Tracing, graph and squared paper should also be available.

13+ Candidates will need a pen and pencil, a ruler graduated in centimetres and millimetres, a 60° set square, a protractor and a pair of compasses. Tracing, graph and squared paper should also be available.

For the calculator papers, candidates will require an electronic calculator with at least the four functions and a square root key.

Science

11+ Calculators may be used.

13+ Candidates will need a pen and pencil, a ruler graduated in centimetres and millimetres, a protractor and a calculator.

3 INVIGILATION ARRANGEMENTS

The invigilator is the person in the examination room responsible for conducting an examination in the presence of the candidates.

Invigilators have a key role in upholding the integrity of the examination process.

An invigilator must be trained to know what is, and what is not, permissible in the examination room.

When only one invigilator is present, he or she **must** be able to get help easily, without leaving the examination room and without disturbing the candidates.

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate/staff malpractice;
- prevent possible administrative failures.

3.1 Invigilators must:

- be familiar with these instructions;
- be able to observe each candidate in the examination room at all times;
- be aware of the needs of any candidates with special access arrangements;
- supervise the candidates throughout the whole examination;
- move around the assessment area quietly and at frequent intervals;
- be vigilant and remain aware of emerging situations, looking out for candidates who may be feeling unwell or for possible malpractice;
- inform the head if they are suspicious about the security of the examination papers. (In such cases, the head must inform the relevant senior schools immediately and send a full written report within seven days of the suspicion arising.)

Any irregularities **must** be recorded.

3.2 Heads of centres must:

- ensure that either a printed paper copy or an electronic copy, accessible via a laptop or tablet, of these regulations is available in the examination room;
- ensure that all invigilators are suitably qualified and experienced adults;
- ensure that invigilators are appropriately trained;
- ensure that a teacher who teaches the subject being examined is not the sole invigilator;
- ensure that any relative or friend of a candidate in the examination room is not the sole invigilator;
- keep signed records of the seating plan and the invigilation arrangements for each examination.

3.3 General principles for the invigilation of candidates with access arrangements

Where a candidate has access arrangements that may distract or disturb other candidates, they should be accommodated in a separate room.

4 AT THE BEGINNING OF THE EXAMINATION

4.1 People present in the examination room

While an examination is taking place, only those members of staff authorised by the head of centre may be present in the examination room.

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 ISEB.

Only candidates sitting the examination may be present in the room, and they must all be easily identifiable to invigilators from the seating plan.

Teachers who have prepared candidates for a particular examination may not be the sole invigilator in the examination room.

4.2 Starting the examination

An examination is treated as in progress from the time the candidates enter the room until all the examination scripts have been collected.

4.2.1 Before the examination starts, the invigilator **may**:

- read the instructions on the front of the question paper to the candidates;
- remind candidates about the importance of the presentation of their work;
- remind candidates to write their answers clearly in the designated space on the question paper or on separate answer pages;
- remind candidates not to use correcting, erasable or gel pens;
- remind candidates not to use highlighter pens in their answers, although they may be used to highlight material within the question paper or on any resource material provided.

4.2.2 Before the examination starts, the invigilator **must**:

- check that candidates have handed in any mobile phones or other unauthorised items;
- 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;
- ask candidates to check that they have been given the correct question paper for the subject, and the correct level, if appropriate;
- tell the candidates to fill in their name, surname, current and senior school in the appropriate spaces on the question paper, as required;
- check that candidates have all the materials they need for the examination;

- tell the candidates about any erratum notices;
- specify the time allowed for the paper(s);
- announce clearly to the candidates when they may begin to write their answers;
- only answer questions from candidates about the instructions on the front of the question paper.

4.2.3 The invigilator **must not**:

- direct candidates to particular questions or sections of the question paper;
- comment on the content of the question paper;
- read a word or words printed on the question paper to a candidate, other than the instructions on the front cover.

5 DURING THE EXAMINATION

5.1 Supervising the candidates

Invigilators **must**:

- supervise the candidates throughout the examination and give complete attention to this duty;
- move around the assessment area quietly and at frequent intervals;
- be vigilant and remain aware of emerging situations, looking out for candidates who may be feeling unwell or possible malpractice.

Invigilators **must not**:

- carry out any other task (for example, reading a book or marking) in the examination room;
- direct candidates to particular questions or sections of the question paper;
- comment on the content of the question paper;
- read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- re-phrase a question for a candidate;
- explain any subject-specific or technical terms to a candidate;
- offer any advice or comment on the work of a candidate.

Any irregularities **must** be recorded.

5.2 Suspected errors in a question paper

5.2.1 The invigilator **must not**:

- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by ISEB;

- make any comment where a candidate believes that there is an error or omission on the question paper.

5.2.2 The invigilator **must**:

- instruct candidates to answer the question as printed, where there is a suspected error on the question paper and it has been confirmed that no erratum slip has been issued;
- refer suspected errors **immediately** to the head of centre.

5.3 Leaving the examination room

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

If a candidate has to withdraw from the examination room because of illness, the invigilator should collect his/her papers and write the time of withdrawal on the script. This should be referred **immediately** to the head of centre, who should liaise with the candidate's chosen senior school regarding any new arrangements.

5.4 Emergencies

The invigilator **must** take the following action in an emergency such as a fire alarm:

- stop the candidates from writing;
- advise candidates to leave all question papers and examination scripts in the examination room;
- evacuate the examination room in line with centre policy;
- ensure candidates leave the room in silence;
- 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;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the full working time set for the examination;
- make a full report of the incident and of the action taken and send it to ISEB and the relevant senior school(s).

5.5 Malpractice

If malpractice is suspected, the head of centre **must** be informed.

The head of centre **must seek advice from ISEB immediately** with reference to any alleged, suspected or actual incidents of malpractice in connection with an examination, whether these relate to a candidate or any member of staff.

Any member of staff who has reason for concern may contact ISEB for guidance.

ISEB may refer such alleged, suspected or actual incidents of malpractice to the relevant Association.

6 AT THE END OF THE EXAMINATION

6.1 Finishing the examination

The timing prescribed for each examination must be strictly observed.

A five-minute warning to candidates before the end of the examination may be given.

6.1.1 At the end of the examination invigilators **must**:

- tell candidates to stop working and remind them that they are still under examination conditions;
- instruct candidates to:
 - remain seated until all examination scripts have been collected;
 - make sure they have put all the necessary information on their examination scripts and any additional answer pages, e.g. name, school;
 - make sure that additional answer pages, where applicable, are arranged in the correct order before being secured in the top left-hand corner;
 - ensure examination scripts are not folded;
- collect all the examination scripts before candidates are allowed to leave the examination room;
- sign the seating plan;
- pass the examination scripts to the head of centre as soon as possible.

Examination scripts **must not** be read, photocopied or altered by any person prior to their despatch, without the consent of ISEB.

7 AFTER THE EXAMINATION

7.1 Despatch of examination scripts

Heads of centres are responsible for the safekeeping of completed examination scripts, and for their timely and secure despatch to the relevant senior school.

7.1.1 Packing and sending examination scripts

Heads of centres **must**:

- check that they have enough large plastic envelopes to despatch all examination scripts;
- ensure that all examination scripts for each subject are packed in separate envelopes and are despatched to senior schools by secure (signed for) **next-day delivery** on the day of the examination, wherever possible;
- ensure that any examination scripts that cannot be despatched on the day of the examination are retained in secure storage overnight and despatched no later than the next working day;

- ensure that cover sheets accompany examination scripts, where appropriate, for those candidates granted access arrangements; the cover sheet **must** be attached to the examination scripts;
- obtain proof of postage/despatch for each packet of examination scripts, which **must** be retained on the centre's files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates' examination scripts have left the centre. This is taken to indicate that the examination scripts were written at the appointed time and that, should the examination scripts not be received by the senior school, then special consideration may be possible.)
- ensure that the **centre declaration form** has been signed and sent to the relevant senior schools at the end of the examination period.

7.1.2 Sending overseas examination scripts

Sitting centres outside the UK should check with the relevant senior school how they wish to receive candidates' examination scripts. Some senior schools may require overseas sitting centres to scan, fax or post candidates' examination scripts on a daily basis. Others may require scripts to be posted in a single packet on the last day of the examination period and sent by the quickest and most reliable service.

7.1.3 Schools with Candidates for Internal Marking

Marking sets are despatched separately to examination papers in secure red subject bags. Please ensure that these are not opened until the end of the day on which the final relevant examination has taken place.

For any further queries relating to examination regulations and conducting Common Entrance and Scholarship examinations, schools should contact ISEB directly.

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