



COMMON PRE-TESTS CENTRE DECLARATION FORM 2021-2022

This form is specific to the senior school specified on page 2 and should be completed once all four test elements have been taken for each candidate listed. Please attach this completed form to an email and send to the relevant senior school and pretests@iseb.co.uk.

This is to certify that the administration of the Common Pre-Tests at this school/centre has been carried out strictly in accordance with the requirements set out in the Common Pre-Tests Invigilation Centre Guide. I confirm that the following testing criteria have been observed and applied.

Prior to the testing taking place

- a senior member of staff was appointed to be responsible for the administration of the tests and ensured the candidates had not previously taken the tests in the same academic year
- a suitable testing environment was provided, and every effort made to eliminate disturbances or interruptions
- candidates had access to pen/pencil and paper for their rough work during the verbal reasoning and mathematics tests
- any textbooks, calculators, mobile devices, or other materials which might assist a candidate were removed from the room
- the test invigilator ensured that the test title in the test lobby was **ISEB Common Pre-Tests Untimed** for candidates entitled to additional time and they test was not conducted on an iPad/tablet
- the test invigilator ensured that all candidates were logged in, their screens showed the Testwise Common Pre-Tests lobby, the **correct candidate name** was displayed in the top right of the screen and they were ready to commence the test

During the testing period

- all candidates were instructed to begin the test at the same time by selecting the appropriate test and to work in silence
- the invigilator monitored the test to ensure that candidates were focussed on their own screens
- the invigilator ensured that no members of staff or pupils other than those involved in the test were able to access the questions
- no notes relating to the content of the tests were taken and no information about the content was passed on to other members of staff, parents, pupils or any other individuals
- candidates who finished early were not allowed to disturb others
- the invigilator reminded candidates when 5 minutes of the test remained
- when the allotted time ended, for candidates entitled to additional time, the invigilator instructed each candidate who had not already completed the test to press **Ctrl+Shift+Alt+**. (**Control+Shift+Option+** for Mac computers) and then to **click on the Send Results button**
- The invigilator confirmed that each candidate's screen had returned to the Testwise lobby where the test which had just taken place was **shown as completed** with a green tick

Following the testing period

- any problems with the administration of the tests were brought to the immediate attention of the Head and, where appropriate, to the relevant senior school, GL Assessment and/or ISEB
- any problems with the administration of the tests were specified in the notes section of this form

Name of school/centre	
Name of Head/centre manager	
Position	
Date	

Notes