



ISEB
Independent Schools
Examinations Board

COMMON PRE-TESTS
INVIGILATION CENTRE GUIDE
2021-2022

For technical queries, please contact **GL Assessment Technical Support:**

 **0330 1235375** 08:30-17:00 UTC Monday to Friday

 support@gl-assessment.co.uk

For all other queries, please contact **ISEB:**

 pretests@iseb.co.uk

PREPARATION

Ensure a senior member of staff is appointed to be responsible for the administration of the tests.

The senior member of staff ensures the candidates have not previously taken the tests in the same academic year. If a candidate has previously taken the tests, the senior school requesting the tests should be informed.

The senior member of staff should confirm that the invigilation centre has received the following information from the senior school(s):

- a link to the [Invigilation Centre Guide](#)
- a link to the [Centre Declaration Form](#)
- clarification regarding candidates whose tests require additional time and, therefore, manual timekeeping
- clarification regarding candidates with SEND arrangements
- clarification regarding candidates with English as an additional language (EAL)
- a link to the test lobby iseb.co.uk/cpt-test
- a list of candidates and their Student Access Codes (passwords)
- a date/time range within which the tests must be taken (times specified use the time zone of the senior school)

It is possible to receive communications regarding the same candidate from multiple senior schools. This is because each senior school operates independently and will be unaware of other schools to which the candidate has applied. As the Common Pre-Tests should be taken only once, a decision must be made regarding which senior school's supplied login details to use for a candidate.

Please use the decision list below starting with 1, if necessary, 2 and finally 3:

1. Does one senior school require the results sooner than another school?
2. Does the candidate have a preferred 1st choice senior school?
3. Which senior school provided the login details to you first?

The senior school whose login details you use will receive the test results immediately. The other senior school(s) whose login details were not used will therefore need to request the candidate's results from ISEB. It is essential to inform the other schools that their login was not used. This can be indicated on the Centre Declaration Form.

Technical support is available 08:30-17:00 UTC Monday to Friday. If the invigilation centre administers tests outside of these hours, technical support will not be immediately available.

Test Element	Test Duration
English	25 minutes*
Mathematics	50 minutes*
Non-Verbal Reasoning	32 minutes*
Verbal Reasoning	36 minutes*

*Additional time adjustments may be applicable for SEND and EAL candidates. This should be confirmed by the appropriate senior school.

THE TEST ENVIRONMENT

Confirm the computer equipment meets the [minimum system requirements](#). It is recommended the [familiarisation test](#) is run on each device used by candidates to ensure the assessment will operate without issue.

Ensure a suitable testing environment is provided, with every effort made to eliminate disturbances or interruptions.

The invigilator should ensure no members of staff or pupils other than those involved in the test are able to view or access the questions within the tests.

Textbooks, calculators, mobile devices, or other materials which might assist a candidate must be removed from the room.

The use of pen/pencil and paper is not permitted in the non-verbal reasoning or English tests. However, candidates should have access to pen/pencil and paper for their rough work during the verbal reasoning and mathematics tests. **It is the responsibility of the invigilation centre to provide pen/pencil and paper.**

The tests must be administered in a formal test environment with an invigilator physically present. Candidates must be made aware that they are taking a test and that the usual expectations of behaviour and constraints of a test session will be in place.

Candidates must work in silence but, if they have a query, they should raise their hand and wait for the invigilator to approach them. Invigilators may answer any questions but should explain that they cannot help with anything related to the content of test questions.

Each test opens with a set of instructions. These show the candidates how to navigate through the test. Invigilators are encouraged to remind candidates to read the instructions carefully.

Each question is presented individually. Candidates move to the next question by clicking the **Next** button. This button will appear only after an answer option has been selected.

For each question, the candidate chooses an answer from a choice of five. If a candidate changes his/her mind, he/she can click on a new answer choice. Candidates should be warned that they cannot go back to a question once they have clicked **Next**.

The progress bar at the bottom of the screen shows the overall progress. The mouse pointer can be hovered over the progress bar to show how many questions have been answered and how many there are in total.

In the first section of the **English** test, candidates are presented with a passage to read. Candidates click the numbered buttons at the bottom of the passage to move between the pages of the passage (the passage is visible on every question page). For some questions, candidates will need to find a particular set of lines of text which will require paging through the passage using the numbered buttons.

BEFORE THE TEST

Open the web browser on each candidate's computer and go to the website iseb.co.uk/cpt-test

Enter each candidate's Student Access Code and click **Login**.

Ensure the test lobby is on-screen **and the correct candidate name is displayed in the top right of the screen**. You can hover the mouse over a candidate name which is not fully displayed.

The title of the test in the test lobby determines whether the tests are automatically timed or timed by the invigilator:

Title of the test in the test lobby	Method of timing
ISEB Common Pre-Tests Timed	Automatically timed
ISEB Common Pre-Tests Untimed	Manually timed by the invigilator

An automatically timed test applies the standard test durations and an on-screen digital countdown timer is visible during the test. When the standard test duration is reached, the test automatically ends.

An untimed/manually timed test is intended for SEND or EAL candidates requiring extra time in addition to the standard test duration. There is no on-screen countdown timer. The invigilator is responsible for timing the test and ending the test at the appropriate time. It is strongly suggested that untimed/manually timed tests are invigilated in a separate room.

iPads/tablets are incompatible with untimed/manually timed tests.

Please ensure that if the candidate is entitled to additional time, the title of the test in the test lobby is **ISEB Common Pre-Tests Untimed**. If the title does not include the word **untimed**, this candidate will not receive additional time. If this scenario occurs, please contact the senior school whose login details you were using.

DURING THE TEST

All candidates are instructed to begin the test at the same time by selecting the appropriate test in the test lobby and to work in silence. **For untimed tests (i.e. timed by the invigilator), the invigilator must note the start time at this point.**

The invigilator should walk around the room to check that test conditions are being applied, candidates are taking the correct test and candidates are focussed on their own screens. Candidates who finish early must not be allowed to disturb others.

The invigilator should inform the candidates when 5 minutes of the test remain.

If a test has to be abandoned part-way through for any reason, please close the web browser window immediately and ensure the notes section of the Centre Declaration Form is updated to explain why the test was abandoned.

AT THE END OF THE TEST

For automatically timed tests, the tests will end without requiring intervention from the invigilator.

For untimed tests (manually timed by the invigilator), the invigilator instructs each candidate **who has not already completed the test** to simultaneously press the following keys (note the keys to press are different for Windows and Mac computers):



The easiest method is to hold down the **Ctrl** and **Shift** and **Alt** keys (or Mac equivalent) at the bottom left of the keyboard and while these three keys are held down, press the . (full-stop) key. This will open a window in the web browser where the candidate must click the **Send Results** button (the candidate need not do anything further).

iPads/tablets are incompatible with untimed/manually timed tests.

The invigilator must check that each candidate's screen has returned to the Testwise lobby and that the test which has just taken place is shown as completed (a green tick). This check should be performed for every candidate, regardless of whether they completed the test early or ran out of time.

A [Centre Declaration Form](#), specific to each senior school, should be completed electronically, attached to an email and emailed to the relevant senior school and pretests@iseb.co.uk. Please remember to include the notes page, even if it is blank.

It is important to ensure that any problems with the administration of the tests are brought to the immediate attention of the Head, recorded on the Centre Declaration Form and, where appropriate, to the relevant senior school, GL Assessment and/or ISEB.