

## **ISEB Common Pre-tests Invigilation Centre Declaration**

I/We 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
- the senior member of staff and any test invigilator/s have understood what constitutes malpractice (see section 1.2) and have agreed to report any suspected incidents to ISEB
- a suitable testing environment has been provided, and every effort made to eliminate disturbances or interruptions
- applicants had access to pen/pencil and paper for their rough work during the tests
- any textbooks, calculators, mobile devices, wall displays or other materials which might assist an applicant were removed from the room
- the test invigilator ensured that all applicants were logged in with the correct applicant's name

### **During the testing period**

- all applicants were instructed to begin the test at the same time and worked in silence
- the invigilator has monitored the test to ensure that applicants were focused on their own screens
- the invigilator has 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 have been taken and no information about the content will be passed on to other members of staff, parents, pupils or any other individuals
- applicants who finished early were not allowed to disturb others
- the invigilator has confirmed that each applicant's screen had returned to the home screen which showed the test has been completed

## Following the testing period

- any problems with the administration of the tests should be brought to the immediate attention of the senior member of staff and, where appropriate, to ISEB.

## GENERAL ISSUES

- any issues that occur during the administration of the tests will be specified in the Centre Declaration Form which can be found in the Invigilation Centre Portal. Issues to be reported could be those that may have affected a child's (or more than one child's) test completion (eg medical issues or unavoidable disturbances, such as a fire alarm). Anything reported on the Centre Declaration Form will be visible to senior schools and the parents or guardians of the child.

## MALPRACTICE CONCERNS

- issues concerning suspected malpractice (see Appendix below) must be reported immediately using the following [form](#)

## APPENDIX

### Malpractice

Malpractice means any incident which:

- Gives unfair advantage to any applicant
- Compromises the integrity of the test or the result
- Compromises confidence in the ISEB Common Pre-Tests

Malpractice incidents can be intentional and aim to give an unfair advantage (either immediately or in the future) to applicants, or unintentional incidents. These occur due to a lack of awareness or carelessness during the process.

Malpractice could involve:

- Applicants
- Teachers, tutors, invigilators, or those facilitating access arrangements (eg readers)
- Assessment personnel such as the senior member of staff responsible for the administration
- Other third parties (eg parents/guardians)

### Reporting Malpractice

Anyone suspecting malpractice should immediately contact the senior member of staff. Any incidents should then be reported to ISEB. If anyone does not feel comfortable reporting to the senior member of staff, then this should immediately be reported directly to ISEB. ISEB will then investigate and respond to any allegations.

### Examples of Malpractice

1. Breach of security – including, but not limited to:
  - a. Failure to keep examination material confidential
  - b. Recording (by any means) of test material

- c. Revealing information via internet forums/social media
  - d. Failure to adequately supervise applicants
- 2. Deception – including, but not limited to:
  - a. Substituting applicants
- 3. Improper assistance – including, but not limited to:
  - a. Assisting or prompting applicants by answering questions
  - b. Prompting applicants with signs, verbal or written prompts
  - c. Use of the internet or unauthorised devices during the test
- 4. Candidate malpractice
  - a. Unauthorised use of internet or devices during the test
  - b. Being in possession of unauthorised confidential material about the tests
  - c. Bringing in notes to aid in answering the questions

Behaving in any manner which undermines the integrity of the tests is considered malpractice.