

THE ISEB COMMON PRE-TESTS INVIGILATION SCRIPT

The invigilator should read the following script before the start of each test.

This is the [insert test name] test.

You have [see table below for the length of the test] minutes.

You may use a pen or pencil and paper for your rough work, this will not be marked.

You should work through the questions carefully; you will not be able to skip any questions, and you cannot go back to change your answers.

Don't worry if you think you have made a mistake, answer the next question carefully.

If you finish the test before the time is completed, please sit quietly to allow other pupils to finish.

I will tell you when five minutes are remaining of this section.

Your test will automatically stop when it is finished or when time runs out.

Test Name	Standard Test Time	25% Extra Time
English	40 minutes	50 minutes
Mathematics	40 minutes	50 minutes
Non-Verbal Reasoning	30 minutes	37.5 minutes
Verbal Reasoning	25 minutes	31.25 minutes

GUIDANCE FOR INVIGILATORS

All applicants will be instructed to begin the test at the same time by selecting the appropriate test and to work in silence.

The invigilator will monitor the test to ensure that applicants are focused on their own screens.

The invigilator will ensure that no members of staff or pupils other than those involved in the test are able to access the questions.

No notes relating to the content of the tests will be taken, and no information about the content will be passed on to other members of staff, parents, pupils or any other individuals.

Applicants who have finished early should not be allowed to disturb others.

The invigilator will remind applicants when 5 minutes of the test remain.

The invigilator will confirm that each applicant's screen has returned to the home screen, which will show the test has been completed.

FOR URGENT IN TEST SUPPORT

For urgent support during a test, please [submit a ticket, selecting 'Technical difficulties during a test'](https://pretests.support.iseb.co.uk/support/tickets/new).

<https://pretests.support.iseb.co.uk/support/tickets/new>

This prioritises your ticket and ensures you receive a prompt response from the Qualifications and Delivery Team.



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