

National Qualifications 2009

Administration

Intermediate 1, Intermediate 2 and Higher

Instructions to Teachers/Lecturers on the Preparation of External Assessment Electronic Files (to be completed not less than 7 working days before the date of the examination).

- 1 This procedure must be followed where electronic files have not been downloaded from the SQA secure website. The Invigilator is not required to be present during the manual input of files.
- 2 The instructions given in the printed paper must be followed implicitly.
- 3 **Security and confidentiality of this data must be maintained. The data must not be accessible to candidates. A back up of the data must be made in accordance with the centre's procedures.**
- 4 When you have entered the data in accordance with the instructions the data should be "saved" to disk/CD. Where systems do not have access to disk/CD, the data should be "saved" to a secure server. In all cases a printout for each file should be taken to be checked against the printed paper. Each file should be printed on a separate sheet of paper.
- 5 Errors detected at this check must be corrected and step 4 will require to be repeated.
- 6 Further additional printouts from the master should be made on the basis of 1 for every 10 candidates presented eg if 65 candidates are presented then 7 printouts should be prepared. The invigilator will insert one copy in each standard script return envelope on the day of the examination (photocopies are not acceptable).
- 7 For stand alone systems make a separate copy of the disk/CD for the use of each candidate presented for the examination. Two spare copies should also be prepared.

For network systems without access to disk/CD a **secure copy** should be held on the server. For network systems with access to disk/CD a single master is required and must be available solely for the examination.
- 8 Each individual disk must be checked for accuracy. Where the number of candidates exceeds 20, colleagues may assist in this process.

Faulty disks/CDs which are replaced will require to be completely erased.
- 9 When you are satisfied that the candidate disks/CDs are in order, ensure that each disk/CD is numbered and placed in an envelope, one for each candidate. Each envelope will also be numbered to correspond with the disk/CD inside. The master disk/CD will be separately sealed and marked "**Master Disk/CD**" with the date on which it has been prepared written on the label. (Under normal circumstances it should not be necessary to re-use the master disk/CD.)
- 10 The envelopes and the original printed papers will be given to the SQA Co-ordinator who will retain the papers and transfer the disks/CDs and printouts to the Head of Centre. The Head of Centre will return the disks/CDs and printouts to the invigilator on the day of the examination

but will retain the master disk/CD and master disk/CD printout for **two months** following the examination.

Examination Day Procedure

11 You will be permitted to be in the examination room to assist the invigilator during the whole of the examination. **Under no circumstances** should you have access to an examination paper until after the examination is finished. You **must not** communicate with any candidate unless a technical fault occurs (see point 14).

12 Candidates may be allowed into the examination room for the purpose of checking equipment, but this must be completed and the candidates in their places not less than 15 minutes before the scheduled starting time of the examination.

13 At the time scheduled for the commencement of the examination, the candidates will be instructed to take the disk from its envelope and insert it into the machine.

In the case of a network system the teacher/lecturer will load the master disk.

When all candidates are ready to commence the examination, the invigilator will instruct them to begin.

14 If a machine should develop a fault or breakdown during the examination you should effect a repair or provide another machine to enable the candidate to complete the examination. **Additional time will be allowed to make up for any time lost.**

Where the equipment being used is in the form of networked stations which cannot be operated independently and a fault develops in the file server, the same principle as outlined above applies to all candidates in the group affected. If the file server cannot be repaired or replaced within a reasonable time advice should be sought from SQA on how to proceed.

If the repair/change to another machine and the appropriate allowance of additional time resolves the problem the matter will be reported by the invigilator in the normal way, ie, in an envelope sent separately from the examination papers. No further action by the invigilator or teacher/lecturer will be required.

In any case however, where a fault results in spoiling of, or effects a change in, the candidate's work you should prepare a brief report, to be countersigned by the invigilator and attached to the completed work. The report should indicate the name of the centre, and the candidate's name.

15 Where any other kind of complaint is made to the invigilator by a candidate concerning the disk or machine, you will be asked to check the validity of the complaint. If you confirm that the complaint is justified, the circumstances will be reported to the Head of Centre and to SQA.

16 At the end of the examination the Head of Centre must be informed and a detailed written report prepared for the Chief Invigilator who must send it together with any supporting evidence to SQA at Dalkeith.

17 Candidates have an allocated time, including printing time, within which to complete the examination. If candidates do not have the opportunity to print out all/any of the material during the allocated time they will be given time at the end to do so.