



BOTSWANA GENERAL CERTIFICATE OF SECONDARY EDUCATION

GUIDELINES FOR THE CONDUCT OF EXAMINATIONS

2012



These Instructions have been drawn up by the Botswana Examinations Council (BEC) to rationalise procedures for the conduct of the Botswana General Certificate of Secondary Education (BGCSE) and the General Certificate of Education (GCE) in examination centres.

The Instructions are additional to any guidelines or regulations which are issued by BEC in regulations booklets and syllabuses.

All correspondence relating to the contents of this document should be directed to the Executive Secretary, BEC.

Contents

1.0	INTRODUCTION.....	- 4 -
2.0	PREPARATION FOR THE EXAMINATION.....	- 4 -
2.1	Safe Custody of Question Papers and Other Examination Materials	- 4 -
2.2	Timetable Variations	- 6 -
2.3	Use of Calculators	- 6 -
2.4	Accommodation	- 7 -
2.5	Invigilation Arrangements.....	- 8 -
3.0	AT THE BEGINNING OF THE EXAMINATION.....	- 10 -
3.1	Identification of Candidates	- 10 -
3.2	Persons Present.....	- 10 -
3.3	Unauthorised Materials	- 10 -
3.4	Stationery, Materials and Other Equipment	- 11 -
3.5	Starting the Examination.....	- 11 -
4.0	DURING THE EXAMINATION	- 14 -
4.1	Supervision of the Candidates	- 14 -
4.2	Late Arrival of Candidates	- 14 -
4.3	Completing the Attendance Register.....	- 15 -
4.4	Leaving the Examination Room.....	- 16 -
4.5	Irregular Conduct	- 16 -
4.6	Emergencies	- 16 -
4.7	Science Practical Examinations.....	- 17 -
4.8	Requests for Special Consideration.....	- 18 -
5.0	AT THE END OF THE EXAMINATION	- 18 -
5.1	Finishing the Examination	- 18 -
5.2	Collection of Answer Scripts	- 19 -
6.0	AFTER THE EXAMINATION	- 19 -
6.1	Bar Code Labels.....	- 19 -
6.2	Packing of Scripts	- 20 -
6.3	Despatch of Scripts	- 20 -
6.4	Comments on the Examination	- 20 -
	APPENDICES.....	- 1 -
	APPENDIX A	- 2 -
	APPENDIX B	- 2 -
	APPENDIX C	- 2 -
	APPENDIX D	- 2 -
	APPENDIX E.....	- 2 -
	APPENDIX F.....	- 2 -
	APPENDIX G	- 2 -
	APPENDIX H	- 2 -

1.0 INTRODUCTION

The Head of a School, Principal of a College, or Chief Officer of an institution approved by BEC as a centre for its examinations (including the BEC-appointed Chief Invigilator of an institution used as a private centre) is defined for the purposes of this document as the Head of Centre. The Head of Centre is responsible to BEC for the proper conduct of the examination by observance of these Instructions. If a situation arises which is not covered by these Instructions, the advice of the BEC should be sought.

These Instructions refer to the conduct of examinations in all subjects. Additional subject instructions for the conduct of examinations are also issued, where appropriate, by BEC. All correspondence relating to the examinations should be sent directly to the Executive Secretary at BEC.

2.0 PREPARATION FOR THE EXAMINATION

2.1 Safe Custody of Question Papers and Other Examination Materials

Question paper packets and examination materials should be carefully checked on receipt and BEC notified immediately if there are any problems such as:

- (a) there are discrepancies between the material received and the advice/delivery or despatch note;
- (b) the material received appears not to meet the centre's requirements;
- (c) the material has been significantly damaged in transit;
- (d) there appears to have been a possible breach of security whilst the material was in transit.

Note: GCE syllabuses have attendance registers printed in CIE and these must be confirmed to be present during the checking too. If not notify BEC immediately.

(Question paper packets must be checked against the checklists provided by BEC and arranged in timetable order so as to reduce the likelihood of opening a packet of question papers at the wrong time.).

Question papers must be locked away in a place of high security, ideally a strong room. If such a room is not available, a non-portable, lockable, reinforced steel or metal cabinet or other similar containers must be used. Access to the strong room or containers must be restricted to two or three key holders. The room should preferably be windowless. Where windows are not secure, particularly those on a ground floor, arrangements must be made for them to be fitted with an effective security device (e.g. metal bars, alarm system, etc).

BEC must be informed immediately if the security of the question papers or confidential instructions is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances. The packets of question papers and other examination materials must not be opened until the time appointed for the examination concerned, except where BEC instructs otherwise.

Where a centre conducts examinations in the same subject in more than one room, it is permissible to open a packet of question papers in one of the rooms, in the presence of the candidates, and to take some of the papers to the other room(s) on the same site. However, it is not permissible to open the packet of question papers earlier than the time appointed for the examination in order to take some of the papers to another site. Under these circumstances, the centre should make arrangements with BEC for separate packets of question papers to be supplied. Where confidential materials such as instructions for practical examinations are required to be opened in advance of the examination, strict precautions must be taken to safeguard them after they have been opened. They must not be removed from the centre and when not in use must be kept secure under the conditions described above.

Where confidential material is pre-recorded on tapes or other media, arrangements must be made, prior to the examination, for such material to be tested according to the instructions issued by BEC and any deficiencies notified immediately to BEC. Examination stationery and materials must be stored securely at all times so that no unauthorised person has access to them.

When a candidate is entered for BGCSE or GCE examinations at a centre where a relative is employed, the Head of Centre must ensure that during the examination session the candidate's relative does not have unaccompanied access to examination materials, either before the examination (e.g. question papers) or after the examination (e.g. answer scripts). If the relative in question is acting as the centre's Chief Invigilator, then appropriate

arrangements must be made to ensure that another person is present for all the administration relating to the candidate's examinations.

2.2 Timetable Variations

The published timetable of examinations issued by BEC must be followed. Examinations scheduled for the morning will start at 8.00 am; examinations scheduled for the afternoon will start at 2.00 pm. Any deviation from these starting times can only take place if the written agreement of BEC has been obtained in advance of the examination.

2.3 Use of Calculators

Calculators can be used in all examinations except where use is expressly prohibited in the syllabus or in the rubric of the question paper. When the use of calculators is allowed in examinations, candidates must be informed in advance that:

- (a) the calculator must be of a size suitable for use on the desk at which the candidate will write the examination;
- (b) the power supply for the calculator is the responsibility of the candidate and must be integral to the calculator (e.g. batteries). The candidate may bring spare batteries into the examination room;
- (c) the working condition of the calculator is the responsibility of the candidate;
- (d) the calculator must be silent, with a visual display only;
- (e) a fault in a calculator will not normally be considered as justifying an application for special consideration on behalf of the user;
- (f) calculator cases, instruction leaflets or formulae printed on the lid or cover of a calculator or similar materials must not be in the possession of candidates during the examination, or must be securely covered if they cannot be removed;
- (g) **calculators must not be borrowed from other candidates in the course of an examination for any reason, although the invigilator may provide a candidate with a replacement calculator;**

- (h) programmable calculators can be used, but no prepared programs may be taken into the examination room. Candidates are responsible for clearing any information and/or stored programs from the calculator in advance of the examination.

Calculators with any of the following facilities are prohibited:

- Graphic display
- data banks
- dictionaries
- language translators
- retrieval or manipulation of text or formulae
- QWERTY keyboards
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines.

2.4 Accommodation

All candidates must sit for the examination at the centre unless prior permission has been obtained from BEC for candidates to take the examination elsewhere. Any room in which an examination is conducted must provide candidates with appropriate conditions in which to take the examination. Due attention must be paid to such matters as lighting, ventilation and the level of extraneous noise. Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned.

No display material (e.g. maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference materials during the examination. Particular care must be taken with examinations which are held in laboratories.

A reliable clock must be visible to each candidate in the examination room. (Regular checks should be carried out to ensure that all clocks are in good working order.) **The poster 'Notice to Candidates' must be displayed both inside and outside the examination room. The centre number, and the start and finish times of each examination, must be displayed and visible to all candidates.**

The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others. In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.

Wherever possible, for written examinations,

- (a) all candidates should face in the same direction;
- (b) each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets;
- (c) If candidates are not working at individual desks, they must be sufficiently far apart so that their work cannot be seen by, and contact cannot be made with, other candidates;
- (d) when candidates are working on a drawing board set on an easel or other non-Horizontal surface, they must, wherever possible, be arranged in an inward-facing circle or in some similar pattern;
- (e) candidates should be seated in candidate number order, with candidate numbers labelled on each desk.

Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all regulations can be applied. The candidate's script must be kept separate from other scripts from the centre and it must not be despatched until advice has been sought from BEC.

2.5 Invigilation Arrangements

The Head of Centre must ensure that invigilation is carried out by suitably qualified and experienced adults. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole invigilator. **The Head of Centre must ensure that invigilators are fully briefed and trained before carrying out the task of invigilation.**

The invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task in the examination room.

Sufficient invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- (a) At least one invigilator must be present for every 35 candidates. (See also paragraph (d) below.) Arrangements must be such that each candidate in the examination room can be observed by an invigilator at all times.
- (b) When only one invigilator is present, he/she must be able to summon assistance easily without leaving the examination room and without disturbing the candidates. Invigilators may be changed during the examination, provided that the number present in the examination room does not fall below the prescribed ratio.
- (c) A teacher who has prepared the candidates for the subject of the examination during the academic year of the examination must not be the sole invigilator at any time during a written examination in that subject.
- (d) For practical tests, there must normally be one invigilator to every 15 candidates. In these examinations it is essential that a teacher of the subject should also be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety, and to assist with the invigilation in general. (See Appendix A – A Brief Guide to the Invigilation of Practical Examinations)

A copy of these Instructions must be available to each invigilator in the examination room and the invigilators must be familiar with the Notice to Candidates (See Appendix C) and any specific regulations relating to the subjects being examined. A Checklist for Invigilators has been provided as part of these Instructions (See Appendix D). The Checklist is intended to be used as a reminder for invigilators and should only be used in conjunction with these Instructions.

Centres must keep signed records of the seating and invigilation arrangements for each examination session. It must be possible to generate a seating plan from this record. The seating and invigilation records may be required by BEC at any time up to the publication of results. The records should be submitted to the Executive Secretary at BEC immediately after the last examination has taken place. **Note that seating plans should not be enclosed with answer scripts.**

3.0 AT THE BEGINNING OF THE EXAMINATION

3.1 Identification of Candidates

The invigilators must be satisfied as to the identity of every candidate attending each examination session. The Head of Centre must ensure that appropriate arrangements are in place to enable all invigilators to carry out adequate checks on the identity of all candidates whenever it is necessary to do so. For example, private candidates who are not known to the invigilators must be required to present documentary evidence (e.g. Oming or Passport) to confirm that they are the same persons who made entry for the examination. The evidence must be presented each time they attend an examination session.

3.2 Persons Present

Only persons authorised by the Head of Centre are to be allowed in the examination room.

3.3 Unauthorised Materials

Candidates may take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of the question paper, stationery list or in the syllabus booklet for the subject being examined.

Unauthorised materials such as calculator cases, instruction leaflets, bags, pencil cases and cellphones, should be left either outside the examination room or with the invigilator. All cellphones must also be switched off wherever they are kept. If unauthorised materials are allowed in the examination room, such materials must be placed out of reach of the candidates before the examination commences.

3.4 Stationery, Materials and Other Equipment

In advance of each examination session, centres will be provided with an Additional Materials List, which specifies all the materials which are required for each examination and whether the items are to be provided by BEC or by the centre. The invigilator must ensure that only the items specified are issued to the candidates. No other writing paper, including paper for rough work, is to be provided.

For multiple choice tests, individual pre-printed answer sheets are provided for each candidate, and invigilators must ensure that each answer sheet is given to the candidate whose name appears on it and that the sheets refer to the correct component. BEC has published a brief guide to the administration of multiple choice tests, and a copy of the guide has been provided as an appendix to these Instructions (See Appendix B).

Candidates must provide themselves with pens, pencils, drawing instruments and erasers. Candidates must write legibly in black or dark blue ink. **Red ink must not be used.** Soft pencil (B or HB) must be used for multiple choice tests. Pencils or pens in other colours may be used only for maps and diagrams.

3.5 Starting the Examination

An examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected.

Before candidates are permitted to start work the invigilator must:

- (a) ensure that candidates are seated in accordance with the prescribed seating arrangements;
- (b) inform the candidates that they are now subject to the regulations of the examination;
- (c) warn candidates that any unauthorised materials must be handed in;
- (d) check that candidates have all the necessary materials to enable them to complete the examination;

- (e) i) check that the question paper that you are about to issue to candidates is the correct one before you open the security envelope and verify with the candidates.
- ii) open the packets of question papers and issue the papers to candidates; Question paper packets must normally remain sealed so that they may be opened in the presence of the candidates, although there are special circumstances when such a procedure is not possible. For example, the Chief Invigilator may decide that it is more sensible to place question papers face up on desks before candidates enter the room.

(It is the responsibility of the invigilator to report to the Head of Centre any grounds for suspicion about the security of the examination papers. In such cases, the Head of Centre must notify BEC immediately and submit a full written report.)

- (f) draw to the candidates' attention the instructions printed on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject and component;
- (g) ensure that details of any erratum notices are brought to the attention of candidates. The invigilator must not give any information to candidates about suspected errors in the question paper except as stated on any erratum notices;
- (h) inform candidates that:
 - (i) they must write their answers legibly in blue or black ink or ball-point pen;
 - (ii) correcting fluid and highlighters should not be used;
 - (iii) all work (including any rough work) must be done on the examination stationery provided by the centre and that rough work should be crossed through but not obliterated. Candidates should be made aware that all rough work will be included with the answers and sent to BEC;
- (iv) In multiple choice papers, any rough work should be done on the question paper.
- (i) Instruct candidates to enter their names, centre number, candidate numbers and the component code/paper details on their answer booklets where applicable, and to complete other details as required;

- (k) Announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper(s).

3.6 In the event that a wrong question Paper is opened.

This should never have to happen if the guidelines are strictly followed. However, if a wrong question paper has been opened, the following steps should be taken:

- a)
 - i). **If the error is discovered before the question papers are issued out, notify the candidates and ask one of them to confirm that the wrong question paper has been opened. Seal the question paper in front of the candidates and ask one of them to sign across the seal of the security envelope.**
 - ii). **Apologise to the candidates and quickly replace the wrong question paper and get the examination started. Call BEC immediately to report the incident and then write a formal report and fax it to BEC.**
- b)
 - i). **If the error is discovered after the question papers have been distributed, draw the attention of the candidates to the error and collect all the question papers and ensure that every question paper has been accounted for before you can return them into the security seals. Seal them in front of the candidates following the same procedure as in a) above. In this case it is better to spend time ensuring that the security of the question paper and the integrity of the examinations is maintained before issuing the correct question paper.**
 - ii). **Issue the correct question paper and note the time when the exam started and when it ended but afford the candidates the full examination time. Then report the incident immediately to BEC.**

4.0 DURING THE EXAMINATION

4.1 Supervision of the Candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.

During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.

4.2 Late Arrival of Candidates

A candidate who arrives after the starting time for an examination may be allowed to enter the examination room and to sit the examination but should be warned that BEC reserves the right not to accept the script. In determining whether any of the work completed by a candidate who arrives late can be accepted, BEC will pay particular attention to the extent to which it can regard the security of the examination as having been maintained, with particular regard to the time at which candidates leave the examination room.

A candidate who arrives after the start of the examination must not be allowed any time after the scheduled end of the examination and will finish at the same time as all other candidates. In all cases where a candidate who is admitted late into the examination room, the following rules apply:

- (a) the script must be sent to BEC in the normal way;
- (b) a full written report must be sent to BEC as soon as possible containing the following information:
 - (i) the reason for the late arrival of the candidate, including any details of special arrangements made for the candidate to reach the centre;
 - (ii) the actual starting and finishing times of the examination;
 - (iii) the time at which the candidate started the examination;

- (iv) a statement regarding any possible breach of examination security arising from the candidate's late arrival, including information about the extent to which the candidate was under staff supervision from the actual starting time of the examination;

Where a candidate arrives late for the examination and after the scheduled finishing time, the candidate must be recorded as 'absent'. In such cases, the candidate should be advised that **'NO RESULT' may be issued for the subject.**

4.3 Completing the Attendance Register

Attendance Registers and instructions for their use will be sent to centres in advance of the examination. The Registers must be completed in accordance with the instructions printed on them.

Attendance Registers are printed in date and session order for all components. Registers for components which are not timetabled (e.g. coursework components) are printed in syllabus number order at the beginning of the centre's set of Attendance Registers. Centres should check that they have received Attendance Registers for each component being taken at the centre and report any discrepancies to the Executive Secretary at BEC.

Attendance registers for GCE syllabuses like Additional Mathematics, Statistics, Bible knowledge/Religious Studies are printed at CIE and are in duplicate. Please use these attendance registers for those syllabuses, instead of the BEC attendance registers.

Candidate's names are printed on Attendance Registers exactly as they will appear on the Statements of Results and Certificates. Any errors in the names should be reported immediately using the Candidate Entry Amendment Form (See Appendix E). Alternatively, the name can be amended directly on the Malepa application. If a candidate is not shown on the Attendance Register, the number and name of the candidate should be added in the space provided. BEC should be informed of the discrepancy so that, if necessary, a formal entry can be made if this has not already been done. Again, the Candidate Entry Amendment Form (or Malepa Application) can be used for this purpose.

At the end of the examination, the Attendance Register should be checked against the scripts and signed. **Due care must be taken to ensure that absent candidates are not marked present.**

4.4 Leaving the Examination Room

Candidates must not be allowed to leave the examination room (except in an emergency) less than one hour (or a period equal to the duration of the examination if less than one hour) after the official starting time shown on the timetable. Candidates who leave the examination room temporarily must be accompanied by a member of staff. Such candidates should normally **not** be allowed extra time. However, in cases where there is an application for Special Consideration (e.g. illness) such candidates may be allowed extra time to compensate for their temporary absence.

A candidate who has finished work and has been allowed to leave the examination room early must hand in their work. The candidate must not be re-admitted. No copy of a question paper may be taken from the examination room until the end of the examination, and all question papers must be held securely in the centre until at least 24 hours after the published finishing time for the paper. The papers may then be returned to the candidates.

4.5 Irregular Conduct

Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the examination. It is the duty of the Head of Centre to ensure that all cases of irregularity or misconduct in connection with the examination are reported to BEC as soon as possible. The Head of Centre is empowered to expel a candidate from the examination room but such action should only be taken when it is felt that it is essential or when the continued presence of a candidate would cause disruption to other candidates. Any infringement of the regulations may lead to a disqualification of the candidate. The decision on disqualification rests with BEC.

4.6 Emergencies

The invigilator must take the following action in the event of an emergency such as a fire alarm:

- (a) Evacuate the examination room;
- (b) Ensure that all the question papers and examination scripts are left in the examination room;

- (c) Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion;
- (d) After the candidates have returned to the examination room and before the examination is resumed, where it is feasible to do so, indicate on the candidates' work the point at which the interruption occurred;
- (e) Note the time and duration of the interruption;
- (f) Allow the candidates the full working time prescribed for the examination;
- (g) In the event of there being only a small number of candidates, consider the possibility of taking the candidates with question papers and scripts to another place in order to complete the examination;
- (h) Make a full report of the incident and of the action taken for direct submission to the Executive Secretary at BEC

4.7 Science Practical Examinations

The requirements for science practical examinations in each syllabus will be given in the Instructions to Supervisors. **These instructions will be sent to centres about two months before the examinations begin.** They must be regarded as confidential and are intended to enable members of staff to make proper preparations for the examination. No information contained in the instructions must reach the candidates, either directly or indirectly.

If the number of candidates for a practical test is larger than can be accommodated at one time, the candidates may be divided into two or more groups. All groups must take the examination on the same day and there should be minimum possible delay between the sessions. Arrangements must be made to keep the groups apart until all candidates have completed the examination. In particular, arrangements must be such that there is no contact between candidates who have completed the examination and others who are waiting to start the examination. (Note that the same security requirements apply to 0597/01 Computer Studies Practical Paper)

In all practical tests, special care should be taken to prevent communication between the

candidates, especially where the arrangements require candidates to move from one part of the laboratory to another. There should be at least two invigilators present in each laboratory in which the examination is being conducted and at least one invigilator for every 15 candidates. It is essential that a teacher of the subject should be present in the laboratory at the start of the examination and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety. Ideally, one of the invigilators should be a specialist in the subject being examined. The invigilator should consult the Instructions to Supervisors and must include with the scripts any information required by BEC. For example, there may be a report form attached to the Instructions to Supervisors.

BEC has published a brief guide to invigilating practical examinations. A copy of the guide has been provided as Appendix A.

4.8 Requests for Special Consideration

Where a candidate writes an examination under adverse circumstances, the centre should submit an application for special consideration. Such applications must be made by completing the form Application for Special Consideration, a copy of which is included in these instructions as an Appendix F.

5.0 AT THE END OF THE EXAMINATION

5.1 Finishing the Examination

Five minutes before the end of the examination the invigilator should inform candidates of the time remaining. At the end of the examination, candidates should be told to stop writing. The invigilator must instruct the candidates:

- (a) to ensure that all the required information has been entered on their scripts;
- (b) to see that their answers are correctly numbered;
- (c) to assemble any loose sheets in the order in which the questions have been attempted and then to fasten them and any supplementary answer sheets to the back of their answer booklets with the string or tags provided. Paper-clips or staples should not be used.

5.2 Collection of Answer Scripts

Centres are advised to ensure that all answer scripts are collected before the candidates are allowed to leave the examination room. Arrangements must be made for all scripts to be collected, placed in the order shown on the Attendance Register and checked to ensure that all scripts are present and that candidates have used their correct centre and candidate numbers. The number of scripts must match the number of candidates present.

After collation, the scripts should be sealed in front of the candidates if the candidature is small enough or in front of a representation of candidates in cases of large candidature where the checking has to be done at a central point. The scripts packets must then be handed over to the person responsible for despatching the scripts to BEC. Answer scripts are confidential between the candidate and BEC. They may not be read or photocopied by any person prior to despatch.

All unused stationery in the examination room should be collected and checked for any loose sheets which candidates may have overlooked before returning the stationery to secure storage.

6.0 AFTER THE EXAMINATION

6.1 Bar Code Labels

Adhesive labels will be provided for some GCE O level components (those which will be marked in Cambridge). Each of these carries a bar code which is used to track the packet once it has arrived in the UK. The labels are provided in timetable date order. Invigilators must ensure that the labels are attached to the appropriate script packets. Do not write anything on the bar code or cover any part of the bar code with adhesive tape.

If the bar code labels have not been received and the examination has been completed, centres should write clearly on the envelope their centre number, the syllabus, component, and the number of answer scripts in the envelope.

6.2 Packing of Scripts

Great care must be taken in packing the scripts and the relevant Attendance Registers for despatch to BEC. The completed Attendance Register should be placed with the scripts. When more than one envelope is used for a component, all the Attendance Registers should be placed in the first envelope. No attempt should be made to divide the registers so that portions correspond to the contents of each envelope.

The outside of the envelopes should be marked with the centre number, the syllabus code and component code (e.g. 0561/01), the number of scripts enclosed and the range of candidate numbers. The envelopes should be fastened securely both ways with string or self-adhesive tape. Staples must not be used. If possible, all the script packets for a given component should be tied together to make a single package.

Correspondence, including requests for special consideration, should not be included with the examination scripts. All such correspondence should be sent separately to the Executive Secretary at BEC.

6.3 Despatch of Scripts

The scripts must be sent to BEC in accordance with the arrangements agreed with the Executive Secretary at BEC. Scripts which are retained in the centre awaiting despatch must be kept under secure conditions.

6.4 Comments on the Examination

BEC is interested in centre's comments on all aspects of the examination, including written examinations, practical tests (both in the Sciences and in Computer Studies), the timetable, and all aspects of the administration of the examination. The form 'Comments on the Examination' should be used for all such comments and sent to the Executive Secretary at BEC. A copy of the form has been included in the Instructions as Appendix G.

APPENDICES

Practical examinations are not as easy to invigilate as most written examinations, mainly because the examinations take place in laboratories rather than halls or classrooms. Candidates have more items on the laboratory bench than they would have on the examination desk, and they often need to move around the laboratory. This can make malpractice more difficult to spot, and the following guidelines are intended to help invigilators maintain both the security and the smooth running of the examination.

1. Familiarise yourself with the Checklist for Invigilators. This guidance and advice applies both to written and practical examinations. Also, make sure that you have access to a copy of the Instructions to Supervisors and are familiar with the contents. This applies even if you are not a subject specialist since there may be special instructions dealing with the general administration of the examination and other relevant details.
2. Before the first candidates arrive for the examination, look around the room and make sure that there are no posters, diagrams or anything else which might help or distract candidates. Any such items such be removed before the candidates arrive.
3. When the candidates arrive, make sure that all unauthorised materials have been handed in. Calculators are, of course, allowed, but calculator cases are not. Cellphones should be switched off and handed in. Remind candidates that they write in black or blue ink or with a ballpoint pen. Pencil may be used for graphs and diagrams, but not otherwise.
4. If you are not a subject specialist, a teacher of the subject should be available at all times. Remember you may need help with technical difficulties or safety issues, and you must be able to call for the advice of a subject specialist at any time.
5. During the examination, candidates may need to move around the laboratory. However, you should ensure that any such movement is essential to the examination. Chemical and equipment should be arranged in such a way as to reduce the need for movement to a minimum.
6. Be constantly vigilant and always observant. Move around the laboratory. If you see any unauthorised article, remove it without causing disturbance to candidates. If you detect a breach of examination security (e.g. unauthorised material such as notes which have been prepared in advance or obvious collusion between candidates), the Chief Invigilator should be informed. Candidates who are disruptive in any way should be removed from the examination room, and the Chief Invigilator should be informed immediately.
7. If a candidate appears to be having problems with faulty equipment, inform the subject specialist. Any help which is given to a candidate must be reported on the Supervisor's Report which is sent to BEC with the scripts at the conclusion of the examination.
8. You should not comment on any aspect of the candidates' work, and you should not communicate with candidates unless it is necessary to do so for administrative or safety reasons. Any help given to candidates must be recorded on the Supervisor's Report, and in such circumstances, the candidate may be penalised. No assistance should ever be given with the analysis of data or other written work.
9. If a candidate is experiencing difficulties and you have no alternative but to provide assistance, your communication should be with that candidate only and general announcements must not be made. If there is a problem with the equipment which has been provided which is likely to affect all of the candidates, an announcement may be made. Again, a note should be made in the Supervisor's Report, giving details of the circumstances and the announcement

A subject specialist should take responsibility for the Supervisor's Report, and a copy of the report should be placed in each packet of scripts sent to BEC. When there are separate sessions of the examination, it may be necessary to complete a separate Supervisor's Report for each session.

Answer Sheets

Multiple-choice answer sheets (OMR MS4) are supplied pre-printed (in Cambridge) with details of the syllabus, component and centre, and the candidate's number and name is also shown. Supplementary answer sheets (OMR MS4 SUPP) are also supplied. These are pre-printed with details of the syllabus, component and centre, and intended to be used for candidate for whom a fully personalised answer sheet has not been provided. These are normally candidates who were registered late or had late amendment to their entries..

Before the Examination Starts

The Answer sheets should be placed on candidates' desks in advance of the examination. Once the candidates are seated, they should be asked to check the pre-printed details and to sign in the space provided to confirm that the information is correct. Note that this is also a good opportunity to remind candidates that their name appears on the answer sheet is exactly as it will appear on their Statement of Results and Certificate. They should be told to inform the Chief Invigilator if the name is not exactly as it should be. Candidates should then be reminded of the correct method of recording their answers by referring them to the instructions on the Answer Sheet. Invigilators should also make sure that all candidates have a soft pencil (B or HB).

Additional Candidates

Any candidate who does not have a fully personalised answer sheet should be issued with a Supplementary Answer Sheet. Note that only Supplementary Answer Sheets which show the correct component details should be used. The invigilator should make sure that the candidates are able to provide the details required. Assistance should be given if required. The examination should not start until the invigilator is sure that all supplementary answer sheets have been completed correctly. **If it is not possible to provide an additional candidate with a Supplementary Answer Sheet, the candidate should be told to answer on the question paper by putting a pencilled ring around the letter (A, B, C or D) alongside their chosen response for each question. At the end of the examination, the question paper should be placed in the same packet as the answer sheets of other candidates. Please check to make sure that the candidate's name, centre number and the candidate number are shown clearly on the front of the question paper**

The additional candidates may appear on the Attendance Registers since the registers are printed much later than the Answer Sheets. If this is the case, the candidates should be marked present, and no further action is required. However, if the candidate has not been provided with an Answer Sheet and neither does the name appear on the Attendance Register, then the Chief Invigilator should be informed. If the candidate's entry has been omitted in error, the Chief Invigilator should inform BEC immediately.

Absent Candidates

Absent candidates should be recorded as such in the usual way on the Attendance Register. In addition, invigilators should shade at the position indicated on the Answer Sheet. The Answer Sheet should then be included with all other Answer Sheets as if the candidate had been present.

Return of Answer Sheets

All Answer Sheets, including those of absent candidates (see above), should be arranged in candidate number order, and packed with one copy of the Attendance Register. Any Supplementary Answer Sheets which have been used should be placed after the Answer Sheet of the last candidate. It is not necessary to return Supplementary Answer Sheets which have not been used. Answer Sheets should be flat at all times. They should not be stapled or folded in any way. To prevent any such damage, it may be necessary to pack the Answer Sheets between pieces of cardboard.

Bar Code Labels

You will have been provided with a bar coded label for each of the Multiple-Choice components (as well as for some GCE O level components). The bar coded label must be stuck to the envelope containing the Answer Sheets. If more than one envelope is used, they should be fastened together (e.g. with string) and the bar coded label should be stuck to the top envelope.

This notice has been written to help you. Read it carefully and do what you are asked.
If there is anything you do not understand, ask your teacher.

Make Sure You Know The Rules

- You must be on time for all examinations. If you are late, your work may not be accepted.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room calculator cases/instruction leaflets, bags, pencil cases, personal stereos, pagers, cellphones, palm-top computers, or any other material or equipment.
- You must not take part in any unfair practice either when preparing Coursework, or when taking the examination.
- You must not talk to or disturb other candidates once the examination has started.

Make Sure You Attend

- Know the dates and times of your examinations.
- Arrive at least 10 minutes before the start of each examination.
- If you arrive late for an examination, report to the Invigilator in charge of the examination. If you arrive after the examination has ended you will not normally be allowed to take it.
- If you miss an examination without good reason, you will not normally be given a grade in the subject.

Provide What You Need

- Leave outside the examination room, or as instructed by the Invigilator, anything which you do not need or which is not allowed. For example, calculator cases/instruction leaflets, bags, pencil cases, personal stereos, pagers, cellphones, palm-top computers.
- Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.
- You must write in blue or black ink except for multiple choice papers which must be completed in pencil (B or HB). Coloured pencils or inks may be used only for diagrams, maps, charts etc.
- You may not borrow anything from another candidate during the examination.

Calculators, Dictionaries and Spell-checkers

- You may use a calculator, unless you are told that you may not do so.
- If you use a calculator,
 - make sure it works properly
 - make sure the battery is working properly
 - clear anything stored in it
 - do not bring into the examination room any operating instructions or prepared programs
 - You must not use a dictionary or computer spell-checker, unless you are told that you may do so.

Examination Instructions

- Listen to the Invigilator and do what you are asked to do.
- Tell the Invigilator at once,
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper,
 - if the question paper is incomplete or badly printed.
- Read carefully the instructions printed on the question paper and/or on the answer book/answer paper. Do what you are asked to do.
- Fill in the details required on the front of your question paper and/or answer book/answer paper before the start of the examination.
- Do your rough work on the proper examination stationery. Cross it through and leave it on your desk when you leave.

Advice and Assistance

- If on the day of the examination, you feel that your work may be affected by ill health or any other reason, tell the Invigilator.
- If during the examination you have a problem and are in doubt about what you should do, or you feel ill or you need more answer paper, raise your hand to attract attention. The Invigilator will come to you and answer your question.
- You may not ask for, and will not be given, any explanation of the questions.

Leaving the Examination Room

- You may leave the examination room before the end of the examination only if the Invigilator allows you to do so. For examinations longer than one hour, you will not be allowed to leave the examination room until at least one hour after the published starting time. If you are allowed to leave before the end of the examination, you will not be allowed to return.
- If you have used more than one answer book and/or loose sheets of answer paper, you must place them in the correct order. Fasten them together before you leave.
- You must not leave the examination room until the Invigilator tells you to do so.
- When you leave the examination room you must leave behind the question paper, your answer book/answer paper, rough work, and any other (used or unused) materials provided for the examination.

WARNING

If you cheat, try to use any unfair practice, or break the rules in any way, you may be disqualified from all your subjects.

This checklist summarises the essential actions for the invigilation of examinations. Invigilators must be familiar with the *Instructions for the Conduct of Examinations* and should refer to this booklet for detailed instructions and guidance.

A Arrangement of the Examination Rooms

1. Check that any charts, diagrams, etc have been cleared from the walls.
2. Check that you have the following
 - (a) Warning to Candidates,
 - (b) a clock clearly visible to all candidates,
 - (c) a board/Manila sheet showing;
 - (i) centre number,
 - (ii) starting time and finishing time of the examination.
 - (iii) syllabus and component for the examination session
3. Check that you have;
 - (a) a copy of the current *guidelines for the Conduct of Examinations*
 - (b) any subject-specific instructions issued by BEC,
 - (c) a seating plan of the examination room.

B Before the Examination

1. Check that the security envelope you are about to open contains the correct question papers for the session.
2. Refer to the front of the question paper and the Summary of Additional Materials List for precise requirements in respect of authorised materials, particularly calculators.
3. Inform candidates that they are now subject to the regulations of the examination and draw their attention to;
 - (a) the Warning to Candidates,
 - (b) Notice to Candidates.
4. Warn candidates that any unauthorised materials must be handed to invigilators before the start of the examination.
5. Have candidates check that the question paper packets are still intact before opening them. Open the question paper packet in the examination room in front of candidates.
 - (a) Instruct candidates to complete the details on the front of the answer booklet.
 - (b) Draw candidates' attention to the instructions on the front of the question paper.
6. Ensure that details of any erratum notices are brought to the attention of the candidates.
7. Remind candidates when they may begin and how much time they have.

C Identification of Candidates

1. Satisfy yourself as to the identity of every candidate in the examination room.
2. Check documentary evidence presented by private candidates that they are the same persons who made entry for the examination.

D During the Examination

1. Complete the Attendance Register. Indicate absent candidates. **Do not mark absent candidates present in the attendance register!!**
2. Refer to paragraph 12 of the *Instructions* if a candidate arrives late.

3. Be vigilant. Supervise the candidates at all times to prevent cheating, **collusion** and distractions.
4. Do not give any information to the candidates about
 - (a) suspected errors in the question paper, unless an erratum notice has been issued,
 - (b) any question on the paper or the requirements for answering particular questions.
 - (c) **if an error is noticed during the examination, say these to the candidates "Do the best you can" then write a report on the error to BEC.**
5. Ensure that no candidate leaves the examination room until at least one hour after the published starting time (or the duration of the examination, if less than one hour).
6. Ensure that no question paper is removed from the examination room. All question papers should be returned to a secure store at the end of the examination.
7. Ensure that a member of staff is available to accompany any candidates who need to leave the room temporarily.
8. Refer to paragraph 16 of the *Instructions* in the event of an emergency.
9. Inform candidates when they have five minutes remaining.
10. Instruct candidates to stop writing at the end of the examination.

E After the Examination

1. Check and sign the *Attendance Register*. Ensure that all of the absentees have been properly recorded.
2. Instruct candidates to check that
 - (a) all the required information has been entered on their scripts, including supplementary sheets,
 - (b) they have crossed out rough work or unwanted answers,
 - (c) They have fastened any supplementary sheets in accordance with the instructions on the question paper or answer booklet.
3. Collect all scripts and all unused stationery before the candidates leave the examination room.
4. **Arrange scripts in Attendance Register order. Seal scripts in front of candidates or a representative of candidates.**
5. Ensure that scripts are moved to a secure place.

F Use of Calculators

1. Candidates are permitted to use certain types of calculators unless their use is specifically forbidden in the rubric of the question paper (see paragraph 3 of the *Instructions*).

A candidate is eligible for Special Consideration if the performance in an examination is affected by circumstances beyond the candidate's control, such as illness, accident, bereavement or some disturbance during the examination. A candidate may also be eligible for Special Consideration if a paper is missed in similar circumstances. Application should also be made if the Centre believes that Special Arrangements in respect of a permanent or long-term disability proved inadequate.

Application for Special Consideration must be made on this form by providing the details below. Applications must be made by the Centre and signed by the School Head or Chief Invigilator.

Completed forms should be sent to the Executive Secretary at BEC. It is acceptable for a school to send all applications in a single batch at the end of the examination period. All applications should be received at BEC no later than 1 December.

A Details of Centre and Candidate

Centre Number		Centre Name	
Candidate Number		Candidate Name	

B Syllabus and Components Affected

Enter the Name and Code of the syllabus, and list the components/papers which were affected. Tick one box alongside each component to indicate whether the candidate was absent from the examination, partially absent after being taken ill during the examination, or present for the entire examination although disadvantaged.

Subject Name	Subject code	Component/Paper number	Absent	Ill during examination	Present but disadvantaged

C Reasons for Application

Provide a brief description of the circumstances which led to this application for Special Consideration for this candidate.

D Comparable Candidates

Identify 4 candidates whose ability in the subject is similar to that of the candidate. List the Forecast Grade previously supplied to BEC for each of the candidates.

Candidate Number	Candidate Name	Forecast Grade

E Declaration by Head of Centre or Chief Invigilator

I support this application for Special Consideration, and I am satisfied that the information on this form is correct.

Signed Head of Centre/Chief Invigilator Date

BEC is interested in receiving comments from schools on all aspects of the examination. Comments might be made, for example, on the written papers, practical tests in the Separate Sciences and Computer Studies, the moderation of coursework, etc. Comments about any aspect of the administration of the examination such as the Timetable, the delivery of materials (stationery, marksheets, question papers, etc.) would also be welcome at BEC.

A separate form should be used for comments on different topics (e.g. different question papers, different aspects of the administration) so that comments can be passed on to the relevant staff in BEC. In the case of comments on question papers (including Practical Tests), the component concerned should be identified using the spaces provided.

Comments should be received at BEC as soon as possible after the end of the examination and before the end of the year. All comments will be carefully considered, and BEC will provide responses where it is appropriate to do so.

Comments

Syllabus Code eg 0561		Syllabus Name	
Component Code eg 0561/01			

Centre Number		Centre Name	
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Name		Position	
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**A BRIEF GUIDE TO THE ADMINISTRATION OF
COMPUTER STUDIES PRACTICAL PAPER**

1. The Computer Studies Practical Paper (0597/01) is an exercise in which candidates are required to demonstrate practical skills in word-processing, spreadsheets and databases. The duration of the paper is 90 minutes, during which time each candidate will require exclusive use of a PC and access to a printer.
2. In the first section of the paper, candidates will require access to a file which contains some text. The file will be provided on a diskette and on a CD ROM as part of the question paper despatch and will reach schools towards the end of September.

The file will be provided as a MS Word document. If a centre intends to use word-processing software other than MS Word, BEC should be informed so that a file in RTF format can be provided. At the start of the examination, candidates should be instructed to open the file. Accessing the file is not a skill which is being tested, and so candidates may be given help at this stage. Schools can decide the best way of providing candidates with access to the file.

In Sections B and C, candidates will need access to a spreadsheet application and a database application respectively. They will create their own spreadsheets and tables, and so no files on the disk apply to these sections, and suitable applications other than MS Excel and Access can be used.

3. At certain points during the examination, there are instructions on the question paper which require candidates to print their work. It follows that candidates may require access to a printer at any point during the test. The question may require candidates to add their name and candidate number to the document they are working on. So, assuming that they manage to do so, these printouts will be identified. Other printouts will carry no such identification, and schools need to add the candidate's name and index number to each printout as it is produced. Schools should decide how this can be achieved most conveniently.

The printouts should be returned to the candidates during the course of the examination (or perhaps at the end). Candidates should be instructed to write their name and index number on the question paper and to place all their printouts inside the question paper.

4. In the case of a technical problem which is beyond the control of the candidate, staff should give whatever help is necessary to enable the candidate to continue. In the event of the accidental deletion of files, it may be necessary for candidates to repeat some of the work. If the deletion is not the fault of the candidate, then extra time should be given to ensure that the candidate is not disadvantaged. Otherwise, no further help should be given and all of the usual examination regulations should be applied.
5. Schools may consider reserving one PC for use in emergencies. For example, in the case of a technical problem on one PC which cannot be resolved quickly, the candidate could be moved to the spare PC and then given time to repeat the work which was lost.
6. In most schools, it will be necessary to arrange more than one session of the examination. Schools may operate as many consecutive sessions as necessary, so long as the security of the examination is maintained throughout. In particular, the arrangements must ensure that candidates who have completed the examination do not come into contact with those who have still to do the examination. This becomes difficult if more than two or three sessions are required. The simplest solution is to require all candidates to arrive in the school at the usual time for a morning examination. The candidates are then supervised while they wait for start of the session of the examination to which they have been allocated. Candidates can be released at the end of their examination, but schools must ensure that they cannot communicate with candidates who are about to start the examination. Centres are free to make their own arrangements, but all such arrangements are subject to BEC scrutiny.
7. If schools require help or advice, either during the preparation of the examination or whilst the examination is taking place, they should telephone **Mrs B. Hirschfeldt at 3650768, Mrs. A. Lewanika at 3650727 or Mrs. L. Puddefoot at 3650701.**

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