

Title: Proficiency Test Invigilation Procedure	Amended Date: October 2015
NZIOS procedure 21A	Version 2

Invigilator Terms and Conditions

- Invigilators must be employees of NZIoS and have a current, signed employment contract for service.
- Invigilators must return a signed and dated attestation with each completed English proficiency tests paper.

Invigilator instructions

Before the test

1. Print one copy of the test for each candidate
2. Set up the test room and ensure all equipment is functioning 30 minutes before the test
3. Set the test room up with a minimum 1 meter space between each candidate
4. Ensure the test room is free from distractions, comfortable, has a secure, lockable testing area, has secure area for storage of testing materials
5. Maximum invigilator student ratio of 1 to 10

Admission of candidates

1. Students must enter the examination room at the designated time.
2. Invigilator must ensure test conditions are met
3. Invigilator must confirm the ID of candidates
4. Only students who have completed an application form and are on the test attendance register are allowed into the test room
5. Invigilate must not allow late candidates into the test room once the test has commenced

Start the test

1. Invigilator makes the following announcement

“Please ensure your mobile phone is switched off and is not left on your desk or on your person. All bags should be left at the front of the test room and any valuables left in bags are left at the students own risk.

Dictionaries and calculators are NOT permitted.

Once you have found your seat, there should be no talking.

Any candidate found to have a mobile phone or other device on them during the assessment will be reported to NZIOS test coordinator as a misconduct.”

2. Once all candidates are confirmed and seated the invigilator places test papers face down on each candidates desk along with candidate instruction and makes the following announcement

“You may complete the front cover of your Answer Sheet Booklet but do not turn over your assessment paper OR write anything else until the start of the assessment is announced.

Students wishing to leave the test room between now and the end of the assessment for any reason including toilet breaks will raise his/her hand and ask the permission from the invigilator.

Any candidate found to have a mobile phone or other device on them during the assessment will be reported to the test coordinator for misconduct. If you have not already done so, please switch it off and put it in your bag now”.

3. Candidates may start the test.
4. Invigilator should begin with the listening test

During the assessment

1. There is no break time during the Listening Test, Reading Test and Writing Test.
2. The invigilator must:
 - Remain in the exam room at all times and do not leave the test room except in an emergency.
 - Ensure silence is maintained.
 - Patrol the room at frequent intervals
 - Not do anything to disturb the candidates by making a noise or by speaking to the candidates other than to respond to a query.
 - Not do anything not related to invigilation while on duty in the test room.
 - Not read or do any personal work while on duty.
 - Ensure that his/her mobile phone is switched off during the examination.
3. Invigilator should give candidates regular updates on the time and announce a ten minute warning at the end of the test
4. The invigilator has the right to check any item on a student’s desk e.g. pencil cases etc. if it is necessary.

5. The invigilator should observe and report any misconduct to NZIoS test coordinator in writing.
6. The invigilator should assist candidates where required.

The close of the test

1. At the end of the Assessment, the Invigilator makes the following announcement:

"Stop writing now. Check you have filled in all the details on the front of your Answer Sheet Booklet.

Ensure you leave your Answer Sheet Booklet on your desk. You cannot take the assessment materials.

Stay in your seat until all the Assessment Materials and Answer Sheet Booklets have been collected, and you are instructed to leave the room.

Please remain silent until you have left the test room.

Please ensure you remember to collect your bag and coat before leaving the examination room".

2. Candidates remain in their seat while Invigilator collects all test scripts and rough workings
3. The invigilator ensures each student has completed the front of his/her Answer Sheet Booklet
4. The invigilator checks that the number of test scripts collected is the same as the number of attendees on the register.
5. Invigilator signs Terms and Conditions attestation confirming test conditions met for each candidate
6. Invigilator scans and emails candidates tests and Terms and Conditions attestations to New Zealand Institute of Studies test coordinator.
7. Invigilator destroys all unused copies of the test

Detailed procedure for skills tests selection

The test materials will be selected randomly and used once only.

Copies must be made by the testing centre from the emailed copy

A listening file will be sent with all other test materials.

Speaking – test time 15 minutes

1. Speaking tests will take place prior to reading, writing and listening tests.
2. Test will be carried out through skype interviews at a pre-arranged time
3. All candidates must bring their passport
4. **REQUIRED:** A screenshot of the candidate clearly showing her/his passport details page
5. Examiners will record the interview.
6. The sound and visual quality of the recording must be clear.
7. Results will be given within 2 days the test.
8. Only candidates who meet the minimum required speaking test score will be eligible to take the other skills tests.

Listening – test time 20 minutes

1. Begin with the listening test (play the recording **ONCE** only)
2. Listening equipment must be regularly checked for acoustic quality.

Reading – test time 40 minutes

1. Follow test instructions
2. Monitor time and warn students 10 minutes before the end

Writing – test time 1 hour

1. Follow test instructions
2. Monitor time and warn students 10 minutes before the end

Test regulations

Re-sits: Students may re-sit a test section they failed **once only** and the test section must be taken from a different test version

Authenticity: If any discrepancy with candidate identity is detected NZIoS reserves the right to ask the candidate to repeat the test or produce an official IELTS test result.

If the quality of the recorded material is inadequate to establish language proficiency, NZIoS reserves the right to ask for the candidate to repeat the speaking component or produce an official IELTS test result.

Dishonesty: Any evidence that test conditions have not been followed or work submitted has been copied or plagiarised will result in the immediate termination of the Test Centre's memorandum of understanding. No future testing will take place using the test centre or its invigilators.

Results: Candidates test results will be validated by retesting in New Zealand

Invigilators Attestation:

I (invigilator's name) attest to invigilating
(Candidate's name)

I attest to following the invigilators terms and conditions.

I attest that candidates adhered to the test conditions.

Invigilator's name:.....

Invigilator's signature:.....

Date:.....