

# Liverpool English Centre Code of Practice on Testing



## **Regulations for the Conduct of Tests**

The Regulations for the Conduct of Tests apply to all Liverpool English Centre tests.

### **General Regulations**

Except when prevented by illness or by other extenuating circumstances, a student who fails to present herself/himself for a test at the time indicated will be deemed to have failed in that part of the assessment.

No candidate shall be permitted to enter the testing room after the lapse of half-an-hour from the commencement of the test, and no candidate shall be allowed to leave the testing room until after the test time has expired.

Candidates who complete their work before the test time duration should remain quietly seated until the Invigilator announces the end of the test.

Candidates wishing to make a temporary withdrawal from the examination room for personal reasons must be authorised to do so by the Invigilator.

Candidates shall be considered to remain under test conditions until such time as they leave the test room and do not return.

Candidates should remove equipment required for the test from their bags before starting the test and then begin in silence. Candidates should leave their bags in a designated area first and then move to their desks. Candidates are required to arrive at least 5 minutes before the start of the test in order to hear all test announcements and receive papers in good time to start the test.

Candidates must ensure that all mobile phones and other electronic data storage or communication devices including smart watches are switched off before they begin a test.

Candidates are forbidden to take to their test desk any unauthorised book, manuscript, notes or other unauthorised article.

Candidates must not indulge in any behaviour which, in the opinion of the invigilator, may disturb other candidates, or in any form of conduct which may disrupt the smooth progress of a test.

Candidates must follow all instructions given by an invigilator and may not commence reading a test paper or writing until instructed to do so. Any irregularities of conduct within the test room shall be reported to the School Manager who shall have power to exclude the candidate from the test room and who shall refer the matter for consideration of an investigation and any school disciplinary procedures.

Candidates are forbidden to communicate with each during the test.

No additional time will be allowed to test candidates who arrive at the test room after the commencement of the test.

In the case of candidates arriving at the test room after the first fifteen minutes of a test the invigilator will be required to write on the candidate's test paper the time of his/her arrival and to sign against this entry.

A candidate who is absent from part or the whole of a test on account of illness or other extenuating circumstances must provide a valid medical certificate in the case of illness or independent documentary evidence in the case of other extenuating circumstances.

In cases where a candidate complains of feeling unwell in a scheduled test and leaves a test, arrangements will be made for the test to be continued on an alternative date.

Should the candidate believe that they have good reason for being late and that their performance was affected by this reason they may submit a claim for extenuating circumstances via email to: [study@liverpoolenglishcentre.co.uk](mailto:study@liverpoolenglishcentre.co.uk)

It is the responsibility of invigilators to supervise tests in accordance with the Code of Practice on Testing.

Candidates are responsible for informing an invigilator of any issue which occurs during a test which they consider has affected their performance, and invigilators are responsible for recording any such issues raised by candidates on the test.

The Invigilators shall inform the School Manager immediately of any unsatisfactory conditions or activities which they consider detrimental to the conduct of tests.

All tests are to be corrected by invigilators and not the candidates.

Test papers and results must be submitted to the school manager on the same date after the test has been completed.

Feedback must be provided to the candidate on the following lesson, a student action plan must be completed and the student must then be sent to reception to purchase a new book.

Should a candidate wish to take a 'level-up' test, a test should be delivered after the feedback session (level-up tests are only to be offered at the teacher's discretion and it is recommended that candidates who fall far below the current 70% mark are strongly advised to re-sit the course).

After feedback sessions candidates must report to reception in order to purchase a new book for their new course.