

# **ITEC Regulations and Procedures for Operating Theory Examinations**



# Contents

Introduction	3
Registration and Enrolment of Learners	3
Preparation for Theory Examinations	3
Online Theory Tests	3
Receipt and Storage of Theory Papers (Paper-based)	4
Check for Correct Papers	4
Copyright	4
Sample Questions	4
Identify Answer Papers	4
Accuracy and Clarity in Multiple-Choice Questions	5
Invigilation of Theory Examinations	5
Learners Requiring Reasonable Adjustments or Special Consideration	6
Collection of Papers	6
Return of Theory Papers to ITEC	6
Limit of Liability for Lost Papers	7
Preliminary Results	7



# REGULATION AND PROCEDURES FOR THEORY EXAMINATIONS

## INTRODUCTION

This section gives the full guidelines for holding a theory examination at an ITEC Registered Centre. Every Lecturer preparing Learners for examinations should be given a copy, along with the Lecturer guidance notes contained within the unit documentation available on the ITEC website:

[www.itecworld.co.uk](http://www.itecworld.co.uk)

## REGISTRATION AND ENROLMENT OF LEARNERS

Details for the registration and enrolment of Learners for ITEC examinations may be found at:

[www.itecworld.co.uk/school/centreguide](http://www.itecworld.co.uk/school/centreguide)

## RESULTS

In order to avoid disappointment, Lecturers do not discuss results with Learners until all results have been aggregated and released into the ITEC results portal

## PREPARATION FOR THEORY EXAMINATIONS

Lecturers should conduct mock examinations under strict examination procedures to prepare Learners for the ITEC examinations.

## ONLINE THEORY TESTS

ITEC multiple-choice theory papers are also available online.

A username and password will be issued to the Centre in order to access the online tests.

The following procedures must be followed:

1. Go to the ITEC Website [www.itecworld.co.uk](http://www.itecworld.co.uk)
2. Select 'Centres' and the 'College Admin V2'
3. Log in using your Reference and Password
4. Select your centre
5. Select 'Theory Onscreen'
6. Find the booking that the Learners are enrolled on and the select 'Onscreen Exam'
7. Find the Qualification that the Learner is enrolled on and select 'Units'
8. On this page you will have a list of Learner and the units. Choose the unit you wish the Learners to take and then select 'Theory Exam'
9. Now you are ready to take the exam



## RECEIPT AND STORAGE OF THEORY PAPERS (PAPER-BASED)

Theory papers are sent to Centres in advance and must be kept UNOPENED in a secure cabinet within the Examinations Office. Papers must be opened in accordance with theory examination procedures by the Invigilator on the theory examination date and time as previously agreed with ITEC.

## CHECK FOR CORRECT PAPERS

On receipt of ITEC examination papers, Centres should check that the category of the examination papers displayed on the label on the outside of the sealed envelope is correct, together with the list of Learners for that unit.

If incorrect ITEC should be contacted immediately by telephone: +44 (0)20 8994 4141.

Envelopes may only be opened by the Independent Invigilator on the day of the Theory Examination.

## COPYRIGHT

All ITEC examination papers are subject to copyright. Should a Centre be found to be in possession of copies of ITEC Theory papers this constitutes Malpractice and as such the Malpractice Procedure would be implemented. The Regulatory Authorities would also be immediately informed. Please refer to the ITEC Malpractice and Maladministration Policy for further details:

[www.itecworld.co.uk/download/Malpractice%20and%20Maladministration.pdf](http://www.itecworld.co.uk/download/Malpractice%20and%20Maladministration.pdf).

## SAMPLE QUESTIONS

Sample questions can be found on the ITEC website.

## IDENTIFY ANSWER PAPERS

Invigilators must ensure that Learners check that their name, Learner number (as listed on the 5T form) and the name of their Centre is correctly stated on their answer sheets. They must also sign their name in the space provided on the answer sheet confirming that the document is a true representation of their work.

Invigilators must check that they have issued the correct category of examination paper and answer sheet to each Learner. ITEC cannot be held responsible for errors caused by any failure to ensure that the correct paper/answer sheet has been completed.



## ACCURACY AND CLARITY IN MULTIPLE-CHOICE QUESTIONS

Learners must be advised to, in black pen draw a black mark over the correct answer e.g. ● on the answer sheet provided.

Where the answer is unclear, or where more than one answer is noted, no marks will be given. There is no negative marking on the ITEC system (one mark is given for each correct answer.)

If a Learner wishes to amend an answer, the incorrect should be clearly crossed out e.g. ●~~●~~ and initialed by the Learner.

## INVIGILATION OF THEORY EXAMINATIONS

Each Centre must provide a suitable quiet room with adequate ventilation and lighting for the examination with sufficient space for Learners.

The Centre must appoint an independent person to act as Invigilator who must have no knowledge of the subject being examined. Lecturers from another teaching department are acceptable.

The Invigilator must:

- Sign the Theory Examination Form (5T)
- Take full charge of the examination and the Centre must ensure that the Invigilator is:
  - Provided with a copy of ITEC Theory Examination Procedures
  - Fully briefed on any Learners with Reasonable Adjustments or Special Considerations that must have already been approved in writing by the ITEC office
  - Provided with a list of the Learners – Form 5T (this will be within the sealed examination envelope.) Any additional Learners must be noted on the 5T forms and all absences should be clearly noted in the attendance column provided
  - Given certificates of authorised absence for any Learner(s) as appropriate
  - Given the SEALED envelope(s) of papers

Spot checks will be conducted by ITEC to ensure ITEC procedures are followed Invigilators must also ensure that:

- Learners leave their bags and any paper outside or at the front of the examination room, along with mobile phones which must be switched off
- Additional blank paper is provided by the Invigilator if requested by Learners. Any additional notes made on blank paper by the Learners must be collected and returned with the examination papers and answer sheets as detailed below
- Learners place their pens and pencils in a clear plastic bag to be checked by the Invigilator upon entry to the Examination Room
- Learners do not leave the room during the examination unless escorted by a Centre Representative to ensure that no access to information is obtained
- Learners leave the room only when their paper is completed
- Learners provide identification on request



## LEARNERS REQUIRING REASONABLE ADJUSTMENTS OR SPECIAL CONSIDERATION

Where Learners require Reasonable Adjustments or Special Consideration, this must be provided after formal written agreement has been sent by ITEC. Proof of this must be handed to the Invigilator who must attach the appropriate forms to the Learner's completed answer sheet. Please see the [ITEC Reasonable Adjustments and Special Consideration Policy](#) for further details.

## COLLECTION OF PAPERS

- At the end of the examination time (and any extra time allowed for Learners with reasonable adjustments/ special consideration) the Invigilator will collect all the papers, additional notes made on paper provided and answer sheets including those for absent Learners
- Papers must be collated in the order printed on the ITEC 5T form
- No question papers may be retained by the Centre – ALL papers and answer sheets including those which are unused must be returned to ITEC. ITEC will check that the number returned equals the number sent. Papers must NOT be photocopied. Should a Centre be found to be in possession of copies of ITEC theory papers this constitutes malpractice and as such the Malpractice Procedure will be implemented. Please refer to the [ITEC Malpractice and Maladministration Policy](#) for further details.

## RETURN OF THEORY PAPERS TO ITEC

All theory papers and answer sheets including those not completed must be returned to ITEC without delay following the examination. They must be sent by registered post or courier. The completed scripts are the responsibility of the Centre.

Included with the Papers and Answer Sheets MUST BE:

- The 5T form signed by the Invigilator including all signed claims for credit for absent Learners
- Medical and other records supporting reasons for absence
- Details of any additional time given to Learners with Reasonable Adjustment/Special Consideration
- If papers are returned late, or with any of the above missing, the release of results may be delayed



## LIMIT OF LIABILITY FOR LOST PAPERS

ITEC takes every care of examination papers and answer sheets once they have been received from Centres. An acknowledgment is issued to the Centre upon receipt.

In the unfortunate event that papers are lost whilst in ITEC's possession, ITEC will send replacement papers and answer sheets at no charge to enable the examination to be re-taken. ITEC does not accept any other liability for lost answer sheets.

In the event that papers are lost while in transit or in the custody of the Centre or any Centre appointed Invigilator, ITEC will supply a further set of papers and answer sheets for a new examination at a fee equal to the re-sit fee for the units involved.

## PRELIMINARY RESULTS

Preliminary results for all bookings may be accessed by a Centre via the online results portal at:

[www.itecworld.co.uk/bookings](http://www.itecworld.co.uk/bookings)

