



Hampshire Learning

Procedures for NCFE National Tests and Entry Level Qualifications

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NCFE National Tests and Entry Level Qualifications

All learners on Family Literacy, Language and Numeracy (FLLN) courses of 30 guided learning hours or above should be entered through NCFE for a national test at level 1 or 2, or an entry level qualification in literacy and/or numeracy.

The following paragraphs contain guidance for centre managers/centre staff; tutors; internal verifiers and invigilators on the procedures to be followed for these qualifications.

Guidance for Centre Managers/Centre Staff

Where centres have been funded to deliver FLLN programmes of 30 hours or above, the final goal for all learners on the programme should be a national test or an appropriate entry level qualification. These qualifications must be accessed through NCFE and learners should be entered for at least one of the following:

National Test in Literacy and/or Numeracy at Level 1
National Test in Literacy and/or Numeracy at Level 2
Entry Level Qualification in Literacy and/or Numeracy

Management Information

When courses are set up on the management information system (MIS) either by providers completing and forwarding the Course Form (CO11) or Course Details spreadsheet (CS11) to Hampshire Learning, or by entering the details on Aqua, the following information must be provided:

- the anticipated level of learning for the course
- the awarding body supporting the accreditation (ie NCFE for FLLN programmes)

Within **2 weeks** after the start of the course please return to Hampshire Learning all enrolment forms for all learners enrolled on the course, or ensure all enrolments are recorded on the MIS system (AQUA).

Following initial and diagnostic assessment, the level of learning and an appropriate qualification aim should be identified for each learner.

Soon after the start of the course, Hampshire Learning will issue an NCFE registration form containing details of all learners on the course. Centres will be asked to check learners' details (including spellings of names) and advise any changes to Hampshire Learning immediately. Centres should also advise Hampshire Learning if learners on the course are likely to be entered for entry level certificates so that an internal verifier can be assigned.

This NCFE registration form must be completed and returned to Hampshire Learning **at least 4 weeks before the test date or for entry level portfolios 3 weeks before the end of the course.**

Centres should indicate:

- which learners are preparing for national tests
- whether these learners are preparing for the literacy or numeracy test
- the level of the test for each individual
- the date and time of the test(s)
- the name of the test invigilator
- the names of learners who are being entered for entry level certificates
- whether these learners are preparing for literacy or numeracy certificates
- the name of the internal verifier for entry level portfolios

If a learner is identified as requiring reasonable adjustments or special considerations, Hampshire Learning must be contacted at the earliest opportunity for clarification as to what is permissible and what evidence is required. Leaving this step until booking the test is too late.

National test papers are despatched from NCFE to arrive at Hampshire Learning 3 days prior to the test. These will be sent by Hampshire Learning to the Centre by Special Delivery unless a local agreement can be made for a more cost-effective means of delivery.

Conduct of the National Test

The following procedures should be adopted by all centres administering national tests:

- the test must take place in a suitably quiet, undisturbed location, with adequate space, heating, lighting and ventilation.
- only candidates registered for the test in question and the person responsible for co-ordinating the external assessment process should be allowed in the room immediately before, during or after the test.
- candidates must be in the room at least 10 minutes before the start of the test in order to complete the external assessment documentation.
- candidates should not be allowed into the room until the invigilator is satisfied that the room is ready and can indicate where each candidate should sit
- NCFE recommends a seating plan that follows the order of the names as stated on the Invigilator's Register
- seating arrangements must prevent candidates from seeing each other's work, intentionally or otherwise. NCFE requires that the minimum distance between the centre of each candidate's chair is 1.25 metres in all directions and that each candidate should be seated at a separate desk, table or workstation.
- a large clear sign should be placed on the outside of the door to the location to indicate that an external assessment is in progress.
- all posters, displayed materials etc in the room where the test is being undertaken, which may be relevant to the test, should be removed or covered.
- all candidates must be able to see a clock without turning round.
- the start and finish times of the test must be displayed where all candidates can see them without turning round.

Return of Test Papers

Test papers should be returned directly to NCFE by Special Delivery on the day of the external assessment. If this is not possible then the papers must be kept in locked storage under the same conditions as unused external assessment papers. The return of test papers to NCFE is the responsibility of the Centre. Assessment materials that are not received by NCFE within four working days of the external assessment date will not be marked. All unused question papers/booklets and pre-printed candidate answer sheets/booklets must be returned to NCFE by Special Delivery. Centres must not make photocopies of either used or unused assessment materials.

Entry Level Qualifications

Learners undertaking entry level qualifications will be required to produce a portfolio of evidence which will be assessed and internally verified by Hampshire Learning. Once a tutor has identified entry level learners Hampshire Learning should be informed so that an internal verifier can be assigned. The internal verifier will support the assessor (tutor) with formative and summative internal verification of portfolios. Learners should be registered with Hampshire Learning no later than 3 weeks before the end of the course and ideally as soon as the tutor and internal verifier are confident the learners will complete their portfolios.

Portfolios should contain the following:

- [evidence log](#)
- evidence showing how the candidate has achieved all elements of each unit claimed
- a variety of forms of evidence
- a variety of assessment methods
- evidence that has context relevant to the learner

The internal verifier should sample at least one portfolio as well as comparing evidence for certain units, elements or performance criteria across assessors to ensure consistency between assessors over time and with different candidates. This process also assists in identifying the most appropriate forms of evidence that can cover the requirements of the qualification/scheme.

The sample of assessment decisions which are internally verified is usually between 20 and 40%. Where assessors are newly appointed, the internal verifier may wish to ensure that between 50 - 100% of assessment decisions are internally verified, in order to have confidence that judgements are consistent and assessments are appropriate.

Once assessment and internal verification requirements have been met, external moderation will be arranged by Hampshire Learning.

Portfolios must be retained at the Centre until they have been externally moderated, when they may be returned to the learners. All portfolios must be retained by learners for at least a year after accreditation. With this in mind learners should complete a portfolio [availability form](#)

Certificates will be sent by Hampshire Learning to Centres for distribution to individual learners.

Guidance for Tutors

All learners on Literacy, Language and Numeracy courses of 30 hours or more, should have, as their final learning goal, the National Test at Level 1 or 2 or, if appropriate, an Entry Level Certificate in Literacy or Numeracy.

After undertaking initial and diagnostic assessment with learners, tutors should identify the most appropriate qualification aim. Learners for whom the most appropriate qualification aim is the National Test at Level 1 or Level 2 should have the opportunity to sit some practice papers. Learners should be able to achieve a score of 28 out of 40 prior to entering for the test.

Some learners may not be at an appropriate level to work towards the national tests at the start of the course. In addition, some learners who have begun preparing for national tests may not be ready to sit the test at the end of the course as planned. This may mean that a learner who is being prepared for the test at level 2 is moved to level 1, or that a level 1 learner, who does not manage to achieve 28 out of 40 on practice papers, may need to be entered for the entry level certificate. Initial and diagnostic assessment, as well as ongoing assessment of the learners' progress and achievement, are vital to ensure that learners are entered for appropriate qualifications and that they are successful.

All learners, whether being entered for national tests or entry level qualifications, should build up portfolios of evidence of their achievements against the core curricula. This is considered to be good practice and means that all learners have a record of the work they have completed during the course. In addition, this will ensure that learners whose original aim is the national test can be entered for the entry level certificate if that is later deemed more suitable.

Soon after the start of the course, Hampshire Learning will issue the NCFE registration form containing details of all learners on the course. Centres will be asked to check learners' details (including spellings of names) and advise any changes to Hampshire Learning immediately. Centres should also advise Hampshire Learning if learners on the course are likely to be entered for entry level certificates so that an internal verifier can be assigned.

This NCFE registration form must be returned to Hampshire Learning **at least 4 weeks before the test date or for entry level portfolios 3 weeks before the end of the course.**

Centres should indicate:

- which learners are preparing for national tests
- whether these learners are preparing for the literacy or numeracy test
- the level of the test for each individual
- the date and time of the test(s)
- the names of learners who are being entered for entry level certificates
- whether these learners are preparing for literacy or numeracy certificates

On receipt of the NCFE registration form the test will be booked and a test confirmation sent. The test confirmation should be checked over carefully to ensure there are no errors. Any errors should be reported to Hampshire Learning immediately.

Guidance for Invigilators

Invigilators play a key role in the quality control of the external assessment process. It is the responsibility of the Centre to appoint an Invigilator for national tests who must be someone other than the tutor of the group.

Invigilators are required to follow NCFE's procedures for external assessments which are contained in [NCFE Regulations for the Conduct of External Assessment](#). A summary of the key responsibilities of invigilators is included below:

Following confirmation from Hampshire Learning, invigilators should be notified of any reasonable adjustments or special considerations, and supplied with supporting evidence for each learner before implementing.

Invigilators are required to:

- arrive at the test location in good time
- ensure that the room is set up in accordance with the guidelines contained under conduct of the national tests
- open the assessment papers once all the candidates are assembled in the room
- ensure that the regulations (appendix A) are read out to candidates prior to the test
- check that the test reference numbers on question papers and pre-printed answer sheets correspond for each candidate
- distribute question papers/booklets and candidate answer sheets/booklets to candidates
- allow time before the start of the test for candidates to check their personal details on the candidate answer sheet/booklet
- ensure that candidates know how to show their preferred answer, and how to alter their answer if they change their mind, on the candidate answer sheet/booklet. If the answers are not correctly recorded the answer sheet will need to be 'manually marked' and this will incur a fee of £30 per candidate.
- instruct candidates to open their question papers/booklets at the specified start time for the test and advise them to read all instructions carefully
- provide candidates with additional paper if required
- be alert and observe candidates at all times during the test
- ensure that the test is supervised continuously
- ensure candidates will not be permitted to enter the external assessment location after half of the assessment time has passed
- ensure candidates will not be permitted to leave the external assessment location before half of the assessment time has passed
- ensure that the length of time allowed for the test does not fall short of the authorised time specified on the question paper/booklet to the detriment of candidates
- ensure that the length of time allowed for the test does not exceed the authorised time specified on the question paper/booklet
- take question papers/booklets and candidate answer sheets/booklets from any candidates who leave the test location before the specified end of the test
- collect in all question papers/booklets (used and unused) and candidate answer sheets/booklets at the end of the test
- ensure that each candidate's NCFE number is included on his/her candidate answer sheet/booklet

- ensure candidates enter their personal information and external assessment reference number (as shown on the front cover of the question paper) into the candidate answer sheets if this is not already-printed
- check that the number of completed candidate answer sheets/booklets agrees with the names and number of candidates attending the test
- complete the *Invigilator's Register*
- seal all papers before taking them from the test location

Invigilators must not read or carry out any other activities during the test. The Invigilator should be able to summon assistance easily, without leaving the room, in case of emergencies. Under no circumstances must candidates be left unsupervised or unattended during the test. If there are any queries, at any stage, about the conduct of the test these should be directed to the Hampshire Learning team.

Additional Charges

It is very important that centres follow the above procedures very closely to ensure that Hampshire Learning conforms to NCFE'S regulations. In addition, all specified deadlines must be met to avoid additional charges from NCFE.

Where centres provide inaccurate information or fail to meet deadlines, the following charges may be incurred from NCFE. In these cases, the additional charges may be passed onto centres.

Fee incurred	Reason	Cost
Fast Track entry fees	Late registration of candidate(s) by centre	£10 per candidate plus usual registration fee
Pirate candidates	Learners which sit an exam without being registered (using the spare papers)	£15 per candidate
Manually marked papers	Incorrectly filled in answer sheet	£30 per candidate
Re-marked paper (results remain the same)	The candidate appeals and requests their paper to be re-marked however, the result remains the same	£32
3 rd attempt at an external assessment	Two attempts of the assessment are included in the registration fee, further attempts are charged	£10 per candidate
Transfer fee	Learner(s) transferred from one test date to another or learner(s) transferred from one qualification to another following registration with NCFE	£5 per candidate/ £25 per batch
Re-issue fee	External assessment papers lost or damaged by centre following safe delivery	£100 plus courier fee
Cancellation fee	Centre registers learner(s) more than once for same qualification	£5 per candidate/ £25 per batch
Learner withdrawn	Learners withdraws after being registered Entry level learner(s) Level 1 & 2	£21 per candidate £10 per candidate
Certificate fee	Issue of replacement certificate	£25

Appendix A

For the Attention of the Invigilator

The following instructions must be read out prior to the start of each test.

Generic Instructions

- Please check that your personal details, candidate number and external assessment ('ExtAss') reference appear on your answer sheet and inform me/us (Invigilators) immediately if any detail is incorrect. If this information is not pre-printed please complete by hand
- Read each question carefully and attempt to answer all questions in the question paper/booklet
- Please ensure that your answers are clear and legible
- Do not turn over your question paper/booklet until I/we instruct you to do so
- You must not have any notes, books, dictionaries or other information with you unless it is specifically allowed by the rules of the external assessment. If you have brought anything into the room you must give it to me/us before the external assessment begins
- Mobile phones, pagers and other means of communication are not allowed in the external assessment. If you have brought these into the room they must be switched off and placed in your bag. Bags, coats and any other belongings should be left at the front of the room
- You must not communicate with anyone other than me/us in any way. If you have any problems and need to speak to me/us, please raise your hand to attract my/our attention. Do not make a noise or distract other candidates
- I/we will not be able to explain questions
- There must be no eating, drinking or smoking during the external assessment
- If you finish your work and wish to leave, please raise your hand and I/we will check the time before giving you permission to go. Please leave as quietly as possible, so as not to disturb other candidates. Make sure that you have left your work behind. Please note that you will not be able to return to the room
- By starting the external assessment you are agreeing that you have understood and accepted these rules

Additional instructions for Multiple Choice question papers

- Use a HB pencil as answer sheets are optically marked (scanned)
- Please complete all compulsory boxes
- Boxes must be filled in from left to right and not from top to bottom
- Read each question carefully and attempt to answer all questions on the candidate answer sheet provided. Make no marks on the question paper – they will not be taken into account
- Please take care when answering questions. Mark your answers only as instructed on the candidate answer sheet
- If you make a mistake, follow the instructions on the candidate answer sheet about how to correct the mistake
- If you provide more than one answer to a question, and the correct answer cannot be easily identified then that question will be void and you will receive no marks for that question.

Signing off Entry Level Portfolios

Literacy

Unit 1 (Speaking and listening) entry 1 - R/102/1459

Unit 1 entry 2 - J/102/1460

Unit 1 entry 3 - L/102/1461

Unit 2 (reading) entry 1 - R/102/1462

Unit 2 entry 2 - Y/102/1463

Unit 2 entry 3 - D/102/1464

Unit 3 (writing) entry 1 - H/102/1465

Unit 3 entry 2 - K/102/1466

Unit 3 entry 3 - M/102/1467

Below is the current layout of the claim form with the unit names and level added

Please do not add candidates to these fields				Unit 1			Unit 2			Unit 3		
				entry 1	entry 2	entry 3	entry 1	entry 2	entry 3	entry 1	entry 2	entry 3
Centre	First Name(s) & surname	NCFE Candidate number	Amend Cand details	R/102/1459	J/102/1460	L/102/1461	R/102/1462	Y/102/1463	D/102/1464	H/102/1465	K/102/1466	M/102/1467

Numeracy

- Unit 1 (Number) entry 1 - A/104/0121
- Unit 1 entry 2 - R/104/0478
- Unit 1 entry 3 - Y/104/0479
- Unit 2 (Measures, shape and space) entry 1 - F/104/0122
- Unit 2 entry 2 - L/104/0480
- Unit 2 entry 3 - R/104/0481
- Unit 3 (Handling data) entry 1 - J/104/0123
- Unit 3 entry 2 - Y/104/0482
- Unit 3 entry 3 - D/104/0483

Below is the current layout of the claim form with the unit names and level added

Please do not add candidates to these fields				Unit 1			Unit 2			Unit 3		
				entry 1	entry 2	entry 3	entry 1	entry 2	entry 3	entry 1	entry 2	entry 3
Centre Candidate ID (if provided at registration)	First Name(s) & surname	NCFE Candidate number	Amend Cand details	A/104/0121	R/104/0478	Y/104/0479	F/104/0122	L/104/0480	R/104/0481	J104/0123	Y/104/0482	D/104/0483