**EXAM BOOKING PROCEDURE**

**REFORMS (POP)**

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| **WHAT** | **WHO** | **WHEN** |
| Arrange an invigilator with employer  | Tutor | Before booking exam |
| Request the invigilator to watch the invigilator guidance video on [www.myerscough.ac.uk](http://www.myerscough.ac.uk) * My Myerscough
* My Application and Admissions Guide
* Apprentices
* Support with your learning
* Exam and invigilation guidance (Step 1)
 | Tutor | Before booking exam |
| Invigilator to read JCQ Instructions and Year 2019-2020 Functional skills guidance (Step 2 & 3) *\*on the website – as above* | Tutor | Before booking exam |
| Invigilator to take the quiz and sign the declaration at the end to confirm they have both read and understood the JCQ document (Step 4.) *\*on the website – as above* | Tutor | Before booking exam  |
| Send exam booking form to the E&M team, exams booked weekly on a Wednesday*\*Access arrangements to be checked and stated on booking form if applicable* | Tutor | To book exam |
| Check that the invigilator has watched the guidance video, and taken the quiz * Check within 365 Forms
* Shared with me
 | E&M team | Once exam booking form has been received  |
| Inform exams team that exam can be booked  | E&M team | Once confirmation that the invigilator has taken the quiz  |
| Exam to be booked & E&M team to be informed (confirmed) | Exams Team | Day of exam booking |
| Confirmation to be emailed to tutor that exam is booked | E&M team | Once exam booking has been made |
| Carry out on screen exam with apprentice following JCQ & Pearson regulations  | Invigilator | Exam day |