**EXAM BOOKING PROCEDURE**

**REFORMS- OFF SITE (PAPER-BASED)**

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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 an exam booking form to E&M team  Note: exams are booked monthly on the first Thursday of the month.  Eight weeks’ notice is needed from the exam booking date to the exam sitting date  *\*Access arrangements to be checked and stated on booking form* | 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 |
| Alternative site form to be completed and sent to Pearson for authorisation | Exams Team | To book exam |
| Exam to be booked & E&M team to be informed (confirmed) | Exams Team | Day of exam booking |
| Confirmation to be emailed to tutor that the exam is booked | E&M team | Once booking has been made |
| Exam to be collected by named invigilator | Invigilator | Exam day |
| Carry out paper based exam with apprentice following JCQ & Pearson regulations | Invigilator | Exam day |
| Return paper to exams team | Invigilator | Exam day |