



EXAMINATION GUIDE FOR LCCI CENTRES

Aims

The aims of this seminar are to familiarise LCCI centre staff with administering and invigilating the examinations, obtaining results and certificates, malpractice and appeals.

Seminar material

1. Examination Guide for LCCI Centres, July 2008
2. On Demand Requisition Form
3. On Demand Candidate Spreadsheet
4. Series Examination Requisition Form
5. Series Entries Spreadsheet
6. Invigilator Declaration and Attendance Report Sample

Content

1. INTRODUCTION

- 1.1.** Professional introduction
- 1.2.** Explain event program

2. REGISTERING FOR LCCI EXAMINATIONS

2.1. On Demand Exams

- 2.1.1.** Documents to complete
 - i. On Demand Requisition Form
 - ii. On Demand Candidate Spreadsheet
- 2.1.2.** Documents to be sent 4 weeks before the examination date

2.2. Series Exams

2.2.1. Documents to complete

- i. Series Examination Requisition Form
- ii. Series Entries Spreadsheet

2.2.2. Documents to be sent by the deadline listed in the Series Timetable

2.3. All documents available online

3. EXAMINATION REGULATIONS – BEFORE THE DAY OF EXAMINATION

3.1. Question papers and equipment

3.1.1. Question papers received at least 5 days before the exam date

3.1.2. Package contents

3.1.3. Question papers security: On Demand exams; Series exams

3.2. Rules about invigilators

3.2.1. Number depends on the number of candidates

3.2.2. Roles and responsibilities

4. EXAMINATION REGULATIONS - ON THE DAY OF EXAMINATION

4.1. Arranging the examination room

4.1.1. Check:

- i. Display material
- ii. Desk position
- iii. Seating plan
- iv. Room arrangement
- v. Details to display

4.2. Identifying candidates

4.2.1. Candidate identification

4.2.2. Attendance register

4.3. Informing candidates

4.3.1. Dos and don'ts during the examination

4.3.2. Pens or pencils

4.3.3. Instructions to candidates

4.3.4. Front of the answer booklet

4.3.5. Timing

4.4. During the examination

- 4.4.1.** Late candidates
- 4.4.2.** Procedure in case of malpractice
- 4.4.3.** Leaving the room

4.5. After the examination

- 4.5.1.** Collect scripts and arrange them
- 4.5.2.** Invigilation Report
- 4.5.3.** Sending procedure

5. RESULTS AND CERTIFICATES

5.1. Series examinations

- 5.1.1.** Result release
- 5.1.2.** Exam Results Online service
- 5.1.3.** Certificate release

5.2. On demand examinations

- 5.2.1.** Result and certificate release

6. DEALING WITH MALPRACTICE

- 6.1.** Examples of malpractice by centre staff
- 6.2.** Examples of candidate malpractice
- 6.3.** Malpractice procedure
- 6.4.** Actions
- 6.5.** Penalties against centres
- 6.6.** Penalties against candidates

7. PERMIT TO RESIT

- 7.1.** Transfer of an examination entry
- 7.2.** Conditions for a Permit to Resit
- 7.3.** Validity of a Permit to Resit
- 7.4.** How to claim a Permit to Resit

8. CONCLUSION

- 8.1.** Question and Answer Session
- 8.2.** Provide access to further information and support
- 8.3.** Salutations