

ncfe.

guidance for external assessment.

This document outlines (in the lists below) some of the essential actions that must be carried out when running NCFE's external assessments. For full details please read the NCFE Regulations for the Conduct of External Assessment which **MUST** be followed for all NCFE external assessments. You can find a copy of the regulations on the NCFE website (www.ncfe.org.uk).

Please note that NCFE external assessment papers should NOT be viewed, copied or kept by a centre or centre staff under any circumstances. All paperwork should be returned in line with NCFE's Regulations for the Conduct of External Assessment.

Feel free to use these lists as a checklist for the assessment to make sure you're completing everything as necessary.

Before the external assessment:

- If you need to cancel or change the date/location of the external assessment after receiving these papers you must contact your Centre Support Assistant straight away.
- Make sure that the correct date, time and location for the external assessment is showing on the paperwork.
- Make sure that any changes in the above details have been reported to your Centre Support Assistant.
- Check the Exam Cover Sheet to make sure the correct papers have been received. Any discrepancies must be reported to NCFE straight away.
- All papers and Invigilator's Registers should be securely stored as per NCFE's Regulations for the Conduct of External Assessment.
- Once all paperwork is collected and completed they should be put in the appropriate envelope provided and sealed while still in the examination room.
- All paperwork should then be sent back to the chosen location by special delivery/secure courier **WITHIN 24** hours of the external assessment taking place (apart from NCFE Level 2 Certificate in Creative Studies: Art and Design - only the external assessment and Invigilator's register should be returned within 24 hours, all candidate work should be securely stored until the Examiner visit has taken place).

If you have any queries about this process, please contact your Centre Support Assistant on 0191 239 8000 or go to www.ncfe.org.uk

After the external assessment:

- All candidates' paperwork should be collected in the examination room at the end of the assessment.
- The Invigilator should complete the Invigilator's Register making sure everyone who attended is marked and no shows are completed.

NCFE Address:

NCFE, Q6, Quorum Business Park, Benton Lane, Newcastle upon Tyne NE12 8BT

DRS Address:

NCFE c/o DRS Data & Research Services PLC, 42-43 Potters Lane, Kiln Farm, Milton Keynes MK11 3HQ

Visit ncfe.org.uk Email service@ncfe.org.uk Call 0191 239 8000*

*To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.