

## Assessment venue requirements

Centres must ensure that assessments take place in a suitable assessment environment.

This means that:

- Any room in which an assessment is held **must** provide candidates with appropriate conditions for taking the assessment. Particular attention should be given to conditions such as heating, lighting, ventilation and the level of outside noise.
- Display material, such as posters, wall charts, information leaflets, which might be helpful to candidates **must not** be visible in the assessment room.
- A reliable clock (or other suitable time keeping device, eg. time displayed via a computer screen) must be visible to each candidate in the assessment room. The clock/display must be large enough for all candidates to read clearly.
- The following items should be on display in the assessment room:
  - A poster advising candidates that mobile phones should be switched off
  - Assessment notice for candidates
  - Centre appeals procedure
  - Emergency/evacuation procedures
- There should be a sign, clearly visible to others in the building, that an assessment is taking place
- Information must be visible to all candidates showing the centre number and the start and finish times of the assessment.
- Seating arrangements **must** prevent candidates from overlooking the work of others. In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres. All candidates should be seated facing the same direction
- For written assessments, each candidate should have a separate desk or table large enough to hold question papers. Candidates who are not seated at individual desks must be far enough apart (minimum 1.25m) so that their work cannot be seen by, and contact cannot be made with, other candidates.
- For computer-based assessments: the room layout must be planned to prevent screens being read by other candidates; there must be at least 1.5 metres from the centre of each screen to the centre of the next screen; the clock is displayed on every computer screen in use; a trained administrator must be available during the assessment to deal with any technical queries that may arise
- There must be space for the invigilator to sit.

Centres are required to maintain records of how assessment venues meet these criteria, which must be made available to NOCN on request.

False or misleading statements by centres in respect of assessment venues may result in immediate suspension or withdrawal of centre approval, and assessment papers may be declared void.

