

Safety English Test - SET

Invigilator Guidelines

These guidelines are applicable to all individuals who undertake the Invigilator role either internally for a Company or externally at a Training Centre.

An Invigilator is responsible for ensuring that SET is delivered under controlled conditions. There are guidelines governing the process of invigilation that your Company or the Training Centre has agreed to comply with. These Invigilator Guidelines should be read by the Invigilator prior to them carrying out this role.

1. As an invigilator for this test, you accept responsibility for the delivery of SET to candidates that you invigilate. You are required to invigilate the test with appropriate care and diligence.
2. You must verify the identity of each candidate using one of the approved verification methods (Photographic ID e.g. passport, National ID Card, Driving Licence). If you are not able to verify the identity of a candidate you will not permit them to take the test.
3. You must be able to monitor candidates at all times during the test and you must ensure that the environment used for the test is as free of distraction, disturbance, noise and smells as is practicably possible.
4. You are responsible for ensuring that candidates complete the test without any undue guidance or assistance from you, and without any assistance from any other person. This will include removing or blocking access to reference material, either online or in hard copy, ensuring mobile phones, digital cameras and all other communication devices are switched off during the Test.
5. You will ensure that candidates taking the test do not talk to each other, and that silence is observed [except for during the speaking module] in the test room unless a candidate requires assistance from you in connection with technical or operational issues. You will never advise candidates on the best answer to any question or give any further explanation of what a question might mean or what answer is expected.
6. You are responsible for ensuring that no candidate copies, records or otherwise makes a record of any part of the test.
7. You will explain that the test is an online Safety English Test for the energy industry, designed to assess the delegate's ability to operate safely in the English Language. There is no pass / fail associated with the test – it provides a grading of ability based on the Common European Framework of Reference for languages (CEFR). You will be required to demonstrate:
 - How the Test functions
 - How to log in and log out of the Test
 - How to use the keyboard/mouse controls, the headset and microphone, to respond to instructions within the programme

- You will explain that the test questions are all randomised, so that each candidate taking the test is likely to have a different set of questions from the other candidates.
8. You are responsible for briefing the delegate regarding:
 - Safety and evacuation procedures in the area concerned.
 - How to start and navigate the Test.
 - That there are instructions on how the questions in each module are constructed and example questions available prior to starting the Test.
 - Once the test has started they will not be able to log out and back in - the Test has to be completed in one sitting.
 - That it consists of four modules – reading, listening, writing and speaking.
 - That they will be given the opportunity to test the recording function prior to answering the speaking questions.
 - That the results will be sent in the first instance to the company who arranged for the Test and that Company chooses whether to issue a Certificate to the delegate.
 - That the marked assessment will comprise a RAG (red, amber, green) grading in each of the four areas tested and that this will be summarised on the Certificate.
 - Ensure that the participant knows how they can ask for your assistance in case of difficulty.
 9. You must explain to delegates that they are required to complete the test on their own, without assistance, and without reference to any other person. Talking between candidates during the test is not permitted.
 10. You must maintain a log of any incidents that affect the delivery of the test and immediately inform Language Solutions International (contact details below) of any incident that may have affected the validity of the Test and result in non-compliance. Where necessary, you should advise the candidate that their results may be invalid and that they may be required to re-take the Test accordingly.
 11. All tests are monitored by LSI and Atlas. If there is suspicion of non-compliance with test regulations, this will be investigated, and may result in the test being unscored.

Language Solutions International
11 Coldbath Square
London EC1R 5HL
Tel: +44 (0)20 7689 1900
Fax: +44 (0)20 7689 1901
Email: set@langsols.com