IELA Test Security

Test Security for IELA as an Entry Test

The below instructions relate to IELA tests used as entry tests into a UK institution, and should be read in conjunction with additional documentation.

Usage of Trained Invigilators

All Invigilators must be trusted members of staff. Head Invigilators must have received basic training on the organisation and security of the IELA test from INTO University Partnerships (IUP). Trusted members of staff may include any of the following:

- Members of staff employed by INTO
- Members of staff employed by INTO's partner institutions
- Members of staff employed by Cambridge English

The name and institution of the Head Invigilator must be recorded on the signed document of student identity (See Identity of Candidates).

Required Number of Invigilators

The minimum number of invigilators required for IELA is outlined in the below table. Most IELA tests taken as an entry test will involve small numbers of candidates, hence under normal circumstances a single invigilator is required with access to an available 'runner' in cases where a candidate must leave the test room. Candidates are NOT allowed to leave the test room unsupervised.

At least one invigilator should support and patrol throughout the test. In cases where IELA tests involve more than 15 students, a minimum of two invigilators are required. Thereafter there should be an additional one invigilator present for every thirty additional students.

Number of Invigilator/s	Number of Candidates
1 Invigilator present (Head Invigilator)	1 candidate
1 Invigilator present (Head Invigilator) + 1 runner on standby for when candidate/s must leave the room	Between 2 and 15 candidates
1 Head Invigilator + 1 additional Invigilator	Between 16 and 30 candidates
1 Head Invigilator + 2 additional Invigilators	Between 31 and 60 candidates

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Secure Usage of Technology

Invigilators must provide a full IT check on computers used to ensure that computers are able to run the test successfully. Invigilators must:

- Refer to 'The IELA Test User Manual' to check whether the computer meets the minimum technical specifications.
- Test technology in advance to ensure hardware compatibility, e.g. checking that the microphone is functioning effectively.

Invigilators are additionally required to monitor student engagement in the test, being present throughout the running of the IELA test.

Ensuring the Identity of Candidates

To prevent the possibility of fraud, the Head Invigilator must be satisfied with the identity of each candidate attending the test by carrying out adequate checks on the identity of each of the candidates. The process is as follows:

- Each candidate must show the Head Invigilator formal documentation of their identity (picture-evidence is required), e.g. through presenting a passport. The invigilator is then required to copy the formal document of identity.
- The copy of identification must be signed by the candidate for additional cross-referencing of the candidate's ID during the application process. Failure to do so could question the authenticity of the individual candidate attending the test.
- The copy must also include the following information from the Head Invigilator:
  - Name and Signature of Head Invigilator;
  - Name of the Head Invigilator's institution;
  - Date of test;
  - Location of test.

The signed document of identity is stored on a secure INTO-based repository using a portal. UK Operations at INTO University Partnerships is responsible for managing and monitoring the repository. Document/s of identity are made available to external sources as is required.

Information to Candidates

Invigilators are required to ensure that candidates are informed of the following:

- That they are forbidden to request assistance on the meaning of questions and choice of answers.
- That they should request help from the invigilator if with technical problems. The invigilator must respond appropriately if things go wrong during the test.
- That students are not allowed to leave the room unaccompanied during the test.
- That cases of actual or suspected academic misconduct will be reported.

A Suspected Breach of Security

The invigilator must report cases where academic misconduct is identified or suspected. Actual or suspected academic misconduct must be declared in 'The Incident Report Form'. A relevant authority at IUP Operations will be designated the responsibility for investigating actual and suspected breaches of assessment security at the earliest possible opportunity. A full and accurate report of the incident is generated that provides findings as to the scale and seriousness of the breach.

The Director of Teaching and Learning at IUP will subsequently determine the appropriate course of action and determine the appropriate course of action.

Location for Running IELA Test

The location for IELA as an entry test is to be an INTO Regional Office or an INTO delivery centre. Upon occasion, lack of proximity to an INTO Office or INTO delivery centre may result in running the test at an alternative location. The location of the test must be recorded by the Head Invigilator in the formal document of identity.

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