

Guidelines for Test Centre Associates: Conducting Borderless Education Council (BEC) International Student Tests

Introduction:

The Borderless Education Council (BEC) conducts international assessments for students from Pre-Nursery to Class 12. As a Test Centre Associate, it is critical to maintain the integrity, security, and fairness of the testing process. These guidelines are designed to ensure that the tests are conducted efficiently, consistently, and in alignment with BEC's high standards for international assessments.

1. Pre-Test Preparation:

1.1. Test Centre Setup:

- **Facility Check:** Ensure the test centre is clean, quiet, and conducive to a focused testing environment.
- **Seating Arrangement:** Set up desks to maintain distance between students to avoid cheating. Ensure each student has access to a chair, desk, and necessary materials.
- **For offline testing:**
 - Ensure that all test materials, answer sheets, and student data forms are available and well-organized.
- **Security:** Confirm that the testing area is secure. No unauthorized individuals should have access during the exam. Lock all sensitive materials away.

1.2. Staff Preparation:

- **Training:** All staff involved in the testing must be well-versed in the BEC test administration guidelines, and any student-specific accommodations.
- **Role Assignment:** Designate roles for invigilators, proctors, and other staff to ensure clear responsibilities and smooth operation.

1.3. Student Registration:

- **Pre-Registration:** Confirm all student registrations and ensure that the list of test-takers matches the number of available seats.
 - **Identification:** Students must bring valid identification (e.g., student ID, passport). Cross-check IDs with the registration list to verify identity.
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2. During the Test:

2.1. Arrival of Students:

- **Early Arrival:** Ask students to arrive at least 10 minutes before the test start time to allow for check-in and orientation.
- **Check-in Process:**
 - Collect necessary identification and cross-check with registration data.
 - Assign seating based on pre-arranged seating charts.
 - Provide students with any instructions or materials they may need during the test.

2.2. Test Materials and Resources:

- Ensure that each student has the required test materials, including pencils, erasers, calculators (if applicable), and answer sheets.
- Clearly inform students about which materials are permitted (e.g., no phones, bags, or unauthorized notes).

2.3. Test Instructions:

- Start by reading the instructions aloud for each test session, providing clarity on the structure of the test, time limits, and rules.
- Ensure that students understand the format of the test (e.g., multiple-choice, short answer, essay).

2.4. Monitoring the Test:

- **Invigilator Role:** Invigilators should be discreet yet vigilant, circulating the room regularly. They should also observe any students requiring special accommodations.
- **Integrity Check:** Ensure students do not engage in cheating or plagiarism. Remind them of the consequences of academic dishonesty.

2.5. Special Accommodations:

- Students with special needs or accommodations (e.g., extra time, separate rooms, etc.) should be provided with the resources and support they require.
- Ensure that these accommodations are handled discreetly and with sensitivity to the student's needs.

3. After the Test:

3.1. Test Completion:

- Announce when there are 10 minutes left and then 5 minutes left to allow students to finalize their answers.
- Upon completion, instruct students to stay in their seats until their test papers are collected.
- Collect all test materials, including answer sheets, rough papers, and any other resources.

3.2. Post-Test Conduct:

- Maintain order as students leave the test centre.
 - Ensure that all test-related materials are securely packed and stored away for safe transport to BEC.
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4. Security and Integrity:

4.1. Preventing Cheating and Malpractice:

- Use a combination of physical surveillance, technological monitoring (if applicable), and staff vigilance to prevent cheating.
- Randomly inspect students' belongings during the exam to ensure no unauthorized materials are brought in.

4.2. Handling Violations:

- If cheating or misconduct is suspected, follow the BEC's reporting procedures, document the incident, and inform the appropriate authorities.
 - Provide a formal warning and, if necessary, remove the student from the testing environment to ensure fairness for all.
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5. Handling Emergencies:

5.1. Medical Emergencies:

- In case of a medical emergency, follow the established first aid protocols. Ensure that a qualified staff member is trained in basic first aid.
- Maintain communication with local healthcare providers in case of serious incidents.

5.2. Technical Issues:

- For online tests, if there is a system failure or connectivity issue, ensure that students are given additional time to complete the test, or alternative arrangements are made to reschedule the test.

5.3. Unforeseen Circumstances:

- In the event of unexpected incidents (e.g., fire drill, power failure), follow the emergency evacuation procedures and ensure that students are kept informed and safe.
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6. Post-Test Reporting:

6.1. Documentation:

- Complete the necessary post-test forms and report any incidents, technical issues, or accommodations provided.
- Maintain accurate records of student attendance and test materials used for reporting purposes.

6.2. Feedback Collection:

- After the test, gather feedback from students about the test experience (e.g., facilities, staff professionalism, technical issues) to improve future test sessions.

6.3. Reporting to BEC:

- Submit test materials and documentation to BEC within the stipulated time frame.
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7. Key Points to Remember:

- **Consistency & Integrity:** Always ensure that the test environment is fair, secure, and free from any form of bias or unfair advantage.
 - **Support Students:** Provide clear instructions and guidance throughout the testing process, especially for younger students.
 - **Safety & Well-being:** Always prioritize student safety and well-being, addressing any medical or psychological concerns promptly.
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Conclusion:

As a Test Centre Associate, you play a pivotal role in upholding the reputation and standards of the Borderless Education Council. By adhering to these guidelines, you ensure that the assessment process is fair, transparent, and smooth for all international students participating in the tests.