# DMM Exam Process

## Online Test Booking

Online exams are booked by the Business Support team on behalf of the Mentors / Invigilators. To book the exam complete the "Booking Order Form" with the required information. This should be completed and submitted via email to the enquiries@digitalmarketingmentor.co.uk no later than 5 working days prior to the requested examination date.

**Please complete booking form reference QA V02051**
**https://docs.google.com/document/d/1RoFAkJVUSsaMXurb1Ecgdqughv5wENFJ/edit**

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Once received  the team will then be able to book the exams needed and email back to the Assessor the invigilation packs for the requested exams.
These contain the key codes  required to download and administer the exam, the attendance register for the exam and the invigilators report.

## Administering an Online Test

### Prior to the scheduled exam.

1: Software on your laptop
   a)   You will need Skills First secure Client Installed on any testing laptops.
   b)   If using Pearson Edexcel a POP account is required

3:Invigilation Tool Kit (This will contain signs, script, etc required for testing.)
**There is also an examination Toolkit on Quals Direct which  contains a detailed invigilator checklist and other supporting documentation for the conduct of examination Procedures.**
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4: (Optional) Using the key code you can download the test to take later through secure client if you will not have an internet connection at the examination site. To do this simply open up secure client or POP  through the shortcut on your desktop and tap on key code and the download test for later button.

5: Ensure a suitable examination environment is available at the site which meets the guidelines for external assessment set in place by JCQ and the awarding Organisation

## At the exam
**Checklist:**
Ensure room meets all the invigilation requirements
Ensure candidates are informed of the examination process including times allocated for the test
Ensure posters are displayed informing others exams are in process and they are not to enter
Ensure an invigilator is present and the checklist is completed
Ensure your centre number and candidate numbers  are displayed on the exam paperwork
Ensure the register is signed by all those present
Download tests and set up laptops ensure plugged in so no loss of power during test.
Get all attendees to take seats ensure they are sat at the correct laptop and read through script ensuring guidelines being followed.
Ensure there is a clock in the room
Ensure candidates understand what to do when the exam is completed if they complete before others (if in a group)

**Follow the link to the  examination toolkit: https://docs.google.com/document/d/1RoFAkJVUSsaMXurb1Ecgdqughv5wENFJ/edit**

## After Exam completion:
Ensure all tests uploaded to server correctly the results will be available approx. 7 days after test.
Speaking & listening tests are to be back in the office within 24 hours

## Paper based Booking process and 1: 14 working days prior to planned examination date use the booking form to submit
request enquiries@digitalmarketingmentor.co.uk
2: Business Support will process the booking
3: The exam will be delivered to Head Office within 24 hours as these are required to be back with the awarding body within 48 hours
4: The Exam is then posted to invigilator as a sealed pack by recorded delivery.

### During the exam the following must be adhered to:
Ensure room meets all the invigilation requirements
Ensure candidates are informed of the examination process including times allocated for the test
Ensure posters are displayed informing others exams are in process and they are not to enter
Ensure an invigilator is present and the checklist is completed **(including the Invigilation sheet and attendance register)**
Ensure your centre number and candidate numbers are displayed on the exam paperwork
Ensure the register is signed by all those present
Download tests and set up laptops ensure plugged in so no loss of power during test.
Get all attendees to take seats ensure they are sat at the correct laptop and read through script ensuring guidelines being followed.
Ensure there is a clock in the room
Ensure candidates understand what to do when the exam is completed if they complete before others (if in a group)

## IMPORTANT PLEASE NOTE:
- **If a learner does not sit their exam or they fail to attend ,exam papers MUST BE RETURNED within the 24 hour time frame as set by the Awarding Body.**
- **All exam papers that have been sent in the post MUST BE RETURNED to the awarding body regardless of whether they have been used. These are live documents and a clear auditable trail must be adhered to at all times.**
- **The register must be signed by all of those present including the invigilator. This MUST also be signed by the invigilator even if the exam does not take place.**
- **The invigilator MUST also write on the exam that the learner did not attend and add the date before posting the exam back to The Awarding Body.**
- **Finally ensure you inform both your regional manager and business support so they are fully informed, and they can update their records.**

## Speaking & Listening exam requests
**Speaking & Listening exams are to be requested using the booking form in order to log the topic and paper set used. This will then be logged on the tracker.**
**This is to ensure that Awarding Body regulations are adhered to for internal and external inspection purposes .**

**Follow this link for the booking form:**
**Add link**https://docs.google.com/document/d/1RoFAkJVUSsaMXurb1Ecgdqughv5wENFJ/edit