

# INSTRUCTIONS FOR CONDUCTING EXAMINATIONS

TLM LEVEL 2 CERTIFICATE IN FINANCIAL FOUNDATIONS FOR LIFE AND CAREER SUCCESS  
TLM LEVEL 1/ LEVEL 2 CERTIFICATE IN FINANCIAL LITERACY

THE LEARNING MACHINE



# INSTRUCTIONS FOR CONDUCTING EXAMINATIONS

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## PURPOSE

This document outlines the procedure and requirements for booking exams for learners through the TLM Learner Assessment Site. The process ensures that learners are adequately prepared, exams are booked efficiently, and exam integrity is maintained in both online and paper formats.

## ELIGIBILITY

Each learner is eligible to sit one mock exam, one real exam, and one resit if required.

## NOTICE PERIOD

A minimum of three days' notice is required when booking an exam through the Learning Site. Exams can only be booked after the coursework has been approved by the TLM Moderation team.

## EXAM BOOKING PROCESS

The exam booking process is as follows:

- The centre must ensure that all relevant coursework has been approved before proceeding with an exam request.
- Detailed step-by-step instructions for booking exams can be found in the TLM Survival Guide - Booking Exams.
- The centre creates an exam group via the TLM Centre Management Site, ensuring all learners have accounts on the TLM Learner Assessment Site.
- The relevant exam date, time, and type (paper or online) must be selected.

## SYSTEM MONITORING AND VALIDITY CHECKS

When booking an exam, the following must be confirmed:

- Relevant Exam: Ensure the correct subject, level, and exam type (mock or real) are selected. The system will request confirmation.
- Type of Exam: Indicate whether the exam is paper-based or online.
- Exam Date: The earliest available exam date will be at least three days after booking.
- Time Slot: Select whether the exam will be in the morning or afternoon. TLM reserves the right to conduct unannounced inspections during the exam.

Once the Exam Officer, Assessor, or Principal Assessor clicks "Register," the system will perform a validity check to ensure that each learner has completed the coursework, which has been approved by the TLM Moderation team.

## MODIFYING EXAM GROUPS

Once an exam group is created, no changes should be made to the group (e.g., adding or removing learners) as it may cause issues with the booking. If changes are needed, a new group should be created, and a new booking made.

## REGULATIONS FOR THE USE OF CALCULATORS

Candidates may use a calculator in an examination.

Candidates must be made aware of these regulations beforehand and be familiar with the information for candidates' documents.

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar-powered;
- free of lids, cases and covers which have printed instructions or formulae.

### The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator

### Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

An invigilator may give a candidate a replacement calculator.

**Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

[https://www.icq.org.uk/wp-content/uploads/2023/08/ICE\\_23-24\\_FINAL.pdf](https://www.icq.org.uk/wp-content/uploads/2023/08/ICE_23-24_FINAL.pdf)

## ONLINE EXAMS

TLM offers a free, browser-based online examination system, which is available as an alternative to paper exams.

- The Exam Officer, Assessor, or Principal Assessor must ensure all learners have their Pupil ID Letter for login.
- On the day of the exam, the relevant staff member will start the exam. It is recommended that someone with access to both the Markbook and Learning Site is present to resolve any issues (e.g., missing learners or unblocking learners).
- The exam must take place under controlled conditions.
- Students start the exam on the day the exam is booked. There is no specific time in which the exam must be completed, however, students must remain in the room and invigilators must ensure that students click on the finish button before leaving the room.

## TECHNICAL ISSUES

A learner may be blocked out of the exam if the internet signal has dropped or the learner has clicked out of the green area. The learner's previous answers will have all been saved, so when the invigilator unblocks the learner, they will continue the exam from where they have left off.

## RESCHEDULING EXAMS

If the exam needs to be rescheduled due to unforeseen circumstances, the centre can adjust the exam date via the TLM Learner Assessment Site or by contacting TLM.

## PAPER EXAMS

- Centres must contact TLM to specify the total number of learners requiring paper examinations.
- A minimum of 20 learners is required for TLM to supply printed examination papers.
- Centres are responsible for ensuring all exam scripts, whether completed or incomplete, are returned to the address provided by TLM.
- Centres must arrange and cover the cost of returning the examination parcel via a suitable delivery method.
- **Notice Requirement:** Centres must provide at least 14 days' notice prior to the exam sitting for TLM to process paper exam requests.
- **Cost:** Paper exams will be charged at an additional £6 per learner, with a minimum order of 20 learners per exam.

IF A PAPER EXAM HAS BEEN REQUESTED AND TLM ARE TO SUPPLY PRINTED EXAMINATION PAPERS:

- You must contact TLM to specify the total number of learners.
  - For TLM to provide the paper copies through the post, centres must have a minimum of 20 learners completing the paper examination.
  - The cost of printing these certificates will be included in the examination fees (this rate can vary due to printing demands).
- Centres are required to make sure all incomplete and completed exam scripts are returned to the address provided by TLM.
- Centres are to arrange for the return delivery of the examination parcel.

IF A PAPER EXAM HAS BEEN REQUESTED AND THE EXAMS OFFICER IS TO PRINT THEM IN THE CENTRE:

- We will email the nominated Exam Officer (please make sure we have the email address of the exams officer).
- The pdf of the exam shortly before the exam date (three days before), with the Exam Officer's instructions.
  - You can then print the exam and give it to the students under suitably controlled conditions.
  - You must keep the examination paper secure and all candidates in that sitting should sit the exam at the same time under normal controlled exam conditions with seating arrangements that will minimise any likelihood of copying between candidates.
  - At the end of the exam, the Exams Officer is to collect the papers that are to be sent to the address provided by TLM by registered post. Please use suitable envelopes - plastic/jiffy bags.

INVIGILATION

Only Exams Officers, invigilators, or other authorised staff can be present in the exam room during a TLM exam.

COMPLIANCE

All examinations whether online or on paper are considered to be 'live' exams until TLM states otherwise and therefore no copy of the exam can be used for training or to support development. These exam papers are copyrighted by TLM and may not be reproduced in whole or in part by any means unless TLM's prior consent has been obtained.

All centres must adhere to this policy to maintain exam integrity and compliance with TLM guidelines.