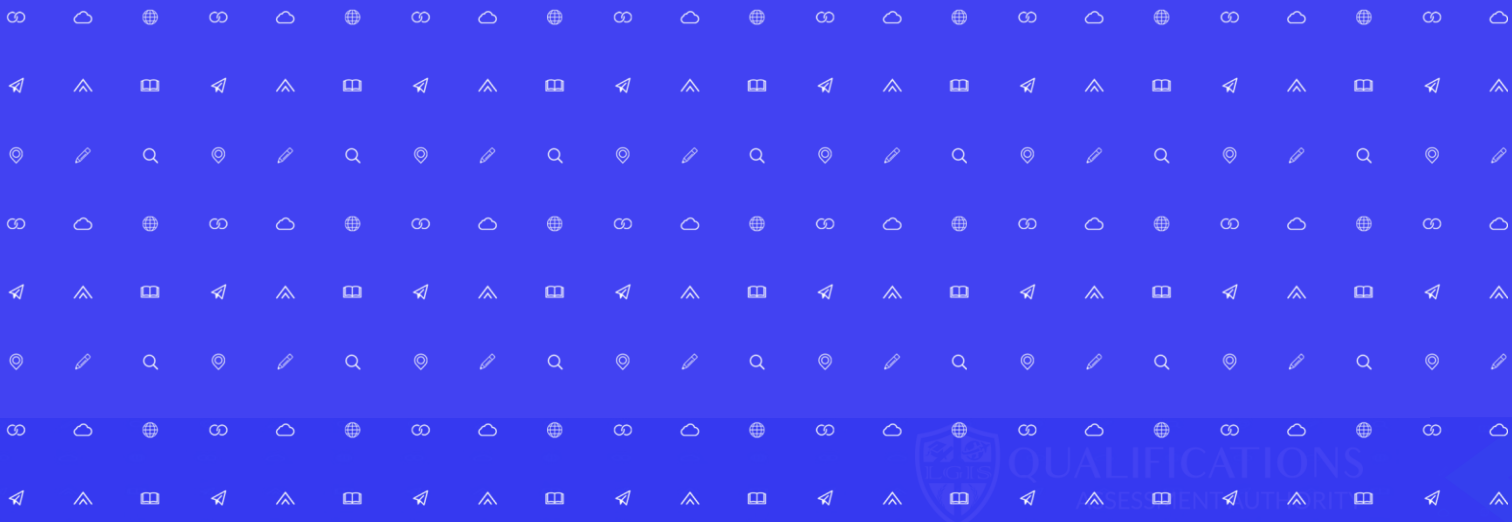


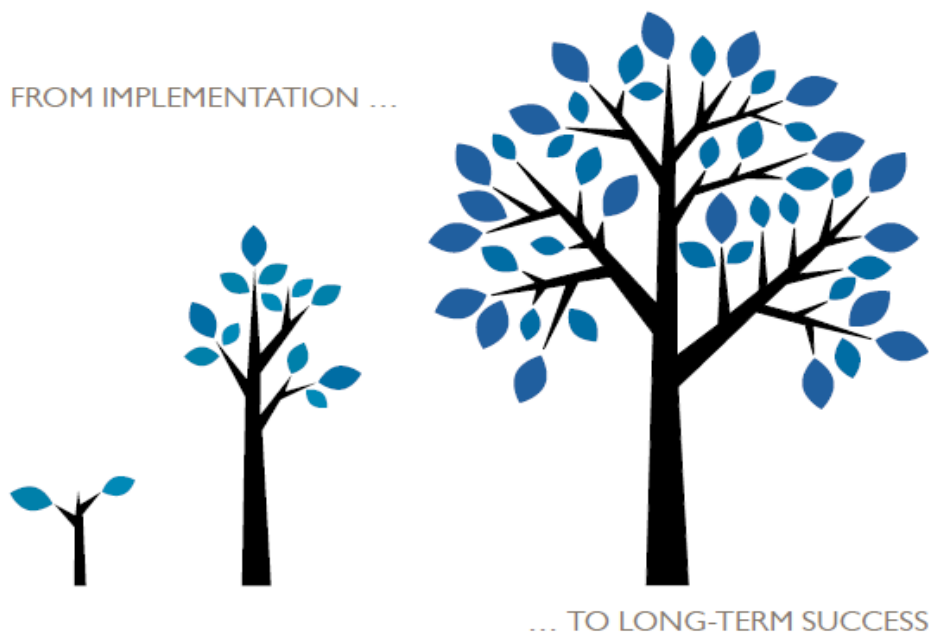


QUALIFICATIONS
ASSESSMENT AUTHORITY

PEARSON LCCI QUALIFICATIONS
EXAMINATION
OVERVIEW



Pearson Qualification International



About Pearson

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make more of their lives through learning. We believe in learning. At the core of everything we do is the desire to make a measurable, positive impact on people's lives through learning.

From primary to secondary school through to professional certification, our qualifications, curriculum materials, multimedia learning tools and testing programmes help to educate millions of people worldwide.

Whether it's at home, in the classroom or in the workplace, learning is the key to improving our life chances. To this end, Pearson in the UK brings together leading names in education to provide a blend of content, curricula, assessment, training and technology to make learning more engaging and effective.

Pearson – world's leading learning company

In 1836, UK Royal Charter gives London University power to conduct exams



We are the UK's largest awarding body and we are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Accreditation (Northern Ireland) and Qualifications Wales (Wales). We offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, EDI and LCCI. Our academic qualifications include [Edexcel GCSE](#), [Edexcel A level](#), [Edexcel International GCSE](#) and the [Edexcel Certificate](#) (International GCSE for UK state schools).

Our vocational qualifications include Edexcel NVQ and BTEC from entry level to Higher National Diplomas. BTECs are recognised in more than 70 countries worldwide, and in 2013/2014, 2.58 million learners registered for BTECs and other vocational qualifications, including 640,000 school registrations for BTEC Firsts and Nationals.

In 2014, we marked 4 million test scripts for the National Curriculum Tests at Key Stage 2 and marked more than 4.7 million academic scripts (Edexcel GCSE, Edexcel GCE A level and Edexcel Diploma).

By bringing together international assessment and education experts, Pearson is developing [World Class Qualifications](#) that empower learners to develop important skills to make progress in their lives through learning. Setting a new gold standard in education, with unrivalled support for teachers and students every step of the way, Pearson is committed to education and achieving long-term learner outcomes.

Our Qualifications History

The story of Pearson becoming the UK's largest awarding organisation didn't begin with the formation of Edexcel in 1996. It goes back as far as 1836, when a Royal Charter gave the University of London its first powers to conduct exams and confer degrees on its students.

Our Governance

We work with experts and leaders in the education sector to make sure that we maintain high standards across all our qualifications. The Pearson Education Limited Board, our World Class Qualifications Expert Panel and the Qualifications and Standards Committee are a key part of our commitment to these standards.



World Class Qualifications

Our World Class Qualifications programme is bringing experts together to develop qualifications that will support young people around the globe to meet the challenges of today and tomorrow. A panel of international teachers, education reformers and assessment experts will be overseeing the reform of Pearson's GCSEs, A levels and BTECs – making sure that all our qualifications are guaranteed passports to progression.

Rod Bristow, president of Pearson UK and core markets, explains:

"Qualifications stay with you for a lifetime - not just the grade that one achieves, but the learning, knowledge and skills that achieving it represents. Parents, teachers and governments all over the world are rightly focused on ensuring that the courses and assessments young people are encouraged to take will support them to develop the capabilities they need to progress and to prosper."



That is especially true in the UK, where national examinations at age 16 and age 18, and vocational qualifications, are all being reviewed and refreshed. Pearson is the world's leading learning company, and as the parent company of one of the UK's largest awarding organisations, we'll be contributing our views on the best way forward to improve learning.

"As a global organisation with significant expertise in curriculum, assessment design, learning technologies and education policy, we hope that contribution will be a valuable one. However, we don't have all the answers. We want to look forward and outward, and to collaborate and engage to understand better the best practices from the leading nations in education, the changing demands of the global economy and the priorities of higher education and employers. We believe that this is the key to developing GCSEs, A levels and BTECs that support a bright and successful future for those who achieve them."



That's why we have convened an expert panel, chaired by Sir Michael Barber, to help us to devise World Class Qualifications – and why we'll be consulting and collaborating much more widely too.”

Rod Bristow

President of Pearson UK and core markets

[Our expert panel](#)

Meet the team of experienced, innovative education and assessment experts who are helping us to develop qualifications that change young people's lives.

[Our subject panels](#)

We work with experts in key subjects and sectors so our qualifications are based on the best academic, educational and assessment knowledge.

[Our design principles](#)

Find out about the framework defined with our expert panel for us to develop demanding, rigorous, inclusive and empowering qualifications.

[Our research](#)

We've commissioned academic experts to focus on the big issues in education, so that the work we do is based on the latest research.

[Government consultations](#)

You can find out more about government consultations on GCSEs, A levels and vocational qualifications on the DfE website.

[Our responses to consultations](#)

We respond to all major external education and skills consultations and submit evidence to relevant Select Committee inquiries.

About Pearson LCCI Qualifications

Pearson LCCI Qualifications are work-related qualifications, created to give professional learners the skills and knowledge needed to thrive in the workplace. Available in more than 80 countries, these international qualifications are supported by extensive learning resources. It offers a broad range of subject areas across English language, financial and quantitative, marketing and customer service as well as business administration and IT. Pearson LCCI qualifications equip learners with work ready skills to prosper in their careers. All LCCI qualifications are highly regarded by employers across the globe. LCCI (London Chamber of Commerce and Industry) International Qualifications are designed to deliver the skills essential for success in today's demanding commercial environment. By matching business skills to employers' requirements and providing reliable evidence of candidates' abilities, they receive international recognition from employers, educational institutes and professional bodies worldwide.





Where it all began

The LCCI qualifications have been renowned for over 100 years, and originally were developed by the London Chamber of Commerce and Industry (LCCI) to address the need for reliable, high quality standards across international workforces. That need is even more present today, and LCCI qualifications continue to meet it - providing internationally recognised standards in a range of professions to learners across the globe. Available in more than 80 countries, these international qualifications are supported by extensive learning resources.

What Qualifications are Available?

LCCI is a flexible qualifications programme with examinations at various levels, enabling learners to enter at the level that's most appropriate for them. Diplomas and Group Awards are also available to allow learners to add to their marketable skills and, in many cases, receive professional status.

The subject areas covered by LCCI qualifications and examinations are:

1. Financial and quantitative
2. Marketing and customer service
3. Business, administration and IT
4. English language

What are LCCI Diplomas?

LCCI Diplomas are made up of a group of LCCI qualifications. LCCI Diplomas are suitable for learners who have a general interest in business-related activities and who want to develop their knowledge, understanding and skills across a broad range of introductory subjects. LCCI Diplomas highlight your employability. They showcase your expertise in a particular field of study, and demonstrate your commitment to learning and development. You are assessed on the individual qualifications that make up the Diploma. On successful completion of these, you can apply for your Diploma. To complete an LCCI Diploma, you need to meet all the specified criteria. There are 3 categories:

1. Diplomas
2. Group diplomas
3. Specialised diplomas

Why Pearson LCCI International Qualifications?

All Pearson qualifications are designed to allow seamless progression, whether that's between qualifications or on to further education or employment. With the help of our LCCI centres, LCCI qualifications have become the first choice for ambitious professionals all over the world - from junior to management levels. Widely regarded by employers for their practical focus on key business areas, LCCI qualifications are designed to give students flexibility, so that their learning can be balanced around existing commitments to achieve their goals. As such our centres provide essential support to our learners by offering our qualifications as single subjects or in combination to create a unique diploma with a variety of study modes. Our qualifications can offer students the opportunity to progress directly to university or other professional qualifications (such as ACCA, CIMA or ICEAW) and are often listed as essential requirements by international employers. Pearson LCCI's qualifications focus on the practical skills and knowledge that employers around the world value in the workplace, so that LCCI graduates can enhance their performance and improve their prospects. We work closely with employers, professional bodies, universities, teachers and students to ensure that our qualifications fulfil the requirements of the workplace and for further study.

Whether you're looking to land your first job, progress in an existing career or find employment locally or overseas, our popular and flexible LCCI qualifications will give you the knowledge and skills to actually do the job. That's why they're trusted and valued by employers worldwide.

LCCI Qualification Types

LCCI qualifications are suitable for a wide range of learners aged 14 and over, and are available as single subjects, diplomas and group certificates.

The majority of LCCI qualifications are at levels 1 to 4:

LCCI Level 1 qualifications improve your basic knowledge and skills in a particular subject or business-related job area, and help you to use your learning to complete straightforward routine tasks with direction and guidance.

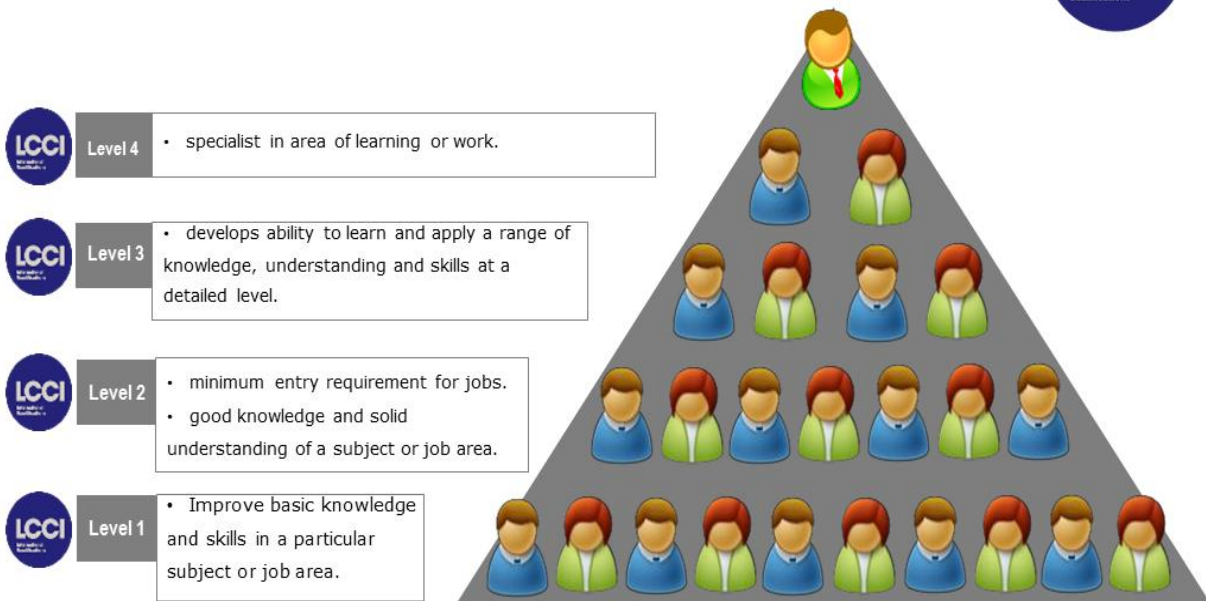
LCCI Level 2 qualifications are usually the minimum entry requirement for jobs. They give you good knowledge and a solid understanding of a subject or business-related job area. They help you to use your learning to complete clearly set tasks and solve straightforward problems with some guidance or supervision. Level 2 qualifications are usually the recommended minimum entry requirements for jobs.

LCCI Level 3 qualifications develop your ability to learn and apply a range of knowledge, understanding and skills at a detailed level. They help you to use your learning in a wide range of complex tasks and situations, and develop your supervisory skills. If your job role requires you to work independently or supervise and train others in your field of work, then this level is suitable for you. Level 3 is also suitable for you if you're planning to go to university or progress to professional qualifications.

LCCI Level 4 qualifications help you to become a specialist in your area of learning or work. They involve detailed analysis of a high level of information and knowledge in an area of work or study. Learning at this level is appropriate for you if you work in a technical and professional job, and/or manage and develop others.



Level with competencies



Understanding LCCI Qualification Levels

The level of a qualification indicates how difficult the qualification is and how the knowledge and skills gained relates to job roles. LCCI International Qualifications are available from Preliminary Level to Level 4. These levels help students to decide which qualifications they need for their career progression and help employers to assess the level of knowledge and skills a candidate has, and for which job roles they would be suited. LCCI qualification levels are benchmarked against the UK [National Qualifications Framework \(NQF\)](#). This sets out the levels against which a qualification is recognised in the UK. The NQF is also used internationally as the basis for comparison with other frameworks, particularly in terms of the levels of qualifications awarded.

Employment Benchmarking



LCCI Levelling	Functional Skills
Level 4	Managerial
Level 3	Supervisory
Level 2	Operational
Level 1	Clerical
Preliminary	Foundation



How Will I Be Assessed?

Book a Seat for you to take LCCI qualifications examination on specified timetable. Contact your school LCCI administrative Office. You can progress from a lower level to the next level of assessment.

Quality You Can Trust

LCCI International Qualifications are provided by Pearson. We are an awarding organisation recognised and regulated by Ofqual, the regulator of qualifications, examinations and assessments in England. Increasingly, LCCI International Qualifications are being recognised by Ofqual.

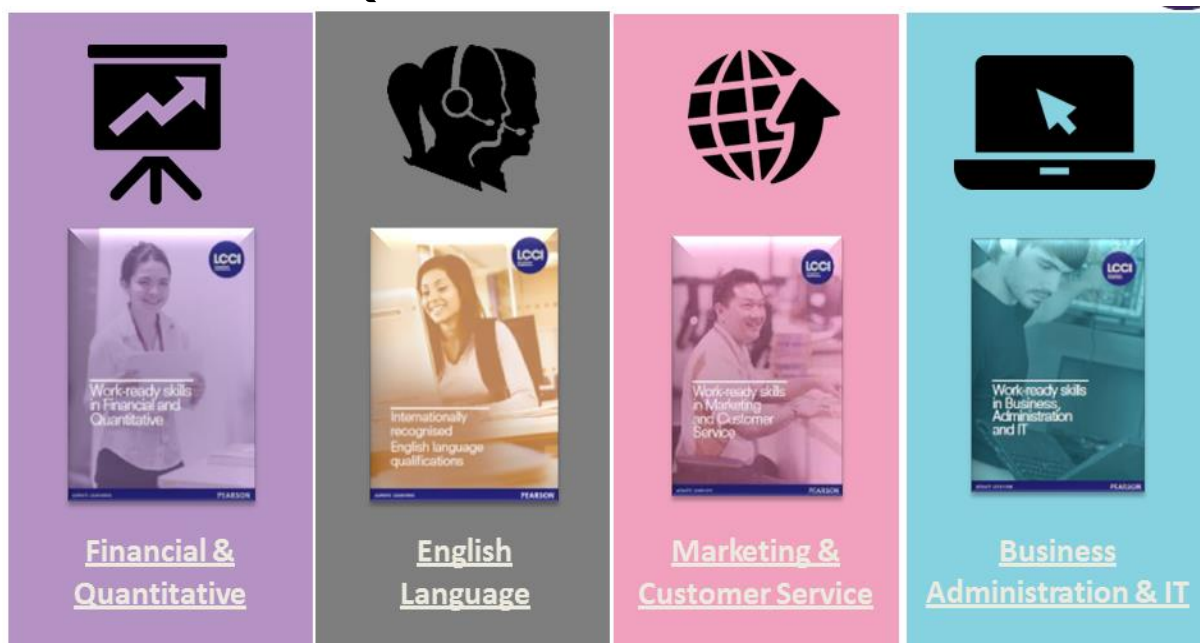
How Do LCCI Levels Compare With Other Qualifications?

The table below shows how LCCI qualification at different NQF levels compare to other recognised types of qualifications. Understanding how the qualifications compare can help in assessing levels of achievement.

Qualification levels	Examples of LCCI qualifications	Equivalent qualifications	Example job roles
Introductory/Preliminary	English for Business Preliminary Introductory Certificate in Book-keeping	Entry level awards	Data Entry Clerk, Journal Entry
Level 1	Level 1 Book-keeping Level 1 English for Business Level 1 Travel and Tourism	GCSE grades D - G	Accounts clerks, Travel Assistant, Hotel Receptionist
Level 2	Level 2 Book-keeping and Accounts Level 2 Marketing Level 2 Contact Centre Skills Level 2 Cost Accounting Level 2 Business Statistics	GCSE grades A* - C BTEC Firsts	Accounts Assistant, Administration Assistant, Contact Centre Operator, Marketing Assistant
Level 3	Level 3 Accounting Level 3 Accounting (IAS) Level 3 Marketing Level 3 Management Accounting	A level BTEC Nationals	Junior Accountant, Marketing Executive, Cost Accountant, Accounts Executive
Level 4	Level 4 Financial Accounting Level 4 The Legal Environment	Undergraduate courses	Accountant, Accounts Advisor



Pearson LCCI Qualifications



All 4 portfolio aimed at improving ***employability***

I. Business, Administration and IT

Our internationally recognised LCCI business, administration and IT qualifications cover topics from business principles and performance to operations and internet security, equipping students with the knowledge and essential business skills required for employment and progression in a modern office environment.

Business, Administration and IT Level 1 Examination

Subject/ Exam Scope / Course Content:

[Administration](#)

[Business Administration](#)

[Practical ICT Skills](#)

[Text Production](#)

Business, Administration and IT Level 2 Examination

Exam Scope / Course Content:

[Business Administration](#)

[Business Management and Accounting](#)

[Business Principles and Practice](#)

[Business Studies](#)

[Employability Skills](#)

[International Retail Operations](#)

[Practical ICT Skills](#)

[Private Secretary's Diploma](#)

[Secretarial Administration](#)

[Text Production](#)

Business, Administration and IT Level 3 Examination

Subject/ Exam Scope / Course Content:

[Business Administration](#)

[Business Management and Accounting](#)



[Business Principles and Practice](#)
[Business Studies](#)
[Executive Secretary's Diploma](#)
[Introduction to Business Strategy and Planning](#)
[Managerial Principles](#)
[Measuring and Improving Business Performance](#)
[Practical ICT Skills](#)
[Principles and Practice of Management](#)
[Principles and Practice Management](#)
[Private Secretary's Diploma](#)
[Text Production](#)

Business, Administration and IT Level 4 Examination

Subject/ Exam Scope / Course Content:

[Audio Transcription](#)
[Executive Secretary's Diploma](#)
[Managing Business Performance](#)
[The Legal Environment](#)

II. Financial and Quantitative

Recognised across the globe, our international LCCI financial and quantitative qualifications cover a range of essential topics to prepare students for university, professional qualifications, or direct employment in the financial sector.

Financial and Quantitative Level 1 Examination

Subject/ Exam Scope / Course Content:

[Bookkeeping](#)
[Introductory Certificate in Bookkeeping \(ICB\)](#)

Financial and Quantitative Level 2 Examination

Subject/ Exam Scope / Course Content:

[Bookkeeping and Accounts](#)
[Bookkeeping and Accounting](#)
[Business Calculations](#)
[Business Statistics](#)
[Computerised Bookkeeping](#)
[Cost Accounting](#)
[Principles of Credit Management](#)

Financial and Quantitative Level 2 Diploma Examination

Subject/ Exam Scope / Course Content:

[Accounting and Finance](#)
[Computerised Accounting](#)
[Cost Accounting Finance](#)
[Managerial Accounting Finance](#)

Financial and Quantitative Level 3 Examination

Subject/ Exam Scope / Course Content:

[Accounting](#)
[Accounting \(IAS\)](#)
[Advanced Business Calculations](#)
[Business Statistics](#)
[Computerised Accounting Skills](#)
[Cost Accounting](#)
[Cost and Management Accounting](#)



[Financial Accounting](#)
[Management Accounting](#)
[Preparing Financial Statements for a Sole Trader](#)
[Principles and Practice of Costing](#)
[Principles of Auditing](#)
[Professional Ethics in Accounting and Finance](#)
[Understanding Financial Statements](#)

Financial and Quantitative Level 3 Diploma Examination

Subject/ Exam Scope / Course Content:

[Accounting and Finance](#)
[Cost Accounting Finance](#)
[Management Accounting](#)

Financial and Quantitative Level 4 Examination

Subject/ Exam Scope / Course Content:

[Applied Business Economics](#)
[Business Finance and Banking Operations](#)
[Financial Accounting](#)
[Islamic Finance and Banking](#)
[Management Accounting](#)
[Organisational Behaviour and Performance](#)

Financial and Quantitative Level 4 Diploma Examination

Subject/ Exam Scope / Course Content:

[Accounting and Finance](#)

III. Marketing and Customer Service

Recognised by universities, employers and professional bodies across the globe, our international LCCI marketing and customer service qualifications help students to develop a broad, strategic understanding across the full range of marketing and customer services activities, contact centre management and PR.

Marketing and Customer Service Level 1 Examination

Subject/ Exam Scope / Course Content:

[Travel and Tourism](#)

Marketing and Customer Service Level 2 Examination

Subject/ Exam Scope / Course Content:

[Contact Centre Skills](#)
[Customer Service](#)
[Marketing](#)
[Public Relations](#)

Marketing and Customer Service Level 3 Examination

Subject/ Exam Scope / Course Content:

[Advertising](#)
[Customer Service](#)
[Marketing](#)
[Public Relations](#)
[Selling and Sales Management](#)



IV. English Language

Our internationally recognised LCCI English language qualifications are used by employers and universities worldwide as evidence of language proficiency. Aligned to the Common European Framework (CEF), our English language range covers English for specific purposes, general English and teaching English. JETSET stands for Junior English Test Senior English Test. This general English qualification is awarded by Pearson Qualifications International under the brand of Pearson LCCI as International ESOL. JETSET provide a clear and consistent pathway, from beginner to fluency, enabling learners of all ages and backgrounds to develop their English skills. JETSET is available on On-Demand that allows school to determine the final test date upon completion of classes. JETSET is approved as ESOL international qualifications in UK, accredited by Ofqual, aligned with CEFR from A1 to C2. All 4 major skills are available as Listening, Reading, Writing and Speaking. JETSET has further contextualized both learning content and test paper version to meet learners from all ages and all abilities. JetSet offered a systematic and level-by-level learning structure to enable consistent academic progression throughout the learning path. This will help to facilitate students' confidence in English language first before embark on other international proficiency tests such as PTE Academic, IELTS or TOEIC that accepted for overseas colleges and universities admission.

Test Structure



- 1 Listening & Reading – Multiple Choice Questions.
- 2 Writing – Short answer and continuous writing tasks.

Equivalences

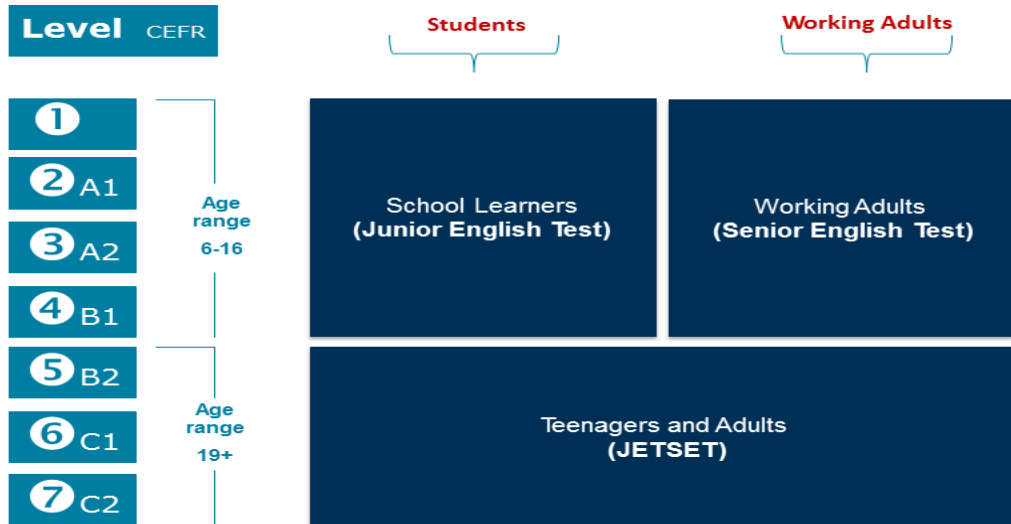
JETSET Level	Ofqual Accredited	Common European Framework (CEF)	UK NQF
JETSET 7	✓	C2	Level 3
JETSET 6	✓	C1	Level 2
JETSET 5	✓	B2	Level 1
JETSET 4	✓	B1	Entry 3
JETSET 3	✓	A2	Entry 2
JETSET 2	✓	A1	Entry 1
JETSET 1	✗	Below scale	Pre-entry
Foundation			Pre-entry

JETSET Variations

JETSET Levels	JET version available	SET version available	Not age specific
JETSET 7			✓
JETSET 6	-	-	✓
JETSET 5	-	-	✓
JETSET 4	✓	✓	-
JETSET 3	✓	✓	-
JETSET 2	✓	✓	-
JETSET 1	✓	✓	-
Foundation	✓	✓	-

Pearson LCCI Language Qualifications

✓ General English



Pearson

JETSET Grading Standard



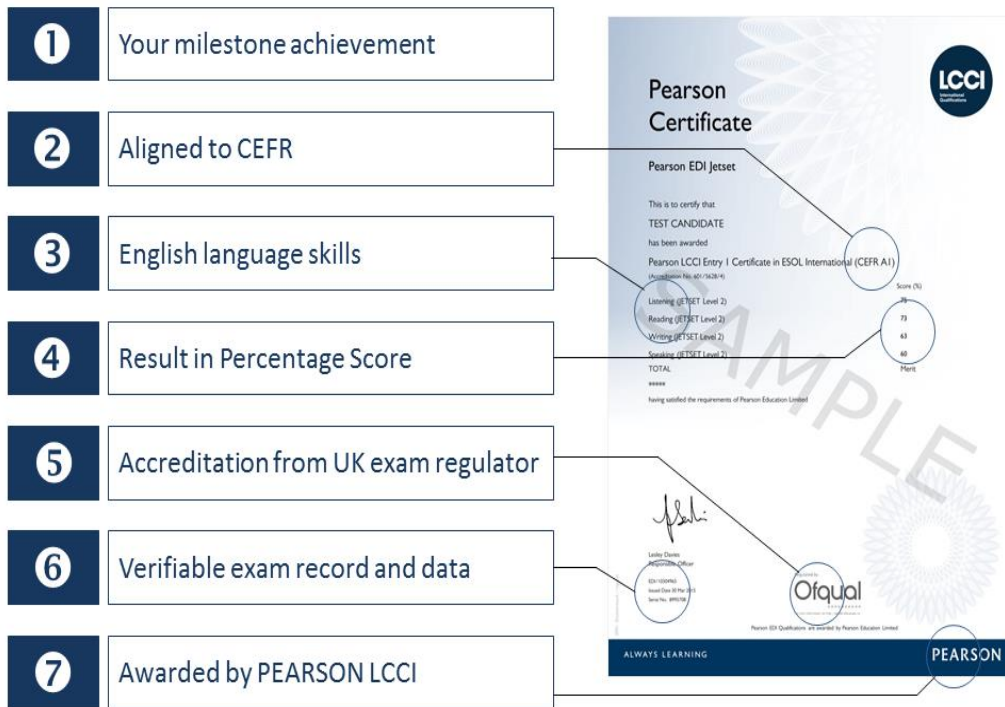
Grade	Achievement	Recommended Action/ Progression
Distinction	75%+	Proceed to next level/ Skip a level*
Credit	60-74%	Proceed to next level
Pass	50-59%	Proceed to next level
Below Threshold	<50%	Further study required/ Re-take level

* At teachers discretion



QUALIFICATIONS
ASSESSMENT AUTHORITY

Understand JETSET Certificate



General English

Foundation
JetSet Level 1 Examination
JET VERSION School Learner
JetSet Level 1 Examination
SET VERSION Working Adults
JetSet Level 2 Examination
JET VERSION School Learner
JetSet Level 2 Examination
SET VERSION Working Adults
JetSet Level 3 Examination
JET VERSION School Learner
JetSet Level 3 Examination
SET VERSION Working Adults
JetSet Level 4 Examination
JET VERSION School Learner
JetSet Level 4 Examination
SET VERSION Working Adults
JetSet Level 5 Examination
Students, Working Adults, Professionals
JetSet Level 6 Examination
Students, Working Adults, Professionals
JetSet Level 7 Examination
Students, Working Adults, Professionals

[English for Business](#)

LCCI preliminary
Foundation
Level 1 Examination
English for Business , English for Commerce (EfC) , English for Tourism Spoken English for Industry and Commerce (SEFIC) , Spoken English for Tourism (SEFT) Written English for Tourism (WEFT)
Level 2 Examination
English for Business , English for Commerce (EfC) , English for Tourism , Spoken English for Industry and Commerce (SEFIC) , Spoken English for Tourism (SEFT) , Written English for Tourism (WEFT)
Level 3 Examination
Business English for International Managers , English for Accounting English for Business , English for Commerce (EfC) , Practical Business English , Spoken English for Industry and Commerce (SEFIC)
Level 4 Examination
Business English for International Managers , English for Business , Spoken English for Industry and Commerce (SEFIC)
Level 5 Examination
Teaching English as a Foreign Language (CertTEFL)
Level 6 Examination
JETSET ESOL
Level 7 Examination
JETSET ESOL

Progress with LCCI

Be inspired by the success stories of LCCI students and explore the different progression routes and pathways you can take after you've completed your course.

Progressing To Employment

Your next job starts with LCCI. Whether you're looking to find your first job, progress in your career or find a new job locally or overseas, LCCI qualifications give you the knowledge and skills to actually do the job, which is why they're trusted and valued by employers worldwide. So, why wait any longer? Kick start your dream career with Pearson LCCI qualifications.

Progressing To Education

LCCI qualifications are designed to give students flexibility, so that their learning can be balanced around existing commitments to achieve their goals. As such our centres provide essential support to our learners by offering our qualifications as single subjects or in combination to create a unique diploma with a variety of study modes. LCCI qualifications can support a learner access higher education. As well as the progression into universities, our qualifications can also offer students the opportunity to progress into professional qualifications (such as Association of Chartered Certified Accountants (ACCA), Institute of Chartered Accountants in England and Wales (ICAEW), and Chartered Institute of Management Accounting (CIMA) and are often listed as essential requirements by international employers.



About LGIS QUALIFICATIONS ASSESSMENT AUTHORITY

LGIS Vision is nothing less than realizing the full potential of each applicant for Global Competence - universal access to education, research, and full participation in international prospects - to drive a new era of Development, Sustainable Growth and Productivity. LGIS aims to PROMOTE the lives of every eligible candidate to gain the formal international qualifications and enhance their Working Capacity to avail Global Opportunities. LGIS EMPOWERS Qualified Applicants Thru the (E-E-E Program) from Education to Employment to Entrepreneurship.



LGIS QUALIFICATIONS ASSESSMENT AUTHORITY has been appointed as an LCCI CENTER to perform the internal and integral audit for the operation in the Philippines. LGIS will render support to the Ministry of Education (Schools, Colleges, Vocational Institutions, and Universities), Industries, and Governments. LGIS will support them with teaching and learning materials, provide workshops for teachers, engage relevant stakeholders for recognition, ensure quality compliance and maintain high level of integrity of Pearson LCCI Qualifications exams.



LGIS is authorized to perform many different roles across many subjects and qualifications:

Chief Invigilator

A Chief Invigilator is responsible for the organization and supervision of invigilation of all external assessments in accordance with LGIS Qualifications Assessment Authority policy and procedures. As the head of all invigilators the Chief Invigilator must ensure the effective delivery of the external assessments and adherence to Code of Practice and examination procedures.

Outline of duties:

1. Supervise Invigilators
2. Carry out proper training and documentation to Invigilators
3. Delegate to Invigilators their duties
4. Allocate to invigilators dates of exam invigilation
5. Maintain monitoring and completion record of all assessments conducted.
6. Verify all claims for fees and expenses prior to submission to LGIS Headquarters
7. Responsible for the secure storage and management of examination materials before and during the exam
8. Ensures that assessments and examinations are conducted in accordance with LGIS policy and procedures
9. Responsible for signing and submission of candidates' assessment material to LGIS Headquarters or International Governing Body.
10. In accordance with LGIS guidelines complete comprehensive reports on any irregularities in conduct of an assessment and submit to LGIS Headquarters where necessary. For example:
 - a. Any incident concerning possible malpractice
 - b. Any issue concerning the content of a question paper
 - c. The unauthorised removal of a question paper or examination material from the examination room
 - d. Faulty Question Papers
 - e. Faulty Digital Question Paper discs
 - f. Faulty Audio CDs
 - g. Any instances of sickness, interruptions or disturbances during an assessment

Deputy Chief Invigilator

Deputy Chief Invigilator is the associate and subsidiary to the Chief Invigilator responsible to support the organisation and supervision of invigilation for all assessments in strict compliance to LGIS policy and procedures.

Outline of duties:

1. Act as Deputy for the Chief Invigilator as directed by the Chief Invigilator
2. Attend and assist the Chief Invigilator in any training sessions
3. Support the Chief Invigilator in delegating to Invigilators their duties
4. Support the Chief Invigilator in Allocating to invigilators dates of exam invigilation



5. Collects and checks monitoring and completion record of all assessments conducted.
6. Supervise Invigilators
7. Responsible for the submission of candidates' assessment material to LGIS Headquarters or International Governing Body.
8. In accordance with LGIS guidelines, Support the Chief Invigilator in the completion of comprehensive reports on any irregularities in conduct of an assessment and submit to LGIS Headquarters where necessary. For example:
 - a. Any incident concerning possible malpractice
 - b. Any issue concerning the content of a question paper
 - c. The un-authorised removal of a question paper or examination material from the examination room
 - d. Faulty Question Papers
 - e. Faulty Digital Question Paper discs
 - f. Faulty Audio CDs
 - g. Any instances of sickness, interruptions or disturbances during an assessment

Exam Invigilators

Exam Invigilator It is the duty of the exam invigilator to watch the examination candidates to prevent cheating during the examination. They are required to ensure that all the exams are carried out according to the rules set out by the exam board which allows each candidate to sit for the examination under equal conditions as other candidates. Invigilators need to ensure the security of the examination hall before, during and after the examination. From the moment the question papers are given out until all answers are collected, exam invigilators should patrol vigilantly. Particular emphasis should be given to multiple-choice and short-answer questions. The main goal should be to prevent possible candidate malpractice and administrative failures. There should be at least one invigilator present against every 30 students for patrolling and vigilance at the examination hall

Invigilator maintains the proper conduct of a particular examination in accordance with the exam regulations. Invigilator should possess the quality of integrity and vigilance to conduct the examinations in exact accordance to Code of Practice and examination procedures.

The main duty of an exam invigilator is to support the Chief Invigilator, the Deputy Chief Invigilator, the Examinations Officer and the other invigilators at the examination venue.

Outline of duties:

1. Setting up the examination venues by placing candidate numbers, booklets, examination papers, and equipment at desks in accordance with strict procedures
2. Implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
3. Assisting the candidates before, during and after the examination by directing them to their seats, advising them about possessions permitted at examination venues and dealing with queries raised by candidates etc.
4. Invigilating carefully, making sure that candidates do not talk inside examination venues and also responding to any examination irregularities immediately.



5. Checking attendance during examinations, recording details of late arrivals and ensuring that proper seating plans are followed.
6. Escorting candidates during water breaks or washroom breaks as required and detecting any unauthorized materials inside the examination hall.
7. Delivering and collecting scripts carefully at the start and end of the examination in accordance with strict examination procedures.
8. Assisting with the packing of examination scripts, stationery and other equipment from the examination venues.
9. Supervising candidates in leaving the examination venues in a quiet and disciplined manner and ensuring that candidates do not remove equipment or stationery from the examination venue without the permission of the authority.

Visiting Examiner

A Visiting Examiner is responsible for checking performance of Chief Invigilator, the Deputy Chief Invigilator, the Examinations Officer and the other invigilators, by visiting assessment centers (examination venue), ensuring the overall standards are maintained. The purpose of Visiting Examiner is to ensure that all candidates are under active surveillance for every moment of the duration of the examination.

Exam Office Staff / Organizer

Exam Officer / Organizer performs Administrative Processes such as (Inspection of exam venue/s and facilities for compliance with standards, for LGIS approval, Scheduling of examinations, Registration and submission of examinee list, Preparation of exam venue/s, Maintenance of student/examinee records while ensuring quality compliance. Exam Office Staff / Organizer are not qualified to enter examination hall during examination. The key responsibility of an exam office staff is for the organization and smooth running of examinations preparations.

Outline of duties:

1. In charge of the Exam Registration
2. Liaising with Chief Invigilator, the Deputy Chief Invigilator, and invigilators at the examination venue
3. Issuing students with their entry slips and making any necessary corrections
4. Drawing up examination timetables
5. Preparing, organising and supervising these examinations in accordance with the regulations laid down by LGIS Headquarters.
6. Supplying all the necessary equipment and materials related to the smooth running of the examination system
7. Dealing with certification requests issues
8. Attending result days, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents
9. Checking statistical data
10. Checking all examination fees and charges



Principal Standards Verifier

Responsible for driving standards through, ensuring the consistent application of requirements across all programmes and levels.

Chief Quality Reviewer

Visits centres for the purpose of Centre Quality Review and Development to report on effectiveness and support centres.

Assessor and Trainer of International Qualifications

Responsible for the Evidence Mapping and Assessment Matrix of competencies.

Past Exams Papers

LGIS will support you to gain access to a large library of past exam papers and mark schemes. They're available free to teachers and students. Teachers can be provided Question papers, mark schemes and examiner reports for the most recent exam sessions (within the last 9 months)

Past papers are a handy way to check the level of the questions you'll need to answer in an exam - making them a great revision tool. Past exam paper can be used to prepare for exams and for a mock exam. It's sensible to look at past papers as part of your exam practice. They won't help you predict the questions or topics that are likely to come up in the exam, but you can use them to check whether you've learnt the material and identify gaps in your student's knowledge. Past exam can be used as a trial run and see if you know the answers under pressure. You'll also get a feeling for how long you can spend on each question and how much detail you can write in the time.

Some students find it useful to look at questions on past papers for old specifications. If a topic was also covered in an old specification it can be useful to test your knowledge and understanding by tackling these questions as well.

Most languages have a listening unit, where you have to listen to an MP3 and answer questions about what you've heard.



Becoming an Accredited Assessment Center and Training Center

Step 1: Establish which qualifications you would like to offer

Step 2: If you have any questions at this stage, contact us to discuss your options

Loda Grace Zuyco Dulla Certified Assessor and Trainer of International Qualifications LGIS Qualifications Assessment Authority - CEO Pearson LCCI Qualifications International PHIL10004 Email: loda.dulla@lgis-authority.com M: +63917 559 3704	Helen Beroña Marketing Executive Deputy Chief Invigilator LGIS Qualifications Assessment Authority Approved Center, Pearson LCCI Qualifications Email: helen.berona@lgis-authority.com M: +63919 901 0157
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Step 3: Referring to the Assessment Centre Application Kit, complete all the relevant sections Form

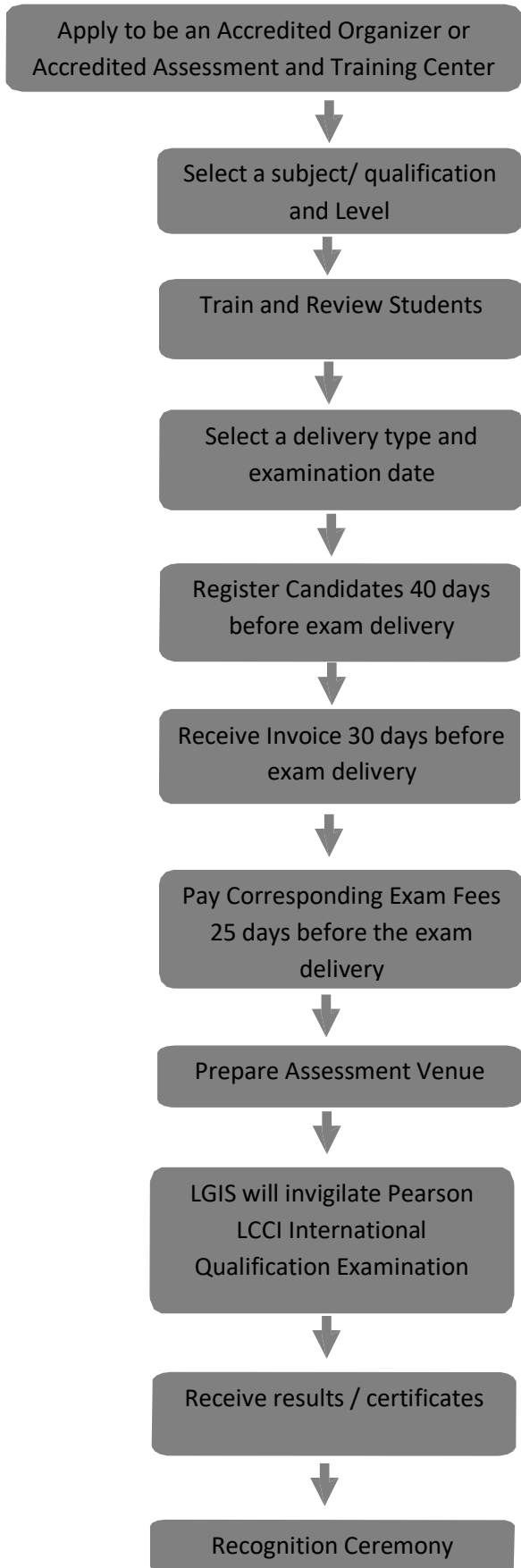
Step 4: Sign and date the Application form and email it along with all requested documentation with Examination/ Assessment Venue Specifications to helen.berona@lgis-authority.com /admin@lgis-authority.com or send it directly to your local LGIS Qualifications Assessment Authority office.

Step 5: Assuming that your centre meets our criteria, we'll contact you to confirm approval.

Step 6: LGIS will give access to the full range of teaching and learning support materials that are available.



Process Overview and Requirements



Requirements:

1. Form 1 Application For Accreditation As Assessment Center
2. Supporting Documents (Please refer to Form 1)
3. Sign Memorandum of Agreement
4. Form 2 Affidavit of Undertaking/ Commitment Form

Requirements:

1. Form 3 Accreditation of Assessment Schedule Form - hard copy.
2. Form 4 Student Application forms – hard copy,
3. Form 5 Exam Requisition Forms / Examination Registration Spreadsheet

Requirements

1. Form 6 Monitoring Form
2. Form 7 Completion Form



Learner Database

(Electronic or Manual) to include the following details:

Name

Date of birth

Contact address

Learner workplace/school

Contact details

Assessor(s)/Tutor(s) name

Date of Exam Application

Qualification(s) title and level

Assessment records detailing who assessed what and when, the assessment decision and the location of the supporting evidence

Records of certificates claimed (including unit certificates) including who claimed the certificate and when Records of course materials, registers and schemes of work

Records of learner attendance and any individual learning plans

Records of internally marked/moderated work, where appropriate

Scheduling Examinations

This section guides you through the process involved in scheduling examinations and re-sits for candidates

Step 1

Let Candidate fill out Examination Application form.

Step 2

Examinations are organised into categories. Select the examination you wish to be assessed.

Business, Administration and IT	Financial and Quantitative	English (JETSET)	Marketing and Customer Service
Level 1	Level 1	Level 1 JET School Learner	Level 1
Level 2	Level 2	Level 1 SET Working Adults	Level 2
Level 3	Level 2 Diploma	Level 2 JET School Learner	Level 3
Level 4	Level 3	Level 2 SET Working Adults	
	Level 3 Diploma	Level 3 JET School Learner	
	Level 4	Level 3 SET Working Adults	
	Level 4 Diploma	Level 4 JET School Learner	
		Level 4 SET Working Adults	
		JETSET Level 5 Teenagers and Adults	
		JETSET Level 6 Teenagers and Adults	
		JETSET Level 7 Teenagers and Adults	



Step 3

Select the specific category and subject you wish to schedule

Please note: Examinations that are mandatory within a product will be preselected and cannot be removed i.e. JETSET Reading, Listening and Writing or English for Business (Reading & Writing). Candidates cannot be registered for the optional units only.

Step 4

Submit the following forms:

1. Exam Requisition Forms / Examination Registration Spreadsheet
2. Accreditation of Assessment Schedule Form - hard copy.

Submit to LGIS QUALIFICATIONS ASSESSMENT AUTHORITY 40 Days Before the Exam Schedule for On Demand JETSET and according to LGIS TIMELINE for Financial Suites Examinations.

On-Demand: Paper based test, taken when the assessment center reach the number of examinees required per exam.

Series: Paper based test, taken on a particular day specified by Pearson LCCI

Please complete all sections in the form.

Assessment Centre Name

Centre address - Please ensure full postal address is listed

Head of Centre - Managing Director, Dean etc.

Primary point of contact - Will be the main point of contact for quality assurance team (Please note that the Head of Centre, Centre Co-ordinator and Primary point of contact could be the same person).

Step 5

LGIS Personnel will collect Forms from the Accredited Organizer or ACTC.

Step 6

Your students are now ready for the examination. If the candidate has already been registered for a previous examination, please request for their candidate number.

Scheduling Re-sits

You schedule a re-sit for an examination in the same way as scheduling the original examination.

Invoicing

We will send invoices for entries and exam registrations. Invoices will be sent 5 days after submission of examinees list. If you have any queries about the charges on an invoice, please email all of the details to kat.pasamanero@lgis-authority.com / loda.dulla@lgis-authority.com / admin@lgis-authority.com.



Fees

Qualifications	Fees Per Qualification/ Per Assessment/ Per Student
Financial and Quantitative	5,500 PHP per level
Marketing and Customer Service	5,500 PHP per level
Business, Administration and IT	5,500 PHP per level
English Language (JETSET)	3,850 PHP per level

How do I pay?

Payment for all fees is due 5 days from the date of the invoice. Payment cannot be withheld unless you dispute the amount of the charges by notifying us in writing, within 5 days of receipt of an invoice, giving full details of the amounts disputed and the reason you dispute the charges.

Helpline

LGIS Qualifications Assessment Authority has set up a dedicated team to provide telephone support for inquiries. This support will be available from 9:00am to 4:00pm Monday to Friday. Should the problem not be resolved at the time of your call, the team will note your contact details and call you back (or email you) with regards to progress and resolution.

+63923 835 4648 +63925 714 0493 +63925 728 7341 +6383 552 2752

Exam Process

Before the exam : Before the start of the examination, exam invigilators will be fully briefed and trained by the Chief Invigilator before carrying out the task of invigilation in their respective venues. It is essential that exam invigilators familiarize themselves with the appropriate examination regulations and procedures before attending the examination hall.

Exam invigilators will arrive at the examination hall at least one hour before the start of the examination to report for their duty and remain for an additional hour after the exams to collect and wrap up the examination scripts.

Before the candidates arrive, exam invigilators will prepare the examination venue by placing the required answer booklets, exam booklets, and other supplementary materials on candidates' desks. They must make sure that the time of the clock at the examination venue is set correctly and necessary instructions are clearly displayed at the front of the examination hall for the candidates. They also help direct students to their seats and prohibit the entrance of forbidden items such as cell phones, smart watch, headphones, portable audio/video/gaming devices and textbooks at the examination hall.

During the exam: During the examination, all exam invigilators will give their whole attention to the examination process. At this time, they will be vigilant, mobile and attentive and should not perform any other tasks throughout the examination duration.

At this time, exam invigilators will respond to queries from candidates immediately and assist the candidates as per their needs. Within the first 30 minutes of the examination, the invigilators should take the attendance of the candidates in the attendance record sheet and



sign it before submitting it to the Chief Invigilator. While checking the attendance, they must also check the candidate's name, candidate number, identification card, notice of admission or examination entrance card etc.

Exam invigilators will deal with students who arrive late at the examination venue and record their attendance and consult with the Chief Invigilator, whether extra time will be granted to such candidates or not.

Invigilators will not permit candidates to leave the examination hall room during the first 1-hour and the last 15 minutes of the examination. They will also take immediate actions in case of candidates caught cheating during the examination and report to the Chief Invigilator. If unauthorized materials are found inside the examination hall, they will remove them immediately. In the event of an emergency or fire alarm, invigilators will follow the emergency exit procedures and lead the candidates safely outside the examination hall.

Invigilators will be as quiet as possible during the examination duration but also remain vigilant to the candidates. They should not explain any questions asked by the candidates or allow any other person to ask questions of, or read answers to, the candidates.

After the exam: After the examination is over, the exam invigilators will collect the scripts, question papers, stationery and other examination booklets from the candidates and check that all the required information (name, candidate number, venue, date etc.) have been filled out by the candidates on their scripts properly. When all the scripts are collected, invigilators should release candidates and direct them towards the exit of the examination hall in complete silence.

Examination Rooms

Please ensure copies of examination seating plans and photographs for each room have been submitted to support your application. If we do not receive these documents at the same time, then the application process will be delayed. Please make sure the seating plans and photographs are clearly numbered. You may complete additional pages if required by photocopying the relevant page.

Quality Assurance

Quality assurance is essential to maintain the integrity and value of our qualifications and our status as an accredited awarding body. To be an approved assessment center you have a key role to play in this process, so it's important for you to understand the regulations governing our examinations.

