

AFFIDAVIT



Affirmed by: _____

Account No: _____

In order to establish and maintain the value of student work and its accreditation, the ICCE Board is committed to upholding rigorous academic standards. This is nowhere more important than with regard to the taking and scoring of PACE Tests. As such, to indicate your commitment to these values and to the students' education, please read the following carefully, tick each and sign this Affidavit at the bottom.

I affirm that I will uphold the following standards:

1. BEFORE TAKING A PACE TEST	
All activities in the PACE, as well as work required on extra paper or in other booklets, will be completed correctly.	☐
All activities will be scored correctly, carefully and honestly. The Score Key will only be used for marking answers right or wrong, and will never be used for finding out an answer.	☐
The Supervisor will be consistent in checking the Student's scoring, and will satisfy themselves that all procedures have been followed correctly.	☐
All required signatures through the PACE will be signed by a Supervisor, where indicated, as well as at the end of Checkups and the Self Test.	☐
The Student will write their own name on the PACE Test to affirm that they have taken the Test.	☐

2. WHILE TAKING A PACE TEST	
Tests will be taken in silence, under exam conditions, without written or verbal communication between the Student and anyone else except for the Supervisor.	☐
There will be no assistance given or received in any form, verbal or visual. The Test will be taken as a pure assessment of the Student's understanding without external support or reference material.	☐
No one, including the Supervisor, will undertake any form of discussion with the Student for the duration of the Test.	☐
Where it is believed that an amanuensis is required or other consideration for special educational needs, this will only be done with the express written permission of the ICCE Board, after the provision of corroborating evidence.	☐
The Test environment will be constantly invigilated. Students will not be left to complete a Test without a Supervisor being present for the duration.	☐
The Supervisor will not indicate questions that they believe require extra attention, nor where they believe an answer is incorrect. The Student will make all decisions as to how the Test questions are answered, without outside interference.	☐

3. AFTER TAKING A PACE TEST	
Once the Student has indicated that they have finished the Test, it will be received by the Supervisor without further discussion.	☐
After having been handed to the Supervisor, the Test will be considered finished. It will not be given back to the Student.	☐
The Supervisor will score the Test privately, without external interaction or interference.	☐
If the Test has been failed, the Student will not be permitted to see it.	☐
The Student will only be permitted to see a completed Test once it has been passed, and the final mark has been recorded.	☐

4. AT ALL OTHER TIMES	
All Tests and Test Keys, both complete and incomplete, will be kept in a locked container.	☐
When applying for certificates, all necessary documentation will be included (such as the Student Academic Record & Course Completion Form)	☐

I confirm that I have read and understood the ACE/ICCE Procedures for taking and scoring PACE Tests, and I hereby affirm that I will adhere to these procedures.

Date: _____

Signature: _____