



Quality Training & Skills Development
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Full name of policy:	Invigilation Policy
Requirement for policy:	For the purpose to guide invigilators throughout the exam process.
Name and post of person responsible:	Julie Humphreys
Highest QTSD body approving the policy:	
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Comments:	

Invigilation Policy

The invigilator must not be related to learners. It is QTSD's responsibility to ensure that the invigilator is suitable to invigilate examinations.

If the examination relates to a Security licence-linked qualification offered by an Awarding Body, in accordance with SIA requirements, the tutor who delivered the course is **not** permitted to act as the invigilator for said course's multiple-choice examinations.

Prior to the Examination

Prior to the examination, Invigilators/Assessors should:

Inspect the examination room to ensure that the accommodation is suitable and the seating is arranged in such a way to avoid malpractice;

Ensure that there is an 'Exam in Progress' sign visible on any entry door to the examination room;
Ensure that all learning aids (such as workbooks, wall posters etc.) that may assist learners with the examination are covered or removed;

Verify that all learners are present;

Check the front of the sealed security bag to ensure that the correct examination materials have been sent;

Identify any individuals for whom special arrangements have been approved by Highfield;

Familiarise themselves with the Invigilation Procedures.

Explain evacuation arrangements to learners, in the event of an emergency;

Be confident that all the individuals attempting to take the examination are who they say they are;

Ensure all learners add their details to the Learner List.

Starting the Examination

Prior to the examination, Invigilators/Assessors are required to:

Arrive at the examination location in good time;
Inform the learners of the correct Centre and Tutor Number;
Inform the learners of the start and finishing time of the examination, referring to a clock that should be visible to all learners;

Ensure that all learners are positioned sufficiently apart to avoid the risk of malpractice – recommend a minimum of 1.5 metres between learners;
Inform learners that they are not permitted to refer to any materials other than a standard dictionary.
Invigilators/Assessors should check that only authorised materials are on the learner's desks;

If a paper-based assessment, inform learners that multi-media devices, such as mobile phones, tablets, smart watches, need to be turned off and not placed on the examination desk;

Inform all learners that they should read all instructions on the examination paper before answering the questions;

Inform all learners that they are prohibited from communicating with other learners during the examination and that the Invigilator/Assessor is not permitted to provide any further explanation or guidance on examination questions;

Once the learners are settled, ensure that the learners open the sealed security bag and check that they have the correct examination paper, noting the title of the examination and paper number. Prior to the examination starting, the Invigilator/Assessor should ensure that all learners complete the following information on their Examination Answer Sheets:

Learner's full name;

The Approved Awarding Body Centre number;

The Approved Awarding Body Tutor number of the person who delivered the training;

The examination date;

Whether the examination is a resit;

During the Examination

The invigilator must supervise the learners at all times throughout the examination.

The invigilator must record the start (and finish) time on the declaration.

Absolute silence must be maintained throughout the examination. The invigilator is **not** permitted to read questions and/or provide definitions of words and/or questions to the learners. The invigilator is also not permitted to translate wording in any way.

Learners who arrive after the starting time for an examination may, at the discretion of the Invigilator/Assessor, enter the room and sit the examination providing that they do not disturb the other learners. They must, however, finish the examination at the same time as the other learners.

Learners who need to leave the examination room must be accompanied by an Invigilator/Assessor, who must ensure that they do not speak to anyone else, make a telephone call or refer to any notes.

Any learners wishing to leave the examination room early must hand in their answer sheet and examination paper and must not be readmitted to the room under any circumstances.

In the event that an Invigilator/Assessor observes or suspects a learner of malpractice, that learner should be asked to stop. Should the action be considered serious enough, a learner's examination paper and answer sheet should be collected and the learner asked to leave the examination room. In this latter scenario, the Invigilator/Assessor must submit a written report to the Centre who must notify the awarding body of the incident.

Invigilators are expected to remind the learners of the time remaining approximately 15 minutes before the end of the examination.

Emergencies

In the event of an emergency, the Invigilator/Assessor should evacuate the examination venue in accordance with venue procedures. All examination papers and answer sheets must be left on the learners' desks.

If an Invigilator/Assessor is satisfied that the integrity of the examination has not been compromised, the examination can be resumed for the remaining allocated time. The Invigilator/Assessor must submit a full report of the incident to the Centre. In turn, the Centre must notify the awarding body of the incident.

The End of the Examination

The Invigilator/Assessor should check to ensure that the number of completed answer sheets and learner booklets matches the number of learners. They should also check to ensure that the learners have correctly entered their details on to the Examination Answer Sheets.

The Invigilator/Assessor should also check to ensure that they sign the declaration for the examination and any approval forms for learners who have special arrangements in place. Details of any extenuating circumstances must be recorded and sent to Highfield together with the examination documents.

The Invigilator/Assessor should check the dates of birth are entered for all learners. Under no circumstance should the invigilator and/or assessor change any information on the examination sheet; or undertake their own marking of the examination (unless expressly stated within the qualification specification E.G Pool Life Guarding).

After the Examination

If photocopying facilities are available at the examination venue, then it is recommended that photocopies of learner answer sheets are taken immediately after the examination, in front of a witness. The invigilator should then bring the papers back and seal them in the examination room in front of a witness.

The invigilator should also consider taking photographs of the examination answer sheets. This will serve as an electronic copy for Centre records.

On no occasion, should the invigilator leave the examination room without the examination sheets being sealed in a grey bag.

If there are no copying facilities at the examination venue, then the invigilator will be unable to take copies (under no circumstances should the papers be taken out of the venue in an unsealed bag to be copied at a later date). In such cases the papers should immediately after the examination be sealed in the grey bag, in front of a witness.

Opened Examination question papers must be returned to the awarding body. It is NOT permitted to copy any part of the examination question paper.

The Centre is responsible for ensuring there is sufficient postage to cover the safe return of used examination materials to the awarding body (unless the Centre is authorised by the awarding body to destroy the papers).

Appeals Against Results

Any learner wishing to appeal against an examination result can do so by invoking the Appeals Procedure

Storage of examination paperwork

At all times, prior to and following the examination, the paperwork will be stored within a secure and locked facility.