



Invigilation Procedure

Version Control						
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Invigilation Policy and Procedure

A2L incorporates, and abides by, the policies and procedures of the relevant awarding organisations, **Pearson**, **Highfield** and **NCFE**.

The role of the Invigilator

The invigilator is the person in the examination room with responsibility for conducting a particular examination session in the presence of candidates. Invigilators have a key role in upholding the integrity of the examination process.

The role of the Invigilator is to ensure that examinations are conducted in accordance with regulatory requirements, in order to:

- Ensure that all learners have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination paper and completed answer sheets before, during and after the examination (where paper-based)
- Prevent possible learner malpractice
- Prevent possible administrative failures
- Ensure that Awarding Organisation are adhered to

Invigilators must:

- Be appropriately trained in their duties
- Be able to observe each learner in the examination room at all times
- Be fully conversant with Awarding Organisation requirements for confirming learner identity
- Inform the Quality Team if they are suspicious about the security of examination papers, completed answer sheets or any other issue that threatens the integrity of the examination process

Invigilators must not:

- Carry out any other task, for example, reading a book, surfing the net, marking work, etc., in the examination room

Who can invigilate

All invigilators will have received appropriate training to act as an Invigilator.

Invigilation must be carried out by a person who has not prepared the learners for the examination. This means that the trainer cannot act as the exam invigilator and should not be present in the examination room.

It is inappropriate for the invigilation to be carried out by a person related to a learner sitting the examination.

It is the responsibility of the Quality Team to:

- Appoint exam Invigilators, to make sure that the examination is conducted according to regulatory requirements
- Make sure all invigilators are responsible adults, appropriately trained in their duties

At least one invigilator must be present for groups of up to 30 learners for written examinations and e-assessments. When only one invigilator is present they must be able to summon help easily, without leaving the examination room, and without disturbing the other learners.

Invigilation Requirements

Before the examination starts, the invigilator must:

- Ensure the seating arrangements prevent all learners from overlooking (intentionally or otherwise) the work of others. **The minimum distance in all the directions from the learners chairs must be 1.25 metres.**
- Ensure that all learners will face in the same direction
- Ensure each learner has access to enough space to hold the question-and-answer paper, or laptop
- Ensure there are posters advising learners that mobile phones should be switched off
- Ensure there are examination warning notice for learners
- Ensure there are emergency/evacuation procedures in place
- Ensure a flipchart/whiteboard is visible showing the centre number, subject, start and finish time
- Ensure a reliable clock is visible to each learners in the examination room, the clock must be big enough for all learners to read clearly
- Ensure all display materials which might be helpful to learners is not visible in the examination room

- Check all learners have the required identify documents and photograph, in line with the Awarding Organisations requirements
- Advise learners who are unable to provide the required identify documents and photograph that they cannot sit the examination and that they must leave the examination room
- Advise learners of emergency/evacuation procedure
- Inform learners that they must follow the regulations of the examination
- Ensure question papers/laptops are never left unattended
- Where paper-based examination papers are being used the pack must be opened in front of the learners and then distributed to learners, checking candidates have the correct paper
- Where e-assessment is taking place, support the learners to log into their e-assessment

The invigilator must advise candidates that:

- When paper-based, learners must write in blue or black ink
- The learners cannot use correction fluid/tape
- The learners should not make any make on the examination paper
- All mobile phones, and other electronic devices, should be switches off

This means that:

- All unauthorised items are left outside the room or placed outside of the learners reach before the exam starts
- Any pencil case taken into the examination room must be see-through
- Any course material should be removed from the desks and placed at the front of the room
- If a learner needs to leave the examination room and is unaccompanied will not be allowed to return to the examination room

The invigilator must:

- Specify the length, start and finish time of the examination and confirm the earliest time the learners can leave the room
- Read aloud the instructions to the learners
- Remind learners they cannot communicate in any way, for example, asking for or giving help to other learners in the examination room
- Clearly announce when to begin the examination
- Be present in the examination room at all times

The invigilator must not:

- Make any comment where a learner believes that there is an error or omission on the question paper/e-assessment
- However, in this situation, the invigilator must refer the matter to the Quality Team, who should report it to the Awarding Organisation
- Give any information to learners about possible mistakes in the question paper/e-assessment, unless there is an erratum notice, or permission has been given by the Awarding Organisation
- Comment on the content of the question paper/e-assessment
- Offer any advice or comment on the work of a learner

During the examination

Invigilators must supervise learners throughout the whole time that an examination is in progress

This means:

- Invigilators must give complete attention to this duty at all times
- Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or learners who feel unwell. Any irregularities must be recorded
- Invigilators must not carry out any other task in the examination room
- Invigilators are required to move around the examination room quietly and at frequent intervals
- Give regular time checks

Summoning help during an examination

When there is only one invigilator present in an examination, they must be able to summon help, in case of an emergency, without leaving the room or disturbing learners. A mobile phone may be useful but must be switched to silent alert so as not to disturb learners.

Learners who arrive late

A learner who arrives more than 10 minutes after the examination has started must not be allowed to enter the examination room. Arrangements will need to be made by A2L for the learner to sit the exam on an alternative date.

Leaving the examination room

Learners are not permitted to leave the examination room until at least 20 minutes of the examination time has elapsed (other than in an emergency/medical situation) and may not leave in the last 10 minutes of the examination. Learners who are allowed to leave the examination room temporarily must be accompanied by a member of staff.

When learners have completed their examination and are permitted to leave before the finish time, they should be instructed to do so quietly, without causing undue distraction to others.

The invigilator must ensure, for all paper-based examinations, that all relevant sections of the examination response sheet are fully completed and signed before learners leave the room, learners will not be allowed back into the room.

Ending the examination

When ending the examination invigilators should give sufficient notice to learners, this should be a 15 minute and 5 minute warning, prior to the published finish time of the examination.

At the end of the examination the invigilator should

Tell the learners to stop working and remind them that they are still under examination conditions

For paper-based examinations, collect all examination papers and examination response sheets to place in secure storage prior to submitting to the Awarding Organisation for marking

For e-assessment ensure all learners have submitted the e-assessment for marking

Learners and invigilator to confirm number of changes on response sheets. These should be entered in worked and not numbers

Additional requirements for e-assessments

A2L will have the expertise to access, administer and support the test/examination and be available throughout the e-assessment.

A2L will have the relevant software installed, or access to the appropriate website, to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

When planning the layout of the room, A2L will consider the following limitations:

- The distance between the screens
- The division of the workspace to allow permitted additional materials to be used
- Ratio of invigilators

The invigilator must ensure

- Each workstation is to be isolated by a minimum space of 1.25 metres, measured from the nearest outer edge of one screen to the next,
- Where required, learner test password information is stored securely and only given to learners at the time of the e-assessment
- Learners are prevented from using computers/laptops in examinations which have unauthorised external communication with other users of computers/laptops
- The arrangement of workstations and the position of the invigilator's desk facilitates detection of any unauthorised activity by learners
- Ensure that sufficient workstations are available, including at least one replacement computer/laptop
- Make sure that learners are familiar with the instructions, procedures and regulations for the on-screen test
- Check that candidates know how to request technical assistance
- Check that all candidates have logged on successfully, or have been logged on by A2L staff
- Ensure that technical support is available throughout the on-screen test, in relation to malfunctioning of equipment, software or the on-screen test itself

At the end of the examination the invigilator must

- Ensure that the software is closed as necessary
- Where relevant, check that any necessary back-ups have been made and stored securely
- Collect copies of learners' work, additional printouts and question papers before learners leave the examination room

- If learners are required to print work off outside the time allowed for the test, ensure that learners are supervised at all times

