



KLP – 004 Invigilation Policy

INVIGILATION POLICY

Introduction

Group Horizon undertakes all reasonably practicable steps to ensure that regulations set down by the awarding body are carried out and monitored in full

The Company will seek to give information and training to all invigilators involved in the invigilation process, so that the invigilators are fully aware of their roles and responsibly.

Instructions for the Invigilators.

The following should be used for guidance only and invigilators are advised to refer to subject specific regulations.

Arranging the examination room

Paper based	On-Screen	Regulation
✓	✓	Display materials that might be useful to candidates should be cleared from the walls
✓	✓	Desks should be positioned at least 1 metre apart
x	✓	One spare workstations should be set up for every 10 candidates to provide back- up in case of technical problems
✓	✓	A wall clock should be visible to all candidates
✓	✓	Examination start and end time should be displayed along with centre code
✓	✓	Follow any subject specific invigilation instructions
✓	✓	Make sure you have a seating plan for the examination
✓	✓	Notices must be displayed on the door that says 'Quiet please- examination in progress. No admittance'

Identifying Candidates

Paper based	On-Screen	Regulation
✓	✓	Make sure you know the identity of every candidate in the examination room, by checking photo identity as necessary
✓	✓	Make sure each candidate signs the attendance register and checks the spelling of their name

Informing the candidates

Invigilators will be given a 'script' to read out to all candidates at the beginning of the examination. Each script may vary according to the specific subject but should include the following:

"You are now subject to the regulations of the test.

Only materials listed on the test paper is permitted in the test room. You may not have on or near you any other materials

If you are found to have any materials with you which are not allowed, even if you had no intention of referring to it, this will be reported to the awarding body. The normal practice in such circumstances is to disqualify the candidate.

Please check that you do not have any unauthorised materials such as notes, books, papers, electronic device or mobile phone.

Please hand in any unauthorised items to the invigilator. Mobile phones must be switched off and placed out of reach

You may not communicate in any way with another candidate. You may not give assistance to any candidate or ask for assistance from another candidate. You should put up your hand to attract the invigilator's attention

The tests will finish at.....

You may now begin"

The invigilation report.

This should be completed by the appointed invigilator during and after the examination has taken place. Any anomalies must be recorded and reported to the awarding body. These may include:

- Details of any candidate who left the room, the reason why, for how long and accompanied by whom?
- Any observed cheating and subsequent measures taken by the invigilator
- Any interruptions, such as people entering the room or phone calls
- Power failure incidents
- Emergency procedures, such as fire alarm
- Names of anyone other than the invigilator who is present for example an IT technician
- Late arrivals, disturbances or malpractices

Emergency Procedures

Paper based	On-Screen	Regulation
✓	✓	The evacuation of the examination room might be necessary in exceptional circumstances such as a fire alarm, or bomb alert
✓	✓	When there is an evacuation, candidate scripts and question papers must be left on the desks and the room locked
x	✓	Candidates must not communicate with each other during the evacuation
✓	✓	It might be necessary to cancel the examination if the disruption lasts longer than 30 minutes
✓	✓	If the examination can be resumed, the lost time should be granted as additional time
x	✓	A technician may remain in the room for the duration of the on-screen test. The technician must not act as an invigilator, but must be recorded on the invigilation report

After the examination

Paper based	On-Screen	Regulation
✓	x	Collect all scripts and question papers before candidates leave the examination room ensuring that all details on the front page of the scripts have been completed
✓	x	Arrange scripts in order candidates appear on the Attendance Register
x	✓	Check that all candidates have submitted their responses
✓	✓	Collect in any scrap paper candidates may have used for making notes
✓	x	Ensure scripts are kept in a secure place before being sent, within the stipulated time limit, by a secure, traceable method to the awarding body.

Instructions for the candidates

The invigilator will undertake to ensure that the candidates are notified of all the necessary regulations and any restrictions with regards to the exam they are sitting. The invigilator will refer to the subject specific qualification and the corresponding awarding body's rules and regulations.