

2023

KLP 004 Invigilation Policy



Policies and Procedures

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.

THE ROLE OF THE INVIGILATOR

The examination invigilator at GHL is the person in the examination room with responsibility for conducting a particular examination session in the presence of learners. 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 papers and completed response sheets, before, during and after the examination
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

Ensure that Awarding Organisation (Awarding Body) identify requirements are adhered to Invigilators must:

- Be appropriately trained in their duties.
- Be able to observe each candidate in the examination room at all times.
- Be fully conversant with Awarding Body requirements for confirming candidate identity.
- Inform the Centre Manager if they are suspicious about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process. (In such cases, the Centre Manager must inform Awarding Body immediately, and send a full written report within five working days of the suspicion arising).

Invigilators must not:

Carry out any other task (for example, reading a book) in the examination room.

WHO CAN INVIGILATE?

Invigilation is 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 also inappropriate for invigilation to be carried out by a person related to a candidate 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 10 learners for written examinations. When only one invigilator is present, they must be able to summon help easily, without leaving the examination room, and without disturbing learners.

INVIGILATION REQUIREMENTS

- Starting the examination: Before the examination starts, the examination invigilator **must**: Ensure the seating arrangements prevent all learners from overlooking (intentionally or otherwise) the work of others. **The minimum distance in all directions from centre to centre of learners' chairs must be 1.25 metres.**
- Ensure that all learners will face in the same direction or situated in the layout as per **Appendix 1**
- Ensure each candidate has a separate desk or table big enough to hold question papers and answer booklets. Learners who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with, other learners.

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

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✓	✓	Notices must be displayed on the door that says 'Quiet please- examination in progress. No admittance'
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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

Ensure the following are prominently displayed:

- A poster advising learners that mobile phones should be switched off.
- Examination warning notice for learners
- Centre Appeal Procedure Emergency/evacuation procedures
- Examination in Progress' notices outside of the examination room
- Ensure a board/flipchart/whiteboard should be visible to all learners showing the centre number, subject / Unit title and paper number; and the actual starting and finishing times of each examination.
- Ensure a reliable clock is visible to each candidate in the examination room. The clock must be big enough for all learners to read clearly.
- Ensure all display material (such as maps, diagrams, wall charts and projected images etc.) which might be helpful to learners is not visible in the examination room.
- Check all learners have the required identity documents and photograph, in line with Awarding Body qualification examination requirements, and that the relevant section of the Candidate Information Sheet (where appropriate) has been completed.
- Advise learners who are unable to provide the required identity 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 questions papers are never left unattended.
- Open the packets of examination papers, in the examination room in front of the learners, and distribute to learners.
- Check that learners have the correct paper.

The invigilator must advise learners that:

- They should write in blue or black ink.
- They should not use correction fluid.
- They should not make any marks on the examination paper.
- All mobile phones, or other electronic devices, should be switched off.
- They must not have access to items other than those stated in the instructions on the question paper, the stationery list, or the specification for that subject in the examination room.

Mobile phones, electronic communication or storage devices are not permitted including:

- iPods
- MP3/4 players
- Wrist watches which have a data storage device
- Any other products with text or digital facilities.

This means that:

- All unauthorised items are left outside of the examination room.
- Any pencil cases taken into the examination room must be see-through.
- Any unauthorised items that have been taken into the examination room must be placed out of reach of the learners (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Any course material should be removed from desks and placed at the front of the room. They should not ask for, and will not be given, any explanation of the questions and answers.

If they leave the examination room, unaccompanied by a member of centre staff, they will not be able to return during the examination.

The invigilator must:

- Specify the length, start, and finish time of the examination, and the earliest time that learners can leave the examination room.
- Read the Instructions on the front of response sheet to learners and demonstrate how to complete the response sheet and advise learners how to make changes to answers.
- Remind learners that they cannot communicate in any way with, ask for help from or give help to another candidate while they are in the examination room.
- Announce clearly to learners when they may begin.
- Be present in the examination room at all times.

The invigilator must not:

- Make any comment where a candidate believes that there is an error or omission on the question paper.
- However, in this situation, the invigilator must refer the matter to the Quality Team, who should send a report to Awarding Body.
- Give any information to learners about possible mistakes in the question paper, unless there is an erratum notice, or permission has been given by Awarding Body
- Comment on the content of the question paper
- Offer any advice or comment on the work of a candidate. During the examination: Invigilators must supervise learners throughout the whole time that an examination is in progress.

This means that:

- 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 may be feeling unwell. Any irregularities must be recorded.
- Invigilators must not carry out any other tasks in the examination room (for example doing other work or using a mobile phone)
- Invigilators are required to move around the examination room quietly and at frequent intervals.
- Give regular time checks.

Summoning help during an examination:

When one invigilator is 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 used but must be switched to silent alert, so as not to disturb learners.

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

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

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.

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

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✓	✓	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.

APPENDIX 1**Examination Invigilation Checklist**

Qualification:			
Location:			
Course Tutor Name:			
Invigilator Name:		Date	
Online:			
Paper Based:			
Candidate Name	Identification Verified	Computer No	Result
Notes/Comments			
Invigilator Signature		Date	

Seating Plan

Please amend to reflect seating plan on day of exam(s).

Front of Room

Invigilator
<Insert Name>

