

Invigilation of Examinations Policy & Procedure

Purpose and Scope

The purpose of the Invigilation of Examinations Policy and procedure is to provide EMD UK CIC staff with guidance and information relating to the conduct of all examinations which are externally accredited and lead to nationally regulated qualifications from an external Awarding organisation.

Responsibility & Authority

EMD UK CIC's teachers, assessors, invigilators and Project Managers are responsible for ensuring that all exams are administered and delivered in line with Awarding Organisation guidelines and regulations. All members of staff, particularly staff who provide Invigilation for exams, must be familiar with this document.

Resources

The Lead Administrator will ensure the correct resources are in place prior to any exam, which may include (but not be limited to):

- ✓ Access to the Awarding Organisation website
- ✓ Access to email
- ✓ Access to Awarding Organisation documentation and records
- ✓ Access to examination materials such as exam papers
- ✓ Printer / photocopier
- ✓ Scanner
- ✓ CD player
- ✓ Digital voice recorder
- ✓ Wall clock
- ✓ Whiteboard

The Examination room

It is the Invigilator's responsibility to ensure that the exam location is appropriate and does not disadvantage candidates in any way. A quiet room, which is adequately heated, with desks, chairs and the required equipment must be provided. The invigilator must also ensure that the premises have suitable access, in line with Disability Discrimination and Diversity & Equality law and regulations. Please refer to the current version of JCQ's Access Arrangements, Reasonable Adjustments and Special Consideration document available at www.jcq.org.uk/jcq_top_ten.

Definitions

An Invigilator

The Invigilator is appointed by the Centre to be responsible for all aspects of the delivery of examinations where a reading, writing or computer based component is included.

An Interlocutor

The Interlocutor conducts speaking and listening examination. They are not the marker or assessor and should not refer to themselves as such.

The Lead Administrator

The Lead Administrator responsible for:

- ✓ receipt of examinations materials
- ✓ their secure storage
- ✓ providing copies to Interlocutors and Invigilators on the day of the exam
- ✓ ensuring that the correct version of exam materials is used
- ✓ returning the materials to the awarding organisation OR assessor within specified timescales
- ✓ maintaining examination records

Invigilators must be aware that in the event of failure to follow and fully implement the examinations processes laid down by the awarding organisation, any examination results may be made null and void. EMD will then commence an investigation and could apply the Malpractice and Maladministration Policy. Should any invigilator fail to maintain the required standards, they will be referred to their immediate line manager for correct actions and potentially disciplinary procedures.

Instructions to Invigilators

Examinations may be conducted on either a 1:1 basis or in groups, according to the awarding organisation's instructions and guidelines.

Prior to the examination:**The examination room:**

- ✓ must be free of all items that could be used by the Candidate as prompts, e.g. teaching posters.
- ✓ should be in a quiet area of the building free from any extraneous noise
- ✓ notices requesting that a quiet environment is maintained, that mobile telephones are switched off and that no one should enter should be posted outside the room.

Examination equipment:

Please ensure prior to the test that the following items are in place where they are essential to the examination:

- ✓ the CD(s) and a CD player if applicable
- ✓ a digital recorder if applicable
- ✓ the correct test paper(s)
- ✓ suitable desk(s), chair(s) etc. for the Candidates and Invigilators
- ✓ additional paper and pens for the Candidates if applicable
- ✓ glasses of water for the Interlocutor and Candidate
- ✓ a silent clock or stopwatch for the Interlocutor to monitor the Candidates' adherence to the guideline times

As Candidates enter the room, inform the Candidates:

- ✓ to place their belongings at the back of the room away from the examination area
- ✓ that mobile phones must be switched off
- ✓ that they must present their identification and place it on the desk
- ✓ that no study notes, electronic devices or other papers are allowed in the examination area
- ✓ That no dictionaries or other reference materials are allowed in the examination area, unless permitted by the individual examination

- ✓ If the Candidate wishes to have a relative or friend present in the examination room during the exam, inform them politely that this is not allowed

Once Candidates are seated:

- ✓ Welcome them to the session and provide instructions on health and safety as necessary (for example, what to do in the event of a fire alarm sounding).
- ✓ Carry out identity checks. This will involve confirming that the photograph in the identification corresponds with the person taking the exam.
- ✓ Provide Candidates with details about the format of the exam.
- ✓ Allow Candidates the opportunity to ask any questions relating to the exam instructions or the exam process and provide confirmation/clarification where appropriate
- ✓ Instruct Candidates to sign the Instructions, confirming they have read and understood.
- ✓ Place exam papers on the desks, informing Candidates not to open the exam paper until told to do so
- ✓ Request that Candidates check they have the correct level exam paper.

During the examination:

- ✓ Candidates may not leave the examination room, except when they have finished their exam, unless accompanied by an Invigilator if there is another Invigilator available to remain in the exam room
- ✓ Any Candidate arriving late to the session may be permitted to sit the exam at the discretion of the Invigilator and in accordance with the Awarding Organisation's requirements, providing any other Candidates are not adversely affected by this
- ✓ If any Candidate has a query during the exam which relates to the instructions or exam procedure, an Invigilator may provide assistance. An Invigilator must NOT, however, provide any Candidate with any help understanding text in the exam, exam questions or provide guidance on incorrect / correct answers
- ✓ Where Invigilators suspect a Candidate of cheating they should warn the Candidate that a full report will be made and provide full details on the Exam Report Form. The Candidate may then be permitted to finish the paper. A full written report of the circumstances should then be made to the Lead Administrator immediately after the examination.
- ✓ Any Candidate causing a disturbance in the exam session for whatever reason should be required to leave the room and their exam session terminated. A full report should be made using the Exam Report Form.
- ✓ In the case of fire or other alarm, all materials, coats, etc, must be left in the room, and Candidates and Invigilators should leave in accordance with the instructions of the staff responsible for the building and/or the instructions posted in the building. Once an all clear is received, Candidates should (if it is practical) be allowed to resume the exam and additional time allowed to compensate for the stoppage. Full details should be recorded on the Exam Report Form.
- ✓ If any significant disturbance occurs during the exam session or for whatever reason Candidate should be required to leave the room the exam session should terminated. The

examination may re-commence if permissible in the individual examination rules. A report should be made using the relevant Examination Report Form.

- ✓ In the case of fire or other alarm, all materials, coats, etc., must be left in the room, and Candidates and invigilators should leave in accordance with the instructions of the staff responsible for the building and/or the instructions posted in the building. Once an all clear is received, Candidates should (if it is practical) be allowed to resume the examination. Full details should be recorded on the Examination Report Form. If it is not practical for the Candidate to complete the examination, please complete the Examination Report Form and contact the Lead Administrator for further guidance.
- ✓ Ensure that the Candidate adheres to the guideline times by firstly monitoring this using the silent clock or stopwatch. Prompt them gently and politely to move onto the next question /task and remind candidates of the time remaining at the half way point and at 10 minutes and 5 minutes before the end. Refer to individual examination timings for additional guidance.
- ✓ Where the Invigilator materials dictates the exact words to be read aloud to the Candidates, do not deviate from the script under any circumstances.
- ✓ Where the Invigilator materials allows deviation from the specified script, the Interlocutor should ensure that the language used is at an appropriate level to the level of the examination being conducted
- ✓ The Interlocutor should not give any indication of a Candidate's performance.

Terminating the exam:

- ✓ Ensure that as the Candidates leave the examination room they do not get opportunity to confer with other Candidate who might still be waiting to take the examination.
- ✓ At the end of the session Candidates should be reminded to wait until they have handed their scripts to the Invigilator before leaving their desks; do not permit Candidates to leave the room before their scripts are collected.
- ✓ In the case of a large cohort of Candidates taking the exam at the same time, it is essential that the Invigilator confirms the number of papers collected prior to Candidates leaving the room.
- ✓ Make sure that everyone leaves the room with their personal belongings after the session.
- ✓ Complete the Exam Report Form, reporting any disturbances/details of the exam that took place and any actions taken.
- ✓ Pass examination materials, both used and unused, back to the Lead Administrator.