



# **Policy and Procedures for Invigilation of Examinations**

<b>Preparation for the exams</b> .....	3
Candidate access.....	3
Information to be given to candidates before the day of the exam .....	3
Accommodation.....	4
For monitoring purposes .....	4
<b>Invigilation Arrangements</b> .....	4
Invigilation teams.....	4
Candidate Attendance .....	5
Final instructions to candidates .....	6
At the end of the exam .....	6

## Preparation for the exams

### Candidate Access

Candidates with particular assessment requirements should be advised to contact the exam centre at least three months in advance to ensure that adequate provision/s are made for their needs. Courage Consultants UK Limited must contact the awarding body at least two months before the exam to agree any such requirements.

Courage Consultants UK Limited will have to consider the special needs of candidates. Relevant issues include, but are not limited, to:

- Need for some workstations to have additional space or facilities to cater for candidates with disabilities (e.g. wheelchair access).
- Need for a range of assistive equipment (e.g. large monitors, coloured filters)
- In some circumstances, a reader or amanuensis may need to be provided. Note that this is permissible only for certain subjects.
- In some instances, the centre may need to consider whether a non-IT alternative should be provided.
- The provision of up to 25% extra time could be requested and agreed with prior permission from the awarding body. For more information, please refer to the Awarding body's' Particular Assessment Requirements guidance. When scheduling exams online a button will appear to set extra time and the reason for the request must be given at this time.
- It is recommended that Assessors/Invigilators arrange invigilated mock testing sessions prior to live exams being taken.
- Where candidates are unfamiliar with hardware (keyboards, etc) the centre may give adequate time for candidates to gain familiarity prior to an exam session taking place.
- Materials to be supplied by the centre
  - Scrap paper (to be provided by the centre and collected by the invigilator after the exam)
  - Pencil

### Information to be given to candidates before the day of the exam

Candidates should be informed of the following in advance of any exam (see the awarding body's examination regulations and regulations for individual exams for further details)

- The rules and regulations of the exam process, including what information or aids may be accessed.
- The penalties or disciplinary measures that may be applied.
- What evidence of identity is required.
- What provision is made in case of technical problems (Contact the awarding body if Courage Consultants Uk Limited Cannot resolves issue)

- The procedures for dealing with emergencies – if a fire alarm sounds, candidates should wait for instructions.
- The exam coverage.
- How and when the results will be received.

### Accommodation

Offsite testing can take place at the discretion of the centre and with permission of the awarding body as long as normal invigilation arrangements are maintained.

### For monitoring purposes

- Each Invigilator should record the location of each exam on the invigilator declaration. The Courage Consultants UK Limited Quality Assurance Team are committed to maintaining the integrity of the testing process and visits exam sites to monitor arrangements.
- Any room in which an exam is conducted must provide candidates with appropriate conditions in which to take the examination. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise.
- No display material (e.g. diagrams, wall charts) that might be helpful to candidates must be visible in the exam room.
- A board or flip chart must be visible to all candidates showing the centre number.
- The seating arrangements must be such as to prevent candidates from overlooking – intentionally or otherwise – the work of others. Candidates sitting the same exam must be seated at least 1.25 metres apart. If partitions or screen filters are available, workstations may be closer together – if in doubt, please refer to the awarding body.
- To provide backup in case of technical problems, one spare workstation should be allocated for every 10 candidates taking the exam.

## Invigilation Arrangements

### Invigilation teams

- The centre co-ordinator is responsible for ensuring that suitably qualified and experienced staff carry out invigilation. The awarding body exams must be supervised by trained invigilators.
- Courage Consultants UK Limited has adopted the awarding body invigilator flowchart and procedure checklist and, as such, all invigilators must go through the flowchart and ensure that it is being followed - a copy of it can be circulated at request

- No person who has given instruction to or acted as an assessor of any of the learners in the exam subject may act as an invigilator and no relative of, or person directly interested in, a learner may act in this capacity.
- It is at the prerogative of the invigilator/assessor to book/request, to schedule exams and manage the times as long as the conduct of the exams is as such that the timings will not jeopardise the delivery/invigilation of the exams or put them in such a situation that they cannot invigilate the examination appropriately
- In the case that a scheduled examination will affect the integrity of the delivery, the invigilator must decide if they are happy to go ahead and should contact the manager who will in turn seek guidance from the awarding body.
- At least one invigilator must be present in each room throughout the exam. Where there are more than 25 learners, one additional invigilator will normally be required for every additional 25 or fraction of 25 learners.
- In an L or T shaped room at least two invigilators must be present.
- Additional invigilators may be changed during the exam session providing the number present in the exam room does not fall below the number prescribed. When only one invigilator is present, he/she must be able to summon assistance easily without leaving the room and without disturbing the candidates.
- In the event of an emergency or a technical problem where another person must enter the room, this must be noted on the invigilator declaration as a disturbance and the reason given.
- Only candidates, invigilators, technicians and representatives of the awarding body may remain in the room during an exam. If a technician or the awarding body representative is present, this must be noted on the invigilator declaration.
- A technician may remain in the room for the duration of the exam. The technician may not act as an invigilator but is simply there to deal with any technical problems that may arise. The presence of a technician must be noted on the invigilator declaration.

### **Candidate Attendance**

The invigilator must be satisfied as to the identity of every candidate attending each exam (the coordinator must ensure that appropriate arrangements are in place to enable all invigilators to carryout adequate checks on the identity of all candidates).

- Only those candidates whose names appear on the attendance report will be allowed to enter the room.
- All candidates must sign the attendance report and show their evidence of identity before they take their places at least 15 minutes before the time for the exam to start.

- In exceptional circumstances a candidate may enter the room after the start of the exam but no entry will be permitted after the exam has been in progress for 20 minutes.
- These circumstances, including any other disturbance and special consideration, must be detailed on the invigilator declaration and any evidence attached.
- The invigilator must complete the attendance report fully in accordance with the awarding body instructions ensuring that any candidate who has been entered but is not present for the exam is marked as 'absent'.

### Final instructions to candidates

Candidates should be informed:

- That they are forbidden to communicate in any way with, seek assistance from or give assistance to another candidate whilst they are in the room.
- Forbidden from using Mobile Phones or any electronic device during their exams
- How to request help if they have any problems
- That they can move backwards and forwards through the questions at any time.
- That they should try each question but, if there is one they cannot do, they should go on to the next and come back to it later.
- That any rough working must be done on scrap paper provided by the centre and this is to be collected in after the exam.
- That when they feel they have completed the exam they should click on the submit button.
- That they are allowed to leave the exam environment if they believe that they have finished the exam.
- That it may be useful to take 'micro-breaks' (to relax muscles and look away from the screen) in order to reduce the effects of prolonged screen use.
- Once all candidates feel they have had ample time to familiarise themselves with the testing interface and feel confident to go ahead, then the invigilator must clearly announce that candidates may now start the exam.

### At the end of the exam

- The invigilator must complete and sign the invigilator declaration and submit it to the Centre Manager this with the attendance report to the Manager
- Invigilators must also report any problems or issues they might have encountered during the invigilation of any exams to the Centre Manager