



# **Invigilation Policy**

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## Version Control

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**Contents**

**INTRODUCTION .....4**

**DEFINITION OF AN INVIGILATOR .....4**

**INVIGILATOR ROLE.....4**

**APPRENTICE IDENTITY .....4**

**SECURITY MEASURES .....5**

**EXAM ROOM REQUIREMENTS .....6**

**RATIO.....6**

**REASONABLE ADJUSTMENT/SPECIAL CONSIDERATION.....6**

**RECORD OF INVIGILATION/INVIGILATION RECORDS .....6**

**APPEALS .....7**

**RECORD KEEPING.....7**

## Introduction

The purpose of the invigilation policy is:

- ✚ To ensure the planning and management of exams/tests is conducted efficiently and in the best interests of the apprentice
- ✚ To ensure the operation of an efficient exams system with clear guidelines for all relevant colleagues, including associate and training provider colleagues where they invigilate on behalf of Assessu
- ✚ To comply with the requirements of relevant External Quality Assurance providers

## Definition of an Invigilator

The invigilator is the person in the exam room that is responsible for conducting a particular exam/test in the presence of the apprentice(s).

Invigilators have a key role in upholding the integrity of the external examination/testing process

## Invigilator Role

The role of the invigilator is to ensure that the exam or test is conducted in accordance with instructions in order to:

- ✚ Ensure the security of the exam/test before, during and after the exam/test
- ✚ Prevent possible apprentice malpractice
- ✚ Prevent possible administrative failures or errors
- ✚ Prevent possible IT failures or irregularities

Invigilators MUST:

- ✚ Be familiar with relevant Assessu guidelines in relation to exams/tests
- ✚ Give their full attention to conducting the exam/test properly
- ✚ Be able to observe the apprentice(s) within the exam room at all times
- ✚ Be able to contact IT support in the event of IT failure or irregularity via [IT.Support@remit.co.uk](mailto:IT.Support@remit.co.uk) or 0115 975 9550

## Apprentice Identity

Assessu will take all reasonable precautions to identify the apprentice so that security is maintained and that the correct exams are taken by the correct apprentice for the relevant qualification that they are enrolled on

Apprentice registration / enrolment numbers are to be used for this purpose

## Security Measures

Assessu will take all reasonable precautions to so that security is maintained, and exams/tests are conducted in a fair and appropriate manner. For online exams/tests, additional security measures will be taken so that only authorised and registered invigilators have access to key codes

Unauthorised copying of the exams/tests is not permitted and will be considered as malpractice if identified

## Exam Room/Testing Environment requirements

The examination room guidelines for invigilators are:

- ✚ There must be suitable heating, lighting, ventilation and lack of noise
- ✚ A clock must be visible to the apprentice
- ✚ No helpful material is to be displayed within the room or on an additional device
- ✚ If more than one apprentice is sitting an exam/test, they should to be seated in such a way as they cannot see each other's work/screen

## Ratio

Assessu will aim to conduct invigilation activities with apprentices to a manageable level of being able to control

There will be instances where exams/tests are conducted on a 1:1 basis

## Reasonable Adjustment/Special Consideration

It is the responsibility of the training provider to make a request on behalf of its apprentices to Assessu in advance of any exam/test taking place

Assessu will conduct the necessary checks and request any supporting evidence in the application for reasonable adjustments


Invigilators will follow Assessu's processes to carry out the exam/test in line with any authorised use in this area

## Record of Invigilation/Invigilation Records

It is the responsibility of the invigilator to record the examination/testing event and to scan and upload these records on the designated areas on SharePoint. A sample of these will be audited by Assessu in line with a risk assessment

The invigilation record is generated automatically, however the invigilator should check the following details for accuracy:

- ✚ Apprentice name
- ✚ Registration (enrolment) Number
- ✚ Exam/test being taken
- ✚ Date of exam/test
- ✚ Time references of exam (start & finish)
- ✚ Any disturbances (if applicable)
- ✚ Seating plan

 Signed and dated record by the invigilator

## Appeals

Please refer to Assessu's Appeals procedure should any apprentice wish to appeal against their examination/test mark / score or anything in relation to the exam taking place that could have affected their ability in completing the exam e.g. interruptions, IT failure

The appeals procedure should be discussed with the apprentice prior to the exam taking place

## Record Keeping

Assessu will keep records of invigilation in line with EQA provider and IFATE requirements and regularity requirements and for a minimum period of 5 years