

### **The Invigilators role:**

The examination invigilator is the person in the examination room with responsibility for conducting a particular examination session in the presence of candidates. 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 candidates 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 Bodies identity requirements are adhered to

### **Invigilators must:**

- Be appropriately trained in their duties
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Be fully conversant with the Awarding Bodies requirements for confirming candidate identity
- Inform the Exam Officer 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 Exams Officer must inform the appropriate 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 that can distract the invigilator from their main duty.

### **Who Can Invigilate?**

Training Now will ensure invigilation is carried out by a person who has not prepared the candidates for the examination. This means that the Teaching and Learning Coach cannot act as the exam invigilator, and should not be present in the examination room. It is the responsibility of Training Now 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 30. When only one invigilator is present, they must be able to summon help easily, without leaving the examination room, and without disturbing candidates.

## **Invigilation Requirements**

Starting the examination:

Before the examination starts, the examination invigilator must:

- Ensure the seating arrangements prevent all candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.
- Ensure that all candidates will face in the same direction
- Ensure each candidate has a separate desk or table big enough to hold question papers and answer booklets. Candidates 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 candidates
- Ensure the following are prominently displayed:
  - A poster advising candidates that mobile phones should be switched off
  - Examination warning notice for candidates
  - 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 candidates 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 candidates to read clearly.
  - Ensure all display material (such as maps, diagrams, wall charts and projected images etc.) which might be helpful to candidates is not visible in the examination room.
  - Check all candidates have the required identity documents and photograph, in line with the Awarding Bodies qualification examination requirements, and that the relevant section of the Candidate Information Sheet (where appropriate) has been completed.
  - Advise candidates 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 candidates of emergency/evacuation procedures
- Inform candidates 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 candidates, and distribute to candidates, if applicable
    - Check that candidates have the correct paper; online assessment or otherwise.

### **The invigilator must advise candidates 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 candidates (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 candidates can leave the examination room
- Read the Instructions on the front of response sheet to candidates and demonstrate how to complete the response sheet and advise candidates how to make changes to answers
- Remind candidates 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 candidates 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 Exams Officer, who should send a report to the appropriate Awarding Body.
- Give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice, or permission has been given by The Awarding Body
- Comment on the content of the question paper
- Read a word or words printed on the question paper to a candidate, other than the instructions on the front page
- Offer any advice or comment on the work of a candidate.

**During the examination:**

Invigilators must supervise candidates 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 candidates 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 candidates. A mobile phone may be used but must be switched to silent alert, so as not to disturb candidates.

### **Candidates who arrive late:**

If a candidate has been booked via a timetabled paper-based exam who arrives more than ten (10) minutes after the examination has started must not be allowed to enter the examination room. Arrangements will need to be made by the Centre to order examination papers for an alternative date.

### **Leaving the examination room:**

Candidates are not permitted to leave the examination room until at least twenty minutes examination time has elapsed (other than in an emergency/medical situation) and may not leave in the last 10 minutes of the examination. Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. Where candidates have completed their examination and are permitted to leave before the finish time, they should be instructed to do so quietly, without causing undue distraction to others. The invigilator must ensure that all relevant sections invigilation register is fully completed and signed before candidates leave the room. Those candidates must not be allowed back into the room.

### **Ending the Examination**

When ending the examination, invigilators should give sufficient notice to candidates. This is usually achieved by giving a fifteen minute and five-minute warning prior to the finish time of the examination.

### **At the end of the examination the invigilator should:**

- Tell the candidates to stop working and remind them that they are still under examination conditions
- Collect all examination papers and examination response sheets to place in secure storage prior to submitting to the Awarding Body for marking; if invigilating a paper-based exam.
- Collect all the scripts/objective test sheets before candidates are allowed to leave the examination room; if invigilating paper-based exam
  - Do not allow candidates to keep the examination papers or response sheets.
  - If the candidate is sitting an online exam, the invigilator must ensure that the candidate has sufficiently closed down the exam screen.

### **Requirements for e-examinations**

Centres must have the expertise to access, administer and support the test/examination and be available throughout the e-examination. Centres must have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials. The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room, you must consider the following limitations:

- the distance between the screens
- the division of the work space to allow any permitted additional materials to be used;
- the use of booths, screens or partitions whether temporary or permanent
- ratio of invigilators

### **The invigilator must ensure:**

- Each work station is to be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated

by dividers or protected by privacy screens. Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by others.

- Where required, candidate test password information is stored securely and only given to candidates at the time of the examination.
- Candidates are prevented from using computers/laptops in examinations which have unauthorised external communication with other users of computers/laptops.
  - The arrangement of workstations and the position of the invigilator's desk facilitates detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.
  - Ensure that sufficient work stations are available, including at least one replacement computer (and printers where required).
  - Unless otherwise stated by the awarding body's subject specific instructions, remind candidates that they must not have access to the Internet, e-mail, data stored on the hard drive or portable storage media (e.g. floppy disks, CDs, memory sticks or pre-prepared templates)
- Make sure that candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen.
- Check that candidates know how to request technical assistance.
- Check that all candidates have logged on successfully, or have been logged on by the invigilator.
  - Ensure that technical support is available throughout the on-screen test in relation to malfunctioning of equipment, software or the on-screen test itself via SES Computing.

**At the end of the examination the invigilator must:**

- Ensure that the software is closed as necessary (some may close automatically upon the time allocation).
  - Check that any necessary back-ups have been made and stored securely.
- Collect copies of candidates' work, additional print-outs and question papers before candidates leave the examination room.
- If candidates are required to print work off outside the time allowed for the test, ensure that candidates are supervised at all times.

**In the event of a Fire or Emergency Evacuation:**

Candidates should be informed of the nearest assembly point should there be a fire alarm. Candidates must be advised that during the evacuation they are still under examination conditions and therefore must refrain from discussing the examination amongst themselves, or with others. A register of candidates present at the assembly point should be taken.

In the event of a fire alarm the invigilator should halt the examination and instruct the candidates to leave the examination room, making their way to the nearest exit and leaving all papers, , scripts and other materials on their desks. Bags should not be removed from the examination room.

The Invigilator should remind the candidates of the evacuation procedure. The invigilator should leave the examination room only after all candidates have departed, and make your way to the nearest exit.

When the 'all clear' is announced, you should return with the candidates to the examination room and wherever practical resume the examination. In cases of evacuation as a consequence of a fire alarm a time extension will be given (once the examination has resumed) equivalent to the following: the length of time from the start of the fire alarm to the resumption of the examination.

During the period immediately following an evacuation, candidates' names should be re-checked against the register using their identification. Confirmation of student attendance/absence should be marked by the invigilator with a second tick. When the process of checking has been completed the invigilator should sign and date the register at the end of the list of names.

A report should be made on the invigilation register and the Report Form of any student who does not return to the examination following an evacuation.

As soon as is possible after the examination the senior invigilator should submit a report detailing the timing, duration, nature of the evacuation and an indication of whether or not the examination was resumed to the Examination Officer who will make any necessary representations to the appropriate Assessment Boards.

**At no point should any indication be given to the candidates as to whether it is believed that they have passed or failed the examination. This information can ONLY be confirmed by the Awarding Body. The marking of examination papers by the approved trainer/examination invigilator to pre-empt awards is seen as malpractice and could result in the withdrawal of Centre Approval / Recognition.**