

External Theory Assessment and Invigilation Requirements Policy

Abstract

This policy outlines Centre's responsibilities for briefing invigilators and ensuring they are familiar with the appropriate regulations governing the conduct of external assessments

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1. Introduction

It is the responsibility of each centre administering face-to-face external assessments to appoint suitably trained and experienced people to act as invigilators. For assessments delivered remotely, please see Active IQ's remote invigilation policy and procedures.

Centres are responsible for briefing invigilators and for ensuring that they are familiar with the appropriate regulations governing the conduct of external assessment. Invigilators act for the centre. Although the centre does have the discretion to decide who is appropriate to undertake this role, relatives and friends of any learners taking the assessment cannot act as a sole invigilator. Also, anyone acting as a reader, writer, interpreter or technical assistant for a particular assessment cannot also act as the invigilator for that assessment.

It is best practice for the tutor/assessor who prepared the learners for assessment to avoid acting as a sole invigilator; however, Active IQ recognises that with very small centres, it may not be possible to avoid this scenario, and therefore suitable internal quality assurance activities should be implemented.

2. Number of invigilators

A sufficient number of invigilators must be appointed to ensure the proper conduct of the assessment. There must be at least one invigilator for every 30 learners or part thereof.

If there is only one invigilator, they must be able to summon for assistance easily without leaving the examination room or disturbing the learners.

It is essential that the number of invigilators does not fall below the prescribed number in any circumstances and that the learners are not left unsupervised or unattended at any time.

3. Responsibility

Invigilators have a key role in upholding the integrity of the external assessment process. They are responsible for the proper conduct of the assessment.

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Invigilators must give their whole attention to the proper conduct of the assessment and must not undertake any other activities while invigilating.

4. Arrival

Invigilators must arrive at the assessment location in good time. Prior to the start of the assessment, invigilators must ensure that:

- they are familiar with the current regulations for assessments
- they carry out adequate checks to confirm the attendance of learners and are fully satisfied as to the identity of all learners (via photo ID)
- only the official assessment stationery and equipment are issued to learners: pencils, erasers, pencil sharpeners, computers/laptops (for use with online exams only) and basic calculators if permitted for the particular assessment (not with data banks, dictionaries or retrieval of text, etc.)
- any unauthorised items, materials and equipment, including mobile phones, are placed out of the reach of learners (e.g. at the front of the room), and at the learner's own risk. All mobile phones must be switched off.

5. Starting the assessment

Before learners can begin their assessment, the invigilator must:

- ensure that there is a clock visible for learners and that an '*exam in progress*' sign is placed on the door of the examination room
- inform learners that they are now subject to the rules of the assessment
- check that learners have all the necessary materials
- ensure learners are clear as to how to complete their answer sheets or online assessments and what personal details they need to input
- ask learners to ensure that they answer or attempt all questions
- open the packets of examination papers and distribute to learners (if using paper based exams)
- check that learners have the correct papers and corresponding answer sheets
- draw learners' attention to the instructions on the front page of their papers and on the answer sheets – i.e. to indicate a correct answer by clearly marking through the chosen response in pencil, and to correct using an eraser
- advise learners of any errata notices

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- remind learners that they must not communicate with any other learners, or eat or drink during the assessment period: any learners who cause a disturbance will be

- asked to leave the room (and may not be allowed re-entry to complete their assessment)
- instruct learners about emergency procedures
- announce clearly when learners can begin and specify the time allowed
- inform learners if and when they can leave the room before the end of the assessment
- write start and finish times on a board which is clearly visible to all learners
- direct learners to raise their hand if they require the invigilator's attention
- complete details of all learners present for the assessment on the invigilation report

6. During the assessment

Invigilators must supervise learners throughout the whole assessment session. They must be alert and observe learners at all times and must not undertake any other activities while invigilating. The assessment arrangements in place should allow all learners to be observed at all times by an invigilator. Invigilators are required to move around the assessment area quietly and at frequent intervals.

7. Late arrival of learners

Learners who arrive up to 30 minutes after the timetabled start of the assessment may generally be allowed to enter the room to sit the paper if the invigilation of the other learners is not compromised. This decision is at the discretion of the invigilator/centre. *No additional time will be allowed.* Invigilators should note the circumstances of the late arrival in the invigilation report, giving the appropriate details. Any latecomers arriving more than 30 minutes after the scheduled start time may not be allowed to sit the exam that day.

8. Leaving the assessment room

For assessments of less than two hours, learners must not leave the room before half the assessment time (50%) has passed. Learners who need to leave the room temporarily must be accompanied by an invigilator or other member of staff to ensure that they do not speak to anyone else, make a telephone call or breach the security of the assessment.

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Note: It is essential that the number of invigilators does not drop below the prescribed number and that learners are not left unsupervised or unattended at any time.



Learners who complete their assessment early can exit the room early within the timeframe explained above but must hand in their answer sheet or log off their computer/laptop. They cannot be re-admitted.

9. End of the assessment

Before the end of the assessment the invigilator should remind learners of the *last 10 minutes* remaining and to check that they have answered every question.

At the end of the assessment learners should be instructed to stop working. The invigilator must then:

- remind learners to check that they have entered all the required information on their answer sheets, e.g. their full name
- collect all answer sheets and papers before learners leave the room, plus any handwritten notes
- check all details have been entered correctly and that there is an answer sheet for each learner
- ensure the scripts are secure and hand them to the appropriate centre contact
- complete and sign the invigilation report documenting any misconduct or irregularities
- if using computers/laptops, ensure that all learners have received their final result (if applicable) and logged off

10. Misconduct/irregularities

If an invigilator observes any inappropriate behaviour, they must take steps to stop it and inform the appropriate centre staff. If the incident is serious enough, the learner should be instructed to leave and their answer sheet collected. The invigilator should note the time and nature of any incidents and record in the invigilation report. Any disturbance to the conduct of the assessment must be recorded in the invigilation report so that special consideration may be given to affected learners.

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11. Emergencies

If an emergency occurs during the assessment, e.g. fire alarm, the room must be evacuated in accordance with the instructions of the appropriate authority:

- learners must leave examination materials on their desks
- as far as possible, learners should not be allowed to talk to each other

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- a record detailing the date and time of the incident must be noted in the invigilation report

If the learners have been closely supervised and the invigilator can be assured that there has been no breach of examination security – i.e. learners did not communicate with each other, nor any other person, nor consult any books or notes while they were out of the room – then the assessment may be resumed and the full time given. If the security of the examination has been compromised, please contact Active IQ for guidance.

12. Assessment accommodation, equipment and room specifications

Any room allocated for an assessment should provide an appropriate level of comfort for learners. The levels of heating, lighting and ventilation and the type of seating should be appropriate to both the length and the timing of the examination. All assessment rooms should be as quiet as possible.

13. Access to the assessment room

Only learners and assessment personnel are permitted to enter the room. Assessment personnel may include those responsible for individual learners in specified circumstances (prison officers, carers, etc.). Learners should be seated five minutes prior to but should not enter the room more than 15 minutes prior to, the start time of the assessment.

14. Desk specifications

Wherever possible and appropriate, learners should be seated at separate desks/workstations. If separate desks are not available, the desks used should be of a size which is sufficient to prevent contact between learners. Individual desks should normally be placed at a distance not less than 1.25 metres apart (measured from the centre of the desk).

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In circumstances where learners share a large desk, there should be a distance of at least one metre between seats. Individual desks or desk space should be large enough to accommodate all necessary examination materials.

All seating should be arranged to prevent learners overlooking each other's work. Individual desks/seats should be arranged to ensure that all learners face in the same direction.

15. Equipment

The use of the following equipment is not permitted except where specified in the assessment requirements of the relevant qualification or when applying reasonable adjustments:

- dictionaries (including electronic dictionaries)
- computers (unless the learner is taking an invigilated online test)
- calculators (unless authorised for the particular exam)
- additional books and papers (learners may make notes on a blank piece of paper if necessary)

16. Visible information

Rooms being used for assessments must be identified by an appropriate sign outside the room. The assessment room must not contain displays of material which could be deemed to be of assistance to learners in their completion of the assessment.

The following must be visible to all learners at all times during the exam:

- a clock showing the accurate (local) time
- the start and finish times of the assessment

17. Additional guidance

In cases where an assessment requires the use of technical equipment, a technical assistant must be present in addition to the appointed invigilator(s).

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Learners requiring the assistance of a reader, writer or interpreter should be accommodated in a separate room with an invigilator also present.

Further information can be obtained from the external verifier team ev@activeiq.co.uk



18. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active IQ website.

19. Monitoring arrangements

This policy will be reviewed within six months to ensure the document is aligned, fit for purpose, and continues to meet operational, regulatory, and organisational needs following full integration.

20. Data retention

Any information provided will be securely stored and will not keep personal data for longer than required. Once the retention period is over and it is no longer justifiable to hold personal data any longer, data will be securely destroyed or anonymised.

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