



## Exam Invigilation Policy

This policy was updated: **August 2018**

This policy will be reviewed: **August 2020**

Statutory policy? **Yes**

This policy has been written using information and guidance from the Joint Council for Qualifications Instruction for Conducting Examination (ICE) booklet. Detailed instruction for secure arrangements when conducting examinations or supervised assessments can be found in these documents and all staff must familiarise themselves with the contents of these documents. A full copy of the JCQ guidance can be found on the JCQ website and must be visible as either a hard copy or electronically in every Nulogic Training examination room.

Nulogic Training could be inspected by the JCQ centre inspection service or Pearson examination auditors without notice and when exams are being conducted, to ensure correct procedures and security arrangements are being upheld. Pearson and the JCQ Centre inspection service is in place to audit our examination processes and we must fulfil their requirements.

Nulogic will ensure that all relevant staff have been trained on procedures surrounding examination security and invigilation and comply with the requirements by taking the following measures:

- Provide appropriate training and guidance notes for conducting exams with all relevant staff and as required
- Ensure records of all staff who have received training are in place
- Identification of new staff requiring training
- Hold update meetings for any changes in invigilation procedures and documents
- All centre managers are responsible for the accurate contents and regular update of a centre invigilation folder

Nulogic Training will ensure that all learners are appropriately identified and prepared for examination prior to their assessment by taking the following measures:

- Accurately identify readiness for examination
- Accurately identify and organise access or inclusion requirements
- Provide mock assessments under examination conditions
- Provide a checklist of information for candidates
- Provide information on items and devices permitted and prohibited from the examination room
- Provide information to candidates on what they can and cannot do in the examination room.

Nulogic Training will ensure that there are appropriate staff and learner support materials available as appendices to this policy. There will be notices for display and checklists printable as required.

- All learners are registered with the Awarding Organisation for their qualification within the relevant and specified timescales (within 10 working days)
- Nulogic Training will comply with the JCQ and Awarding Organisation requirements for the preparation of examinations such as receiving, checking and secure storage of examination papers and any related materials
- A record will be kept of all examination papers and materials received by the centre, the exams officer is responsible for the security of those materials
- Exams officers are responsible for the administration of exams and will order electronic and paper assessments on behalf of the learners. Online assessments are booked through Pearson/via the Edexcel online system once staff are confident of learner readiness
- Assessments are arranged in advance for individual learners. They are named and on demand and as such, only learners who have an examination booked may sit the assessment,

with no substitutions allowed. Exam Officer staff timetable the exams for specific days and times

- Exam Officers are responsible for ensuring there is a suitable environment for exam sitting and invigilation, whether this be at centre or elsewhere. Walls in the exam room will not display resources and materials likely to assist learners during the exam and learners must be seated a minimum of 1.25 metres apart, all facing the same direction and with no cause to turn around
- Staff will ensure that learners have appropriate resources to use and that appropriate levels of ventilation, heating and lighting are in place
- Invigilation staff will ensure that learners have access to any resources deemed necessary i.e. those routinely available for BTEC First Awards and any permitted for use in the examination guidance
- Exam Officers must ensure that the Awarding Organisation requirements for downloading software and test/examination materials are met. Centres must also ensure that all technical requirements have been met and some technical requirements should be met in advance of the test/examination
- Exam Officers will ensure any requests from staff for EOL accounts/onscreen requests are signposted to the HOC.
- A plan of the invigilation room is kept when a number of learners sit exams at the same time, with records of individual computers used by each learner, appropriately spaced apart to ensure there is no collaboration between learners
- Appropriate signs are to be displayed inside and outside of the examination room to alert learners to instructions and prohibited items in the examination room.
- An accurate clock and details of the exam start and end time must be clearly displayed within eyesight of learners in the room and without the need to turn around
- A checklist for learners to prepare for examination is available
- All invigilation staff will be trained in invigilation procedures prior to any invigilation activity. All invigilators will have training on how to start, supervise and end paper based and electronic assessments
- Learners will not be invigilated by their own trainer for any assessment
- All learners included on a booking for the same exam, time and date will complete the exam at the same time. Any absent learners will be marked as absent on the relevant records
- Staff must ensure that learners are correctly identified when they attend an assessment. They must also ensure that, exam version numbers, learner registration numbers and passwords are in use and shown on paper based or electronic documentation as necessary
- The suggested wording for invigilators to announce the beginning of an examination can be found in the exam invigilation pack
- Further guidance notes for invigilators can be found in the JCQ Instructions for Conducting Examinations (ICE) booklet
- Invigilators may have a mobile phone in the room as long as it is silent and used only for emergencies to call for assistance
- Access and Inclusion, including Readers and Scribes - Readers are not allowed in subjects testing reading and Scribes are not allowed in subjects where writing, spelling and punctuation are tested. Permission for special arrangements must be sought from the Awarding Organisation at least 8 weeks in advance and using the required documentation
- It is absolutely imperative that staff do not read questions for learners, explain the meaning of questions, rephrase exam questions, provide, infer or suggest the correct answer and staff certainly must not provide or allow any resources not permitted in the examination environment

### **What happens when things go wrong?**

- If there is a computer failure during the assessment, invigilators should always contact Pearson for advice. The assessment may need to be restarted if a fix is not possible
- If learners are late by 15 minutes or absent for their assessment they must not sit the assessment if it will disturb or impact on other learners sitting their test. If learners are permitted to sit their assessment, the centre and invigilators must take every step to ensure and be confident that there is or has been no collaboration with other learners prior to the assessment
- If there is a fire or emergency whereby an evacuation of the room is necessary, the invigilator must pause the test and lock the room (if possible) once all learners have exited. Learners must be escorted to a safe place until advised to return or go to an alternative venue. Learners must be closely supervised while they are out of the examination room to make sure there is no discussion about the examination. A log of the interruption details, time and duration must be kept and sent to the awarding organisation
- Learner disruption must be dealt with by the invigilator immediately. If the learner is distressed and/or causing a disturbance which affects other learners, the disturbing learner should be removed from the exam room. The disturbance should be detailed as a report on Nulogic Training headed paper and sent to the Awarding Organisation with the submitted papers or noted on the invigilation pack

### **Malpractice (Including Maladministration) and Irregularities**

You are warned that any breach of these instructions can constitute malpractice as defined in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2017 to 31 August 2018 - <http://www.jcq.org.uk/exams-office/malpractice> to which you should refer for further information.

Any instances of suspected malpractice by a member of Nulogic Training staff must be reported either verbally or in writing to their line manager and will be investigated. Completion of 'suspected malpractice documentation form' must be completed upon suspicion. The investigation could result in dismissal for gross misconduct and the 'Following investigation of malpractice document' must also then be completed.

### **For Collaborative Sites:**

In some instances, Nulogic Training may deliver programmes outside of the host centre (for example-these may be provided within school settings). Where this is the case, Nulogic Training will confirm the school has already gained Pearson centre approval. Nulogic Training will ensure that whilst on school premises, all their policies and procedures (where relevant) will be adhered to by Nulogic Training staff.