



## Educ8 Training Group Invigilation Policy

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## Educ8 Training Group Invigilation Policy

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## **Educ8 Training Group Invigilation Policy**

### **1. Introduction:**

Educ8 Training Group and its member organisations are committed to providing excellence in all aspects of our learning provision and services. Educ8 have a duty to ensure that learners, staff and other stakeholders are satisfied that the testing and examination of learning is conducted in a fair, reliable and transparent manner in accordance with funding and awarding organisation rules and expectations.

Educ8 employ invigilators who are responsible for ensuring tests and examinations are conducted in line with Awarding Organisation (AO) requirements. Invigilators are not to have or had responsibility for the qualification or involved with the teaching and/or preparing learners for the examination/test. All tutors that are invigilating must not have any COI or invigilate any learners that are registered against them.

### **2. Scope of Policy:**

This policy relates to Educ8's customers, learners and staff members who are using or delivering courses or qualifications which involved formal examination or testing assessments. This policy ensures all learners have an equal opportunity to assessments and that the security and rigour of all tests and exams are maintained.

### **3. Legal & Regulatory Framework**

This policy is to be used in conjunction with following policies and guidance documents:

- AO guidance
- Joint Council for Qualifications (JCQ) *Instructions for Conducting Examinations*
- Education Workforce Council's (EWC) *Guide to good practice in testing, assessment, examinations, and invigilation*
- Educ8 Appeals Policy
- Educ8 Complaints Policy
- Educ8 Group Health & Safety Policy
- Educ8 Malpractice & Maladministration Policy
- Educ8 Access Arrangements Policy
- Educ8 Test Booking and Invigilation Process

### **4. Implementation**

This policy and procedure will be available on SharePoint, Team8 and Educ8's Moodle. This policy must be adhered to, at all times, where qualification exams/tests require invigilation and follow the guidance below:

1. All invigilators to attend appropriate training, prior to undertaking invigilation, where they will be given access to this policy and procedure.
2. Relatives and/or friends of any learners undertaking a test/examination are not permitted to act as an invigilator.
3. One invigilator to invigilate a maximum of 20 learners.
4. An invigilator is to be able to summon help without disturbing learners taking an exam/test.
5. Examination rooms must provide learners with appropriate conditions, paying attention to conditions such as heating, lighting, ventilation, and noise, whether internal or external,

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intermittent, or continuous.

6. Display material (posters) which might be helpful to learners must not be visible in the examination room.
7. JCQ warning notices, refer to guidance for most up-to-date requirements and versions, must be displayed in a prominent place outside and inside the examination room as per requirements. These must be A3 version, black and white or colour, which all learners can see.
8. Invigilators must establish the identify of all learners sitting tests/examinations, learners are required to bring photographic ID. If identity cannot be established, then learner cannot sit test and the test/exam will be re-scheduled.
9. Invigilators to check learner access arrangements on booking system and ensure arrangements for particular access arrangements are made in accordance with Educ8's and AO's Access Arrangements Policy.
10. Learners to be seated with a distinct distance from one another of at least 1.25 meters.
11. Learner may only take pens into the examination room. Any pencil cases must be transparent. Mobile phones and other electronic equipment, including smart watches, are not permitted. Calculators only allowed where it is detailed within test/exam guidance, otherwise calculators are not permitted in any test/exam.
12. Learner bags and belongings should be out of reach of learners and access to them must be monitored by the invigilator.
13. Ideally learners should be seated and ready to start the test/exam 5 minutes before the start of the exam.
14. A clock must be visible at all times throughout the exam.
15. The start and finish times of an exam and centre number must be clearly visible for all learners to view in the exam room.
16. The Invigilator is to read the JCQ announcement, and guidance to the exam prior to the commencement of the test/exam.
17. The invigilator must ask learners to check they have been given the correct question paper/online test for the day, date, time, subject, unit/component, and level of entry (where appropriate).
18. Once the exam has started learners may not ask questions about the exam. In exceptional circumstances they may seek the attention of the invigilator, i.e., if they have an IT issue or need to use the toilet. If so, then they are to raise their arm.
19. If a learner wishes to leave the room, as point 18, and intends to return to continue their exam then they must be accompanied. The invigilator to seek support from a colleague to also ensure remaining learners continue to be invigilated.
20. Invigilators must not talk to or distract learners during the exam.
21. Invigilators must be able to observe all learners at all times during an exam.
22. Learners who are late and arrive after the exam/test starts will not be able to enter the exam room. Their exam will be rescheduled.
23. Invigilator must complete an Exam Attendance Register, which is within the Invigilation Pack, and record:

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- a. The date of the exam
  - b. The time the exam took place
  - c. The location of where the exam took place
  - d. Learner seating plan
  - e. Any learner who did not attend the exam
  - f. Any other circumstances of unusual exam practice must be identified on the invigilator's exam report, ie disturbance, emergency
24. If the invigilator suspects any malpractice, they must warn the learner that he/she may be removed from the examination room. The learner is to also be warned that the AO will be informed and may decide to disqualify the learner.
25. The invigilator must inform Educ8' Qualifications Coordinator of any malpractice or suspected malpractice, immediately. It is the Head of Centre's responsibility to inform the AO as soon as possible, all cases of suspected or actual malpractice in connection with an exam, in line with Educ8's Malpractice & Maladministration Policy.
26. Invigilators for paper tests/exams to remind learners when there are ten minutes of the exam remaining.
27. At the end of the exam learners must be told to stop writing and ensure that their name and reference number is on the exam sheet.
28. Invigilators to ensure that learner's work is saved or for online tests fully exited.
29. Invigilators to collect all print-outs, question papers, learner notes immediately at the end of the exam, check that the learners have completed their details correctly and ensure they stored in a secure place until they are sent to the AO.

### **5. Responsibilities**

#### **Directors**

- Ensure Educ8 fully meets its legal requirements
- To monitor the investigation of any concerns raised regarding the integrity of assessment

#### **Qualifications Manager**

- Provide a consistently high-profile lead on all issues contained within the policy
- Ensuring the policy and procedure are continuously reviewed
- Ensuring that randomised checks of examination practices are conducted and reported on
- To monitor the investigation of any concerns raised regarding the integrity of assessment
- Ensuring all invigilators receive appropriate training and access to relevant policies, procedures and guidance
- Ensuring that examination venues are registered with the relevant AO

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- Ensuring that there is at least one invigilator present throughout the duration of the test/examination
- Ensuring that Trainer Coaches are not assigned to invigilate tests/examinations that may fall in line with COI as above
- Ensure invigilators are provided with information relating to permitted adjustments prior to the start of the examination/test
- Ensuring records of invigilators and learners undertaking tests/examinations are kept

### **Staff/Invigilators**

- Ensure test/exam locations are suitable and which enables learners to complete their assessments without disruption or interruption
- Ensure that learners are seated in such a way as to ensure they cannot overlook one another's work, even unintentionally
- Ensure that a seating plan of learners is recorded
- Ensure that identification is checked and recorded for all learners undertaking test/examination
- Ensure that they are able to observe each learner that they are responsible for supervising at all times
- Ensuring copies of all assessments, printed results and any other relevant paperwork are collected and stored securely
- Invigilators must not carry out any other task whilst invigilating.

## **6. Emergency Procedures**

In the event of an emergency where evacuation is required, i.e. fire alarm, then the Invigilator is to ensure learners are continued to be closely supervised whilst following Educ8's Health & Safety/Emergency Evacuation Policy.

- Invigilator to access the exam platform and pause the test/exam before they leave the exam room, the software is not to be shut down as this will terminate the test. For a written test/exam, learners are to stop writing and a time noted. Alignment is out

Invigilator to collect the attendance register, to ensure all learners are present, evacuate the exam room and that learners leave the room in silence.

Invigilator to detail the disruption on the invigilation record, how long it lasted, and action taken which is to be sent to the AO.

When allowed back into the building, and exam room, invigilator to ensure all learners return to their seats and once ready re-start the exam/test. If learners are sitting a paper test, then the end time of the test is adjusted accordingly.

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Should the emergency affect the continuation of the exam/test then AO should be informed for the test/exam to be rescheduled. This is to ensure that learners are not disadvantaged when they are unable to complete the exam/test due to circumstances beyond their control.

Where the integrity of the exam/test or the learner's performance may have been affected, a report must be sent to the AO detailing the instance, who will provide guidance on next steps.

### **7. Malpractice**

Educ8 ensures the integrity of all learner assessments, including tests and examinations. It is the responsibility of the trainer coach and invigilator to ensure learners understand what malpractice is and that they have read Educ8's Malpractice & Maladministration Policy.

It is the invigilator's duty to warn any learner who is being disruptive that they may be removed from the exam room. Also, the learner must be warned that the AO will be informed, for suspected and actual malpractice, and may decide to penalise them, which could include disqualification.

The invigilator must record the incident on the invigilation record and action taken by the Invigilator against the learner(s) in question. The invigilator is to report this to the Qualification Manager who is to immediately report to the AO all cases of suspected or actual malpractice in connection with exams/texts.

The Qualification Manager must report potential or actual malpractice of invigilators or centre staff to the AO immediately.

### **8. Impact on Learners**

The implementation of the policy will ensure that all learners are able to undertake fair and valid assessment of their learning, reliably and with integrity.

### **9. Monitoring and Review Processes:**

This procedure will be reviewed on an annual basis to ensure it continues to meet the needs of the organisation and its stakeholders. The review will be conducted by the SLT.

### **10. Complaints**

All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the company Complaint Policy.

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