



Examination and Invigilation Policy

Preparation:

Examination Booking

Assessors/tutors are to advise DA Training and Consultancy when an examination is to be booked for a learner. This should be a minimum of 3 days prior to the examination taking place.

The following booking information should be provided by the Assessor/tutor:

- Date of the examination
- Time of the examination
- Learner name
- Details of where the examination is to take place
- Details of the subject and unit including level

Storage of Examinations

Electronic examinations – Electronic examinations are to be downloaded as per Awarding Body procedure. All ICT equipment is password protected.

Transportation of Examinations

Examinations must remain in the possession of the Invigilator, up until the learner takes the examination.

Invigilation arrangements

The Assessor/tutor who has prepared the learners for the subject of the examination **CAN NOT** be the sole Invigilator during an examination in that subject.

Food and drink

Learners are permitted to bring a clear bottle of water (with the label removed) into the examination room.

Persons present

Only learners taking the examinations and persons authorised by the Head of Centre in connection with examinations are allowed in the examination room.



Learners with special requirements

In some circumstances, learners with particular requirements may be given additional time to complete the examination. In this case, the examination should be split into two or more parts (where possible) so that learners have a supervised rest break. Invigilators will be advised in advance of any learners with special requirements.

If a learner has a medical need or is pregnant and needs to have access to food and/or drinks, the Assessor/tutor will advise the centre in advance and permission will be granted by the Head of Centre. Food and drinks are only permitted that are not going to cause a disruption to other learners through smell, noise of consumption etc. Food must be removed from packaging and placed on a plate in front of the invigilator. Drinks must be in a clear bottle with the label removed.

Identification of Learners

The Invigilators must be satisfied as to the identity of every learner attending each examination.

Learners who are not known to the invigilator are required to present photographic documentary evidence that they are the same persons who were entered for the exam each time they attend an examination session and before an exam is taken. Appropriate photographic evidence would be a valid passport (of any nationality) or a photo card driving licence.

Invigilators are to add a statement to the attendance register explaining how identity has been confirmed.

Misconduct

This type of examination relies heavily on the integrity of the learners. In those cases where misconduct occurs, or is thought to have occurred, the invigilator is to inform the Head of Centre as soon as reasonably possible. This will be investigated, and learners may have their result withheld.



Irregular conduct

The Invigilator should remove and retain any unauthorised material discovered in the possession of a learner in the examination and make a note of the circumstances on the attendance register.

It is the duty of the Head of Centre to ensure that all cases of irregularity and suspected or actual misconduct in connection with the examination are reported to the Awarding Body. The Invigilator is empowered to expel a learner from the examination room, but such action should only be taken when it is considered essential or when the continued presence of a learner would cause disruption to other learners.

Any infringement of the regulations must be reported and may lead to disqualification of the learner. The decision on disqualification rests solely with the Awarding Body.

Emergencies

In the event of an emergency, such as a fire alarm or bomb alert, the Invigilator must take the following action:

- evacuate the examination room in accordance with the instructions given by the appropriate authority. If the centre is taking onscreen examinations, this session will have to be abandoned and rescheduled
- note the time and duration of the interruption
- make a full written report of the incident to the Head of Centre

Hardware and software

There should be adequate back-up provision in case of equipment failure. Provision can include:

- spare workstations (of the required specification)
- spares of easily replaced items (e.g. mouse, screen)

Hardware should be maintained to minimise the likelihood of failure during an assessment.

Up-to-date virus protection measures should be in place on all computers.



Resources for examinations

Learners must not have access to any materials, including books and unauthorised software, whilst they are sitting the examination. Learners are allowed dictionaries in English examinations.

For Functional Skills Maths, we strongly advise learners to use the onscreen calculator facility. This avoids the possibility of transcription errors and ensures all workings are shown, to fully access the marks available. However, learners may use their own calculators if they wish to do so.

Learners should be warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items. If unauthorised items are present in an examination area (whether they intend to use them or not), this may constitute malpractice. As a result, they could be subject to sanctions and penalties in accordance with relevant JCQ Malpractice Guidelines.

Day of the examination:

Preparation of examination room

- The poster version of the Notice to Learners issued by the Joint Council for General Qualifications or Awarding Organisations specific posters must be displayed in a public place outside the examination room.
- The Warning to Learners and Mobile Phone poster issued by the Joint Council for General Qualifications must be displayed both inside and outside the examination room.
- 'Instructions for the Conduct of Examinations 2019-2020' or Awarding Organisations specific instructions must be available to each Invigilator in the examination room, together with the JCQ Instructions for Conducting Examinations (ICE), the Warning to Learners and any specific regulations relating to the subjects being examined.
- The examination room must be quiet with the temperature and lighting at a comfortable level.
- Display materials (e.g. diagrams, wall charts) that might assist learners to answer examination questions must be removed
- Learners are to be seated in such a position so that they cannot view another learner's examination. Workstations should be isolated by at least a space of four feet / 1.25m measured from the nearest outer edge of one screen to the next or separated by a partition. Signed records of the seating plan and invigilation arrangements for each examination session are to be add on to the attendance register.



- The examination room must be set up with all computers logged on and the software open before learners enter the room.
- Although there is a clock on computers, a clock is to be placed in the room where learners are able to see it clearly
- The invigilator is to provide all equipment required for the examination, for example ruler, pen, dictionary, pencil, paper etc
- Any other examinations may be held in the examination room at the same time, provided that no disturbance is caused thereby.
- The centre should ensure that learners are not interrupted whilst taking an examination

Before the examination begins

An examination is deemed to be in progress from the time the learners enter the room until all learners have completed the examination and left the room.

The Invigilator must not offer any advice or comment on the work of the learner.

Before learners are permitted to start work the Invigilator must:

- ensure that learners are seated in accordance with the prescribed seating arrangements
- inform the learners that they are now subject to the regulations of the examination and read out the relevant notices and warnings
- warn learners that any unauthorised material must be handed in (this should also include any food or drinks)
- check that learners have all the necessary material to enable them to complete the examination
- remind learners that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another learner whilst they are in the examination room.
- Ask learners to turn off all mobile phones
- Ensure all personal belongings including mobile phones are stored at the back of the room and out of reach
- Advise learners that should they leave the room during the exam, their exam will be void. (Unless learner is pregnant or has a medical reason, in which case the learner will be accompanied to the toilet by a chaperone and not by the invigilator)
- Complete an attendance register to check that the correct learner is completing the correct exam and level
- Advise learners of the start and end time of the exam, this will be both verbally and written down for all learners to see



Supervision of learners

Invigilators must supervise the learners throughout the whole time the examination is in progress and give complete attention to this duty at all times.

Please refer to the JCQ Regulations and Guidance at www.jcq.org.uk relating to learners who are eligible for adjustments or the relevant Awarding Organisation for further information.

Starting the examination

In addition to the general instructions, the Invigilator must:

- ensure that learners start the examination in accordance with the specific instructions provided for electronic examining
- draw the learners' attention to the instructions on the screen at the beginning of the examination and ask them to check that they have been provided with the correct examination for the correct subject and level
- inform learners that they must not use the Quit button without first asking an Invigilator
- instruct learners to enter the required information on their screen when prompted to do so at the start of their examination
- instruct learners in regard to the instruction screens that will appear prior to the start of the examination
- Instruct the learners that any scrap paper or pens they use must be returned to the Invigilator at the end of an examination and must not be taken out of the examination room. Invigilators must ensure that all paper materials are shredded or securely destroyed.

Duration of examinations

- All exam durations are stipulated by the relevant Awarding Organisation. These must be adhered to with the exception where additional time has been granted by the Awarding Organisation for reasons of additional needs.



During the examination

Technical problems

- Power failure. In the event of power failure, the onscreen examination should be abandoned, and a further set of onscreen examinations scheduled when the fault has been rectified and the system examined.
- Technical failure. If during the examination there are difficulties with individual computers or the whole centre system then, if the failure cannot be rectified within 30 minutes, the onscreen examination should be abandoned and a further set of onscreen examinations scheduled when the fault has been rectified and the system examined.
- Set up. If the system is not up and running successfully at the scheduled start time, the examination should be delayed by no more than 15 minutes for the problem to be resolved. After this time, the onscreen examination should be rescheduled when the fault has been rectified and the system examined.

At the end of the examination:

Finishing the examination

- The examination will automatically close down when the allocated time has been used. The examination can only be exited by the exam administrator. Learners should not individually quit the examination.
- Invigilators must submit to the centre (within 2 days) all evidence of attendance sheets that are produced at the end of the examinations for every learner whether present or absent.

Leaving the examination room

Learners who have completed the examination may leave the room at the discretion of the Invigilator, subject to ensuring that no disturbance is caused to other learners and that the Invigilator turns off the screens to ensure others cannot see them.

Those learners must not be allowed back into the room.

After the Examination

- Examination results will be published to Assessors/tutors to pass on to learners within one working day of the results being received from the Awarding Body.



English Speaking and Listening units:

The normal procedures relating to oral examinations apply (see JCQ Instructions for Conducting Examinations 1 September 2019– 31 August 2020).

Learners are not required to bring any materials into the assessment room. They can, however, bring notes with them. These must be checked to ensure that they do not include prepared responses.

ICT examinations

Before the examination

The Invigilator must set up an examination folder (on computers used by learners) for each learner sitting the examination. These examination folders must not be accessible to learners at any time other than during the examination time/session itself.

It is the responsibility of the Invigilator to ensure that the question paper and data files are extracted from the zipped folder and that the correct version of a question paper is printed and distributed to the correct learners sitting the examination.

Resources for the examination

At the end of each examination session, all question papers must be collected in, accounted for and returned to the centre by the Invigilator.

It is not acceptable to store any content of the zipped files in a shared area or in a central location where anyone can access them. Learners must not be given access to any assessment materials prior to, or at any time outside, the official time allocated for the examination.

Learners must not have access to any materials including books, pre-prepared templates or other files and unauthorised software whilst they are sitting the examination.

Learners may not bring portable storage media (e.g. memory sticks, CDs, etc) into the examination.



Duration of examinations

No extra time can be allowed for slow machines or networks which run slowly.

It is the responsibility of the centre to ensure that appropriate hardware and software is available to learners.

If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for learners.

During the examination

At least one Invigilator should be conversant with the software and system to be used by learners to deal with technical difficulties that may arise. This may be the Functional Skills ICT tutor.

Finishing the examination

Invigilators must ensure that all learner work is saved and secure from unauthorised access.

Lorna Carter-Blake
Managing Director
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