



**The Youth Development Academy**

**Examination and Invigilation Policy**

## **Examination Officer**

The examination officer is responsible for making sure all examinations/assessments are conducted to instructions and the qualification specifications. The examination officer must ensure that suitably qualified and experienced adults carry out invigilation. (S)he must also ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates.

## **Invigilator**

The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates. The invigilator must not be a teacher who has prepared the candidates for the subject of the examination. In exceptional circumstances a teacher who has prepared the candidates for the subject of the examination can be the sole invigilator during an examination in that subject if an alternative invigilator is not practicably possible e.g. a remote candidate sitting the test in the workplace.

## **Invigilation arrangements**

The examination officer must ensure that suitably qualified and experienced adults carry out invigilation. Whilst an examination officer has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole Invigilator. Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking, in the examination room. A sufficient number of Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- at least one Invigilator must be present for every 30 candidates or part thereof. Invigilators may be changed, provided that the number present in the examination room does not fall below the number prescribed
- when one Invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates
- arrangements must be such that an Invigilator can observe every candidate in the examination room at all times.

The most up to date Warning to Candidates and Mobile Phone poster must be displayed outside the examination room.

Examination Officer must keep signed records of the seating plan and invigilation arrangements for each examination session for six months.

A seating plan must show clearly how the candidates have been seated during the test and provide an accurate record to demonstrate how the exam room is set up.

A seating plan is required for every test even if there is just one candidate present. This is to ensure the test is being conducted under exam conditions, invigilation is not intrusive and the candidate has an appropriate space to complete the test.

Display materials (e.g. diagrams, wallcharts) that might assist candidates to answer test questions must be removed, unless the rubric expressly states that candidates are allowed to use reference materials in the examination.

Particular care must be taken with those examinations that are held in laboratories or libraries.

Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the examination.

### **Identification of candidates**

Academy must check the identity of the candidates at enrolment and record the items of identification seen. Invigilators must carry out an ID check for each individual candidate on the day of a test and record the evidence of candidate ID.

For onscreen tests, the invigilator must check the identity of each candidate to ensure that the correct ID and password are issued. It is the academy's responsibility to check candidate identity and confirm that the correct candidates have taken the correct tests. For candidates who attend regularly and are known to the invigilator it is not necessary to carry out a photographic identity check at the time of the assessment.

If the Academy has any concerns, photographic documentary evidence must be requested to confirm the candidate identity. Candidates who are not known to the assessment centre authorities are required to present photographic documentary evidence that they are the same persons who were entered for the examination each time they attend an examination session and before an examination is taken.

Appropriate photographic evidence would be a valid passport (of any nationality) or a photo card driving licence.

### **People present**

Only candidates taking the test(s) and persons authorised by the Academics head in connection with examinations are allowed in the examination room.

### **Before the examination session**

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

### **Arranging the examination room**

- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from center to center of candidates' chairs must be 1.25 meters.
- Check that a wall clock is clearly visible to all candidates.
- Make sure that the room is quiet and well lit. The room should also be well ventilated and at a reasonable temperature with sunlight glare blocked out.
- Follow any subject-specific invigilation instructions.
- Ensure candidates are seated ten minutes before the start of the test.

### **Before the examination:**

- Place a notice on the door of the room that says 'Quiet please - examination in progress. No admittance'.

- Check the front of the question paper so you know what material candidates can use in the examination.
- Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones or electronic dictionaries.
- Read out the Warning to Candidates.
- Open the packet of question papers in the examination room.
- Remind the candidates that they must fill in the details on the front of the answer booklet.
- Tell candidates when they may begin and how much time they have to complete the examination.
- Make provision for candidates to securely store their personal belongings outside the room if possible or out of reach.

Before candidates are permitted to start work the invigilator must:

- ensure that candidates are seated in accordance with the prescribed seating arrangements
- inform the candidates that they are now subject to the regulations of the examination and read out the relevant notices and warnings
- warn candidates that any unauthorised material must be handed in (this should also include any food or drinks, which may only be allowed at the express discretion of the Principal)
- Remind candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidate whilst they are in the examination room.

### **During the examination**

- The invigilator must not offer any advice or comment on the work of the candidate(s).
- Candidates may only take pens into the examination room and any pencil cases must be transparent.
- Mobile phones and other electronic equipment are not permitted.
- Be aware that candidates who arrive after the start of the examination should be allowed the full time for the examination, depending on organisational arrangements and provided that adequate supervision arrangements are in place
- Once the test has started candidates may not ask questions about the test.
- Invigilators must not talk to or distract candidates during the test.
- No requests for help from candidates in relation to the test can be dealt with during the test.
- Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily. They must remain with the candidates at all times and ensure that they cannot access restricted material. The candidates remaining in the exam room must continue to be invigilated.
- Candidates must be reminded verbally when there are only ten minutes of the test remaining.
- Ensure that candidates who have finished their work and have been allowed to leave the examination room early hand in their work before they leave the examination room. Those candidates must not be allowed back into the room.

## After the examination

Sign the invigilation report and record any late arrivals, disturbances or malpractice. (Report can be the centre's own.)

## Supervision of candidates

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

## Emergencies

The invigilator must take the following action in an emergency such as a fire alarm:

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave the examination room.
- Ensure candidates leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident by emailing details to the Program Manager.

## Policy Review

This policy will be reviewed on an annual basis, or if there is a change in legal or other business related requirement.

Review date	Description	Reviewed by	Next Review date
29 July 2019	Examination and Invigilation Policy	SMT Team	27 July 2020