Examinations and Invigilation Policy

The role of the Invigilator:

The examination invigilator is the person in the examination room with responsibility for conducting a particular examination session in the presence of learners. Invigilators have a key role in upholding the integrity of the examination process.

The role of the invigilator is to ensure that examinations are conducted in accordance with regulatory requirements, in order to:

- Ensure that all learners have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination papers and completed response sheets, before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failures ensure that Awarding Organisation (AO) identify requirements are adhered to.

Invigilators must:

- Be appropriately trained in their duties
- Be able to observe each candidate in the examination room at all times
- Be fully conversant with AO requirements for confirming candidate identity
- Inform the Quality Team if they are suspicious about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process (in such cases, the Quality Team must inform AO immediately, and send a full written report within five working days of the suspicion arising).
- Invigilators must not carry out any other task (for example, reading a book) in the examination room.

Who can invigilate?

Approved Centres must ensure sure that invigilation is carried out by a person who has not prepared the learners for the examination. This means that the trainer cannot act as the exam invigilator and should not be present in the examination room. It is also inappropriate for invigilation to be carried out by a person related to a candidate sitting the examination.

It is the responsibility of BST to:

- Appoint exam invigilators, to make sure that the examination is conducted according to regulatory requirements
- Make sure all invigilators are responsible adults, and appropriately trained in their duties.

At least one invigilator must be present for groups of up to 30 learners for written examinations and a maximum of 12 learners for Physical Intervention Practical Assessment (Security Qualifications only). When only one invigilator is present, they must be able to summon help easily, without leaving the examination room, and without disturbing learners.

Starting the examination:

Before the examination starts, the examination invigilator must:

- Ensure the seating arrangements prevent all learners from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of learners' chairs must be 1.25 metres
- Ensure that all learners will face in the same direction
- Ensure each candidate has a separate desk or table big enough to hold question papers and answer booklets. Learners who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with, other learners
- Ensure the following are prominently displayed
    - A poster advising learners that mobile phones should be switched off
    - Examination warning notice for learners
    - Centre Appeal Procedure Emergency/evacuation procedures
    - Examination in Progress' notices outside of the examination room
- Ensure a board/flipchart/whiteboard is visible to all learners showing the centre number, subject/unit title and paper number; and the actual starting and finishing times of each examination
- Ensure a reliable clock is visible to each learner in the examination room. The clock must be big enough for all learners to read clearly
- Ensure all display material (such as maps, diagrams, wall charts and projected images etc.) which might be helpful to learners is not visible in the examination room
- Check all learners have the required identity documents and photograph, in line with AO qualification examination requirements, and that the relevant section of the Candidate Information Sheet (where appropriate) has been completed
- Advise learners who are unable to provide the required identity documents and photograph that they cannot sit the examination and that they must leave the examination room
- Advise learners of emergency/evacuation procedure
- Inform learners that they must follow the regulations of the examination

- Ensure question papers are never left unattended
- Open the packets of examination papers, in the examination room in front of the learners, and distribute to learners
- Check that learners have the correct paper

The invigilator must advise learners that:

- They should write in blue or black ink
- They should not use correction fluid
- They should not make any marks on the examination paper
- All mobile phones, or other electronic devices, should be switched off
- They must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject in the examination room

Mobile phones, electronic communication or storage devices are not permitted including:

- Tablets and wrist watches which have a data storage device
- Any other products with text or digital facilities

This means that:

- All unauthorised items are left outside of the examination room
- Any pencil cases taken into the examination room must be see-through
- Any unauthorised items that have been taken into the examination room must be placed out of reach of the learners (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items
- Any course material should be removed from desks and placed at the front of the room. They should not ask for, and will not be given, any explanation of the questions and answers
- If they leave the examination room, unaccompanied by a member of centre staff, they will not be able to return during the examination

The invigilator must:

- Specify the length, start and finish time of the examination, and the earliest time that learners can leave the examination room
- Read the instructions on the front of response sheet to learners and demonstrate how to complete the response sheet and advise learners how to make changes to answers
- Remind learners that they cannot communicate in any way with, ask for help from or give help to another learner while they are in the examination room
- Announce clearly to learners when they may begin
- Be present in the examination room at all times

The invigilator must not:

- Make any comment where a learner believes that there is an error or omission on the question paper
- However, in this situation, the invigilator must refer the matter to the AO
- Give any information to learners about possible mistakes in the question paper, unless there is an erratum notice, or permission has been given by AO
- Comment on the content of the question paper
- Offer any advice or comment on the work of a learner

During the examination:

Invigilators must supervise learners throughout the whole time that an examination is in progress. This means that:

- Invigilators must give complete attention to this duty at all times
- Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or learners who may be feeling unwell. Any irregularities must be recorded
- Invigilators must not carry out any other tasks in the examination room (for example doing other work or using a mobile phone)
- Invigilators are required to move around the examination room quietly and at frequent intervals
- Give regular time checks

Summoning help during an examination:

When one invigilator is present in an examination, they must be able to summon help, in case of an emergency, without leaving the room or disturbing learners. A mobile phone may be used but must be switched to silent alert, so as not to disturb learners.

Learners who arrive late:

A learner who arrives more than ten (10) minutes after the examination has started must not be allowed to enter the examination room. Arrangements will need to be made by the Centre to order examination papers for an alternative date.

Leaving the examination room:

Learners are not permitted to leave the examination room until at least twenty (20) minutes examination time has elapsed (other than in an emergency/medical situation) and may not leave in the last ten (10) minutes of the examination. Learners who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. Where learners have completed their examination and are permitted to leave before the finish time, they should be instructed to do so quietly, without causing undue distraction to others.

The invigilator must ensure that all relevant sections of the examination response sheet (including the box indicating the number of changes made) are fully completed and signed before learners leave the room. Those learners must not be allowed back into the room.

Ending the Examination:

When ending the examination, invigilators should give sufficient notice to learners. This is usually achieved by giving a fifteen (15) minute and five (5) minute warning prior to the published finish time of the examination.

At the end of the examination the invigilator should:

- Tell the learners to stop working and remind them that they are still under examination conditions
- Collect all examination papers and examination response sheets to place in secure storage prior to submitting to AO for marking
- Collect all the scripts/objective test sheets before learners are allowed to leave the examination room. Do not allow learners to keep the examination papers or response sheets
- Learners and invigilator are to confirm the number of changes on response sheets. These should be entered in words and not numbers

At no point should any indication be given to the learners as to whether it is believed that they have passed or failed the examination. This information can ONLY be confirmed by the AO. The marking of examination papers by the approved trainer/examination invigilator to pre-empt awards is seen as malpractice and could result in the withdrawal of Centre Approval/Recognition.

Additional requirements for e-examinations:

- Centres must have the expertise to access, administer and support the test/examination and be available throughout the e-examination
- Centres must have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials
- The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising work stations within the space available.
- When planning the layout of the room, centres must consider the following limitations:
    - The distance between the screens
    - The division of the work space to allow any permitted additional materials to be used the use of booths, screens or partitions whether temporary or permanent
    - Ratio of invigilators

The invigilator must ensure:

- Learners are prevented from using computers/laptops in examinations which have unauthorised external communication with other users of computers/laptops
- The arrangement of workstations and the position of the invigilator's desk facilitates detection of any unauthorised activity by learners, for example communication with others or use of unauthorised reference material
- Ensure that sufficient work stations are available, including at least one replacement computer (and printers where required)
- Unless otherwise stated by the AO's subject specific instructions, remind learners that they must not have access to the Internet, e-mail, data stored on the hard drive or portable storage media (e.g. floppy disks, CDs, memory sticks or pre-prepared templates)
- Make sure that learners are familiar with the instructions, procedures and regulations for the on-screen test, particularly on how to navigate and respond on-screen
- Check that learners know how to request technical assistance
- Check that all learners have logged on successfully, or have been logged on by the centre
- Ensure that technical support is available throughout the on-screen test in relation to the malfunctioning of equipment, software or the on-screen test itself
- Each work station is to be isolated by a minimum space of 1.25 metres, measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens. Under certain circumstances, 1.25 metres may prove to be an insufficient distance to prevent learners seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no learner's work can be overseen by others
- Where required, learner test password information is stored securely and only given to learners at the time of the examination

At the end of the examination the invigilator must:

- Ensure that the software is closed as necessary (some may close automatically). Check that any necessary back-ups have been made and stored securely;
- Collect copies of learners' work, additional print-outs and question papers before learners leave the examination room;
- If learners are required to print work off outside the time allowed for the test, ensure that learners are supervised at all times.

Monitoring & Review

This policy is reviewed annually

Current Review Date	July 2026
Next Review Date	July 2027

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