

Invigilator Procedures

Appointing and Briefing of Invigilators

The Quality Manager is responsible for ensuring that all Invigilators will be briefed on the respective Codes of Practice or Regulations for the Awarding Organisations.

The Invigilator is responsible for declaring a conflict of interest if a candidate taking the multiple choice test is related and notify Welcome Skills Assessments Limited prior to the examination.

In the event of a candidate(s) taking the test in a separate room due to Special Consideration measures being agreed, a separate Invigilator must be present in this room. The number of invigilators must never fall below the prescribed number enforced by the Awarding Organisation.

Responsibilities

Invigilators have a key role in upholding the integrity of the multiple choice test process and are responsible for the proper conduct of the test. Invigilators must give their whole attention to the proper conduct of the test and must not undertake other activities whilst invigilating.

Invigilating the Examination

Before the Examination

Invigilators must arrive at the location in sufficient time to ensure the room is set up correctly and within the guidance of the Awarding Organisation.

The following checks must be made

- The room is set up correctly
- The equipment is working
- Candidates are able to log on and access the test
- Adequate checks are made to ensure the identity of the candidates and that registration numbers are correctly issued
- Candidates must be checked to ensure they have not brought any materials/items/equipment that is unauthorised
- Any unauthorised materials/equipment/mobile phones/electrical equipment or items must be switched off and out of candidates reach during the multiple choice tests

Starting the Examination

Before candidates can begin the test the Invigilator must:

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:	Document review date
Invigilator Procedures	July 2020	4	K.Hussin	Aug 2021

- Read out the invigilation instructions and rules contained
- Inform candidates that they are now subject the rules of the test

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:	Document review date
Invigilator Procedures	July 2020	4	K.Hussin	Aug 2021

- Ensure the candidates sign the candidate list, and confirm their name is spelled correctly for the Certificate
- Announce clearly when the test starts and the time allowed

During the Examination

Invigilators must supervise candidates throughout the whole session. They must be alert and observe candidates at all times and must not undertake other activities whilst invigilating. If a candidate is suspected of malpractice, the invigilator must take the actions they feel necessary to maintain the integrity of the examination for all candidates. Any breach must be reported to the Quality Manager.

The test arrangements should allow all candidates to be easily observed. Invigilators have no authority to comment, interrupt, or express an opinion on any test question.

Candidates who arrive after the publicised start time of the test may generally be allowed to enter the room and to sit the paper at the discretion of the Invigilator but only if the invigilation of the other candidates is not compromised.

Candidates who arrive late into the test must not be allowed to sit the test if any other candidate has completed and left the examination room. Under normal circumstances candidates arriving 30 minutes late or more would not be allowed to sit the test.

The invigilator should notify the candidates at 15 and 5 minutes prior to the end of the test.

Candidates who need to leave the room temporarily must be accompanied by an invigilator or another member of staff to ensure they do not speak to anyone else, make phone calls or breach any test protocols. If an Invigilator leaves the room to accompany the candidate, another Invigilator must remain in the room to ensure prescribed numbers are not breached.

End of the Examination

At the end of the test candidates must be instructed to stop. The Invigilator must then:

- Remind candidates to check they have entered all the required information
- Check all details have been entered correctly
- Check and sign the control sheet and/or candidate list
- Check the test has been successfully submitted

Special Considerations

Candidates that have Special Considerations and have received prior notice from the Awarding Organisation accepting the support of a reader or writer should be accommodated

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:	Document review date
Invigilator Procedures	July 2020	4	K.Hussin	Aug 2021

in a separate room. The reader or writer must not provide any other assistance to the candidate nor advise or comment on any question or answer given by the student. An Invigilator must be available for this room.

Misconduct and Irregularities

If an Invigilator observes any inappropriate behaviour, they must take steps to stop it and to inform the Quality Manager. If the incident is serious then the candidate should be instructed to leave and cease the test.

A Notification of Malpractice Form should be used to record any incidents.

Any disturbance to the conduct of the test must be recorded on the Request for Special Consideration Form so that consideration may be given to affected candidates.

If an emergency occurs during the test e.g. fire alarm, bomb warning; the examination room must be evacuated in accordance with the building evacuation procedure. Candidates must leave when requested.

In accordance with the Policy on Special Consideration, a Request for Special Consideration Form must be completed detailing the date and time of the incident and should be returned to the Awarding Organisation.

If the candidates have been closely monitored and the Invigilator can be assured that there has been no breach of security, i.e. candidates did not communicate with each other or other persons, and did not consult notes whilst they were out of the room, the test may be resumed and the full time given to complete the test. No extra time may be given.

If the security has been compromised, the Invigilator should contact the Awarding Organisation immediately during or office hours, or at the earliest opportunity.

Any disturbance to the conduct of the examination must be recorded on the Special Considerations Request Form so that consideration can be given to affected candidates.

All reasonable adjustments for candidates with particular assessment requirements must be notified to the Awarding Organisation by the Quality Manager to obtain prior approval.

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