

Examination & Invigilation Policy

Inclusion Hampshire



Approved by: Senior Leadership Team

Date: 2nd October 2020

Signed by:

A handwritten signature in black ink, appearing to be "M. E.", is written over a light grey background.

Position: CEO

Last reviewed: October 2020

Next review due: October 2021

Monitoring arrangements

All Policies relating to the delivery of assessments and examinations will be reviewed each Autumn term in line with the Awarding organisations latest guidance and approved by the Senior Leadership Team.

Inclusion Hampshire holds yearly invigilation training prior to the Summer term for anyone who may be involved with the exam series.

All meeting agendas, training notes and minutes are available on the staff secure shared drive.

The Exam officer and Head of Provisions refer to and share with staff the latest Awarding Organisation and JCQ guidance as appropriate.

Procedures:

Security of papers:

All the assessment papers are to be logged and taken to the safe in the designated secure room when delivered by the Exams officer. Papers to be kept secure until the day and time of the assessment in line with the AO guidance.

If papers are to be taken to another site they should be transported in a secure, locked container immediately prior to the start of the assessment.

Following the examination the papers are placed in a sealed envelope by the invigilator and handed to the Exams officer who will then return to the safe within the secure storage area. The Exams officer will send the examination papers by suitable secure postage service in accordance to the AO guidance.

Invigilation:

As per OFQUAL guidance, invigilators will not be related to any candidate and will not have taught the subject being assessed to the current cohort.

Preparing for the examination, the invigilator must check there in receipt of the following materials:

- Examination question papers
- Examination attendance list provided by the AO
- Additional sheets of paper
- Relevant materials required for the paper..

Prior to the examination invigilators are required to::

- Inspect the examination room to ensure that the accommodation is suitable and the seating is arranged in such a way to avoid malpractice and as detailed in the seating plan.
- Ensure that there is an 'exam in progress' sign visible on any entry door to the examination room and other required signage is in place.
- Ensure that all learning aids (such as wall posters) that may assist the learners with the examination are covered or removed
- Ensure all learners are as detailed on the attendance list for that examination.
- For those learners with reasonable adjustments and access arrangements, ensure these have been provided and are understood by the invigilator and learner, these will be detailed in the invigilation pack.
- Ensure that all candidates have handed in any multimedia devices, such as mobile phones, tablets and smart watches before the start of the examination..
- Any watches should be removed by the candidate and placed on their desk in view of the invigilator.

- Explain the evacuation arrangements to learners, in the event of an emergency
- Inform the candidates of the centre number, name and start and finish times of the examination, referring to a clock that should be visible to all learners. These will be written on the board at the front of the room.
- Remind candidates that they are not permitted to refer to any materials other than what is stated on the front of the paper. Invigilators should check that only authorized materials are on the candidates desks and that dictionaries are not annotated
- Remind all candidates they are forbidden from communicating with others during the assessment and that the invigilator is not permitted to provide any further explanation or guidance on examination questions
- Ask the candidates to complete the front of the paper with their name, date of birth and the centre number.

During the examination

- During the examination the invigilator must supervise the candidates at all times.
- Absolute silence must be maintained throughout the examination.
- Candidates who arrive after the starting time may, at the discretion of the invigilator, enter the room and sit the assessment providing that they do not disturb the other learners.
- Learners who need to leave the examination room must be accompanied by an invigilator, who must ensure that they do not speak to anyone else, make a telephone call or refer to any notes. This is to be noted on the Invigilator log.
- Any candidates wishing to leave the examination room early must hand in their paper must not be readmitted to the room under any circumstances.

In the event that the invigilator observes or suspects a learner of cheating, that learner should be asked to stop, the paper collected and the invigilator log filled out accordingly and handed to the Exams officer. The AO should be notified.

In the event of an emergency, the invigilators should evacuate the examination room in accordance with the evacuation plan in the Invigilators pack. All papers should be left on the desks. If an invigilator is satisfied that the integrity of the examination has not been compromised, this can be resumed for the remaining allocated time. The invigilator must submit a full report of the incident to the centre, who should also report this to the awarding organisation.