



POLICIES & PROCEDURES

Invigilation Policy

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Reviewed by: Chris Foley

Signed: *C W Foley*

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INVIGILATION POLICY

INTRODUCTION

The role of the Invigilator is extremely important as he/she is representing Oxford Energy Academy and is responsible for the secure and robust oversight of the examination. The invigilator has a duty to the candidates to ensure a fair and safe process. It is the Invigilator's responsibility to ensure that in any external examination, formal internal examination or public examination the following rubric will be enforced:

- No teacher/trainer/tutor who has prepared the candidates for the examination to be undertaken should be the SOLE Invigilator
- One invigilator is required for every 20 candidates
- All rooms will be prepared in advance of the examination so they are fit for purpose and will be checked by the invigilator prior to the examination to ensure suitability
- The room should be well lit, well ventilated and at a temperature that is conducive to sitting an examination
- Candidates should be seated with a minimum gap of 1.25m between them
- A silent, reliable, functioning and accurate clock must be visible to candidates at all times
- The Invigilator must display the examination start and finish times clearly for all to see
- Where there is a sole invigilator, they must have the facility to summon help without disturbing candidates taking the test
- First Aid support must be available close by in case of need
- When preparing the examination room Invigilators must make provision for candidates to securely store their personal belongings either outside of the room or within the examination room, so that they are out of the reach of candidates and access to them can be monitored by the invigilator
- Mobile phones and other electronic equipment are not permitted. Candidates must remove earphones and leave them in their belongings
- Invigilators are required to issue each candidate with the Centre Number and they must enter this on the test answer sheet
- The candidates must enter their National Insurance Number on their answer sheet and attach an up to date photo to the front page in the space provided
- Invigilators must be confident of the identity of all candidates taking the test. If there are any issues of ambiguity as to candidate's identity the Invigilator must record the concerns.
- The Invigilator must remind candidates of the importance of the rules and regulations set by the exam boards

- Any guidance to candidates provided by the Examination Board relating to the examination must be read out prior to the commencement of the test
- The envelope containing the examination papers may only be opened immediately before the start of the examination, in the presence of the candidates
- The Invigilator must remind candidates how to complete the candidate information as required
- The Invigilator will start the examination at the given time
- Candidates arriving late for the test should be seated near to the door and keep the disturbance to other learners at a minimum. Candidates will not be allowed entrance to the examination room if more than 15 minutes late
- Invigilators must not talk to or distract learners during the test
- Once the test has started, candidates may not engage in conversation or ask the Invigilator questions about the examination
- The Invigilator must remain neutral throughout the examination and not give help in any way and maintain a professional stance
- In exceptional circumstances candidates may seek the attention of the invigilator, for example if they need to use the toilet. The Invigilator must ensure that candidates are accompanied to and from the examination room by appropriate staff to ensure the candidate does not access restricted material. At no time may other candidates be left without an Invigilator
- The Invigilator will remind candidates when they have 10 minutes of time left
- At the end of the allocated time the Invigilator will end the examination and remind candidates to check they have completed personal information, National Insurance Number and Centre Number etc
- The Invigilator will collect the papers in the correct order and complete any documentation
- The Invigilator will dismiss the candidates in an orderly fashion and ensure they leave the room without conversing
- The test answers must not be changed, checked or altered in any way between the time of collection and dispatch for marking
- The Invigilator is responsible for passing the papers on correctly according to Examination Board requirements
- The Invigilator will pass the examination papers and question papers to the centre administrator and pass back responsibility having dispensed their duty. Any irregularities must be recorded and passed onto the Office Manager