

# Functional Skills External Assessment Invigilation Procedures



## Starting the assessment:

Before the assessment starts, the exam invigilator **must**:

- Check that all candidates have the required identity documents and photograph (where applicable) and that the relevant section of the Assessment Front Cover Sheet has been completed to show attendance.
- Advise candidates who are unable to provide the required identity documents and photograph that they **cannot** sit the assessment, and that they must leave the assessment room unless they can be identified by their assessor
- Make sure that the seating arrangements meet awarding body requirements (see assessment venue requirements)
- Inform candidates that they must follow the regulations of the assessment
- Open the packets of assessment papers, in the assessment room in front of the candidates, and distribute to candidates
- Check that candidates have the correct paper
- Advise candidates of emergency/evacuation procedures
- Tell candidates to log onto computers and access email address (ICT only)
- Ensure that data files are available for use in ICT assessments (ICT only)
- Check that an email has been sent to candidates to inform them how to access the data files. (ICT only)

The invigilator must advise candidates that:

- They should write in blue or black ink
- All mobile phones, or other electronic devices, should be switched off
- Any course material should be removed from their desk, and placed at either the front or back of the room
- They should not ask for, and will not be given, any explanation of the questions and answers
- If they leave the assessment room, unaccompanied by a member of centre staff, they will not be able to return during the assessment

The invigilator **must**:

- Announce clearly to candidates when they may begin
- Specify the start and finish time of the assessment, and the earliest time that candidates can leave the assessment room
- Remind candidates that they cannot communicate in any way with, ask for help from or give help to another candidate while they are in the assessment room

The invigilator **must not**:

- Make any comment where a candidate believes that there is an error or omission on the question paper. However, in this situation, the invigilator must refer the matter to the head of the centre, who should send a report to Open Awards.
- Give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice, or permission has been given by Open Awards
- Comment on the content of the question paper
- Offer any advice or comment on the work of a candidate.

**During the assessment:**

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

- Invigilators must give complete attention to this duty at all times
- Invigilators must not carry out any other task (for example doing other work, using a mobile phone) in the assessment room
- Invigilators are required to move around the assessment room, quietly and at frequent intervals
- Give frequent time checks

**Summoning help during an assessment:**

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

**Candidates who arrive late:**

A candidate who arrives after the assessment has started must not be allowed to enter the assessment room. Arrangements will need to be made by the centre to order assessment papers for an alternative date.

**Leaving the assessment room:**

Candidates are not permitted to leave the assessment room until at least twenty minutes assessment time has elapsed (other than in an emergency/medical situation). Where candidates have completed their assessment and are permitted to leave before the finish time, they should be instructed to do so quietly, without causing undue distraction to others.

**Ending the assessment:**

When ending the assessment, invigilators should give sufficient notice to candidates. This is normally achieved by giving a fifteen minute and five minute warning prior to the published finish time.

All assessment papers and computer printouts should be collected, and placed in secure storage prior to submitting to Open Awards for marking.

**At no point should any indication be given to candidates as to whether it is believed that they have passed or failed the assessment. The marking of assessment papers by centre staff, to pre-empt awards will be treated as malpractice and could result in the withdrawal of centre approval. Assessment papers should be sent to Open Awards within 24 hours of completion of the assessment.**