



Invigilation of External Assessment Procedures

Starting the assessment

Before the assessment starts, the assessment Invigilator **must**:

- Check the identity of all candidates using photographic ID (e.g. passport, driver's licence or college issued ID card) and that the relevant section of the Assessment Front Cover Sheet has been completed to show attendance
- Confirm there are no conflicts of interest between Invigilator and learners
- Advise learners 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 organisation requirements (see assessment venue requirements)
- Inform learners that they must follow the regulations of the assessment
- For paper based assessments
 - Open the packets of assessment papers, in the assessment room in front of the learners, and distribute to learners
 - Check that learners have the correct paper
- For on screen assessments:
 - Distribute individual log in details to learners
 - Ask learners to check they have the right log in details
- Advise learners of emergency/evacuation procedures
- Ensure that candidates do 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.
- The Invigilator must advise learners that:
- They must write in blue or black ink
- All mobile phones, or other electronic devices, must be switched off
- Learners are not permitted to use potential technological/web enabled sources of information such as:
 - iPods/ iWatches
 - mobile phones
 - MP3/4 players
 - wrist watches which have a data storage devices
- Any course material should be removed from their desk, and placed at either the front or back of the room
- They must 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 learners when they may begin
- Specify the start and finish time of the assessment, and the earliest time that learners can leave the assessment room
- 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 assessment room

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 Head of the Centre, who should send a report to Open Awards
- Give any information to learners 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 learner

Assessments must not be solely invigilated by the class Tutor unless another independent Invigilator is present.

During the assessment

Invigilators must supervise learners 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 (e.g. 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
- Invigilators must monitor the use of ICT where assessments are on screen to ensure that learners are not accessing banned applications

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 learners. A mobile phone may be used, and must be switched to silent alert, so as not to disturb learners.

Learners who arrive late

In accordance with JCQ guidance, centres in the UK are allowed to start examinations by up to 30 minutes earlier than, or later than, the scheduled starting time for the session, without the need to complete any paperwork. Prior permission from an awarding organisation is not required. Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates must be supervised as if the specified starting time had been in place.

Leaving the assessment room

Learners are not permitted to leave the assessment room until at least 30 minutes after scheduled assessment time (other than in an emergency/medical situation). Where learners have completed their assessment and are permitted to leave before the finish time, they must 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 learners. This is normally achieved by giving fifteen minute and five minute warnings prior to the published finish time. All paper-based assessment papers must be collected and placed in secure storage prior to submitting to Open Awards for marking. At no point must any indication be given to learners 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 must be sent according to the instructions provided within the specified timeframe of the assessment. The Attendance Sheet should be retained for 6 months following the date of the assessment or returned to Open Awards if any issues occur that Open Awards or the marker need to be made aware of using the email address provided on the form.