



Invigilation Policy

Purpose

The British Institute of Recruiters recognises its responsibilities towards the invigilation process and issues this policy as a statement of the preparation, administration and management of the to meet the required standards of all Awarding Organisations

Policy

In order to ensure effective management of the required activities B.I.o.R commits itself to:

- establish a clear set of rules that addresses security and control risks regarding the setting, delivery, handling, transportation and storage of associated test documentation
- provide direction regarding the alteration of unit testing results
- provide direction concerning the inability to complete testing due to circumstances beyond our control
- establish resources and space requirements regarding the delivery and invigilation for testing
- provide rules that govern the non-compliance and/or malpractice by learners or invigilators during the testing
- establish the quality arrangements and delivery of tests


Procedure

Preparation of Exam Room

When preparing your examination room you should consider making provision for learners to securely store their personal belongings outside of the room. If this is not possible, determine how bags and other items could be stored within the examination room so that they are out of the reach of learners and access to

A reliable clock must be visible to learners at all times. The start and finish times must be written up clearly for all to see. Please refer to the times allocated for each subject area test. Mobile telephones, pagers and other electronic equipment are not permitted and good practice is to display signage to inform learners within the exam room.

Learners may only take pens into the examination room and any pencil cases must be transparent. If tests are paper-based answer sheets must be completed in black pen, test answer sheets completed in pencil are deemed invalid.



Learners should be seated with a minimum gap of 1.25m between them and it is suggested learners are seated ten minutes before the start of the Test.

Learners need to bring photographic proof of identity to the test Centre, acceptable documentation are passport, driving licence or national identity card

Role of the Invigilator

One invigilator is allowed to invigilate a maximum of 20 learners and where there is a sole invigilator he/she must have the facility to summon help without disturbing learners taking the test.

Invigilators are required to issue each learner with a reference number. This number is entered on the test answer sheet or on the electronic system and later on all required documentation. Invigilators must be confident and check the identity of all learners taking the test and the Guidance to Learners relating to the test must be read out prior to the commencement of the test.

If using paper-based tests, the envelope must be opened immediately before the start of the examination, in the presence of the learners and be recorded. For electronic on-line tests, these must be downloaded within the allocated timescales but always prior to learners entering the test facility.

Once the test has started learners may not ask questions about the test. In exceptional circumstances they may seek the attention of the invigilator, for example if they need to use the toilet. Invigilators must not talk to or distract learners during the test. No requests for help from learners in relation to the test can be dealt with during the test.


If a learner wishes to leave the room for any reason and intend to return to continue their exam they must be accompanied. The invigilator must remain with them at all times and ensure that they cannot access restricted material. The learners remaining in the exam room must continue to be invigilated.

Any issues of ambiguity as identified by the learner must be recorded. These issues must NOT be addressed with the learners at the time of the test.

Learners arriving late for the test should be seated near to the door and the disturbance to other learners kept to a minimum. Late learners must not be allowed entrance to the examination room if more than fifteen minutes late. In such cases, a FAIL should be recorded. Under no circumstances must the tutor / trainer that has prepared the learners for the test be the sole invigilator.

Learners must be reminded verbally when there are only ten minutes of the test remaining. If learners complete the test prior to the allocated timescale they should raise their hand to indicate they have finished, and be lead out of the exam room.

At the end of the test the learners must be told to stop writing and ensure that their answer sheet or on-line test is correctly marked with their name and reference number.



If paper-based, test papers and test answer sheets must be collected immediately at the end of the test. The invigilator must check that the learners have completed their details correctly and signed the attendance register before the learners leave the test room.

The invigilator must put the test papers and test answer sheets into separate envelopes and seal and must upload the completed electronic tests once they have checked all required information has been completed.

If using paper-based test papers, the invigilator has 2 envelopes one for test papers and one for answer sheets. The test papers should be returned to the test manager for destruction and the answer sheets, stored securely prior to dispatch to the address given in the Centre Guidance. The test answers must not be changed, checked or altered in any way between the time of collection and dispatch for marking or uploading to the system.

Where the Centre has an issue with a question that is considered misleading or incorrect, this should be recorded and reported to the awarding organisation as per the guidance.

Copies of all associated documentation must be stored securely and kept for audit purposes in line with the awarding organisation guidelines

Dealing with Emergencies

The invigilator must take the following action in an emergency such as a fire alarm, bomb scare or power failure.

- **Stop the learners from writing or entering data into the on-line system where possible**
- **Collect the attendance register (to ensure all learners are present) and evacuate the examination room in line with the instructions given by the appropriate authority.**
- **Advise learners to leave all question papers/computer terminals in the examination room**
- **Learner should leave the room in silence**
- **Make sure the learners are supervised as closely as possible while they are out of the room to make sure there is no discussion about the examination**
- **Allow learners the full working time for the examination**
- **If there are only a few learners, consider the possibility of taking the learners to another place to finish the examinations if possible**
- **Make a full report of the incident and of the action taken, and send to the relevant awarding organisation.**

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