Invigilation Policy and Procedure

Policy Owner: Zubair Ahmad

Final Review Date: July 2026

Next Review Due: July 2027

Address: 3rd Floor, 277 Cranbrook Road,

IG1 4TG, Ilford, England

Email: info@londoncollege.co.uk

Web: https://londoncollege.co.uk/

Invigilation Policy and Procedure

General Principles

The College is committed to ensure that the following process will be followed for all tests.

1. One invigilator is allowed to invigilate a maximum of 20 learners except in circumstances where the Awarding Body dictates a maximum number of learners per qualification
2. Where there is a sole invigilator, he/she must have the facility to summon help without disturbing learners taking the test
3. Learners should be seated with a minimum gap of 1.25m between them
4. Learners may only take pens into the examination room; any pencil cases must be transparent. Mobile telephones, pagers and other electronic equipment are not permitted
5. When preparing your examination room, you should consider making provision for candidates 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 candidates and access to them can be monitored by the invigilator
6. It is suggested learners are seated ten minutes before the start of the Test
7. A reliable clock must always be visible to learners
8. The start and finish times must be written up clearly for all to see, based on the duration of the test / examination the students are undertaking.
9. Test answer sheets must be completed in black pen, test answer sheets completed in pencil are deemed invalid
10. Invigilators are required to issue each learner with a reference number (centre managers are responsible for allocating reference number and the Awarding Body Centre Number if the students are not using their already issued student number). This number is entered on the test answer sheet and later on the Awarding Body Test Log.
11. Invigilators must check and record the identity of all learners taking the test. If the evidence is of a passport number or driving licence the actual number must be recorded.
12. PLEASE NOTE: Centre/Invigilators must not pre populate and record any information on the learner's test paper.
13. The Guidance to Learners relating to the test must be read out prior to the commencement of the test.
14. The envelope must be opened immediately before the start of the examination, in the presence of the learners and be recorded on the Awarding Body Test Log.
15. 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, other than to issue essential instructions or give an update on the remaining time.
16. 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 always remain with them and ensure that they cannot access restricted material. The learners remaining in the exam room must continue to be invigilated
17. Any issues of ambiguity as identified by the learner must be recorded on the Awarding Body Test
18. Log. These issues must NOT be addressed with the learners at the time of the test for any externally set tests.
19. No requests for help from learners in relation to the test can be dealt with during the test

20. Learners arriving late for the test should be seated near to the door and the disturbance to other learners kept to a minimum
21. 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
22. Under no circumstances must the tutor / trainer that has prepared the learners for the test be the sole invigilator
23. Learners must be reminded verbally when there are only ten minutes of the test remaining
24. At the end of the test the learners must be told to stop writing and ensure that their answer sheet is correctly marked with their name and reference number
25. Test papers and test answer sheets must be collected in immediately at the end of the test. The invigilator must check that the learners have completed their details correctly before the learners have left the test room
26. The invigilator must put the test papers and test answer sheets into separate envelopes and seal
27. 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 Management Handbook.
28. The test answers must not be changed, checked or altered in any way between the time of collection and dispatch for marking
29. Where the College has an issue with a question that is considered misleading or incorrect, this should be recorded on the Awarding body Test Log and reported to the Awarding Body as instructed on the Log

Guidance to Learners

To be read aloud to the learners in the testing room prior to the start time of the test.
This paper contains multiple-choice / short answer / essay* questions. You have XXXX (depending on the qualification) to complete the test (* delete as appropriate)

Please ensure that mobile telephones and pagers are switched off and kept in your bag. Your bag must be placed in the secure area until the exam is completed.

a) Write in block capitals in black pen in the space provided on the answer sheet. Do not use pencil.

If not already entered by your test manager please complete the following details in the boxes provided on the test answer sheet:

- **learner number** as supplied to you by the invigilator or test manager
- **date of birth** - enter as DAY, MONTH, YEAR (DDMMYY) omit hyphens and slashes
- **name** - enter only forename and surname as it appears on your birth certificate.

b) Read the questions carefully before answering them.

c) Answer as many questions as you can; **marks will not be deducted for any questions left unanswered.**

d) Questions offer either four or two choices, only one of which is correct - encircle your answer on the answer sheet.

e) If you make a mistake or want to change an answer draw a line through the wrong answer and circle your new answer. See the example in the right hand corner of the test answer sheet.

f) Tests are marked as per the requirements of the awarding body, in some cases this is as PASS or FAIL - for a pass to be achieved, you must answer 70% of the questions correctly, in other cases the marks will be awarded in line with the assessment criteria for the specific award.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN THE LEARNERS ANSWER SHEET BEING INVALIDATED

Invigilation of Tests are conducted by the procedures and guidelines that are stated by the Awarding Body and followed by the JCQ (Joint Council for Qualifications) handbook.

Responsibility

- overall responsibility for ensuring the College complies with Awarding Body regulations concerning the control of Invigilation of Tests is delegated to the Senior Management Team
- day to day responsibility to appointed persons who must co-operate and be mindful of the procedures with Invigilation must report all concerns to the Director

The Management will be responsible for implementing and monitoring the effectiveness of this procedure guide. It is, however, the duty and responsibility of all employees working for the College, in whatever capacity, to promote Registration of Candidates Policy within their own spheres of responsibility.