

Construction Helpline

28 - Exam Invigilation Policy

Version 4

Roles and responsibilities

Invigilation Requirements

All testing is invigilated by a registered and certificated invigilator to manage the testing process and prevent cheating or collusion between candidates. The invigilator's role is solely to ensure the test is conducted correctly. Only activities related to recording test times are allowed; no other administrative tasks should be performed during testing.

1. **Invigilator Eligibility:** Invigilators can be the Chief Administrator or Administrator. This person must not be anyone suspended or terminated from any CITB provision or implicated in malpractice or fraudulent practice with any other regulated scheme or Awarding Organisation.
2. **Candidate Responsibilities:** Candidates must be aware of their responsibilities:
 - a. They must not communicate with anyone other than the invigilator during the test.
 - b. To communicate with the invigilator, they must first raise their hand.
 - c. Eating, drinking, or smoking is not permitted during testing.
3. **Invigilator Presence:** The invigilator must always be physically present in the test room and in full view of the CCTV cameras throughout the entire testing process. The use of viewing windows or CCTV test monitoring is not permitted. The invigilator must not use or have any personal electronic device on their person during the testing process.
4. **Reporting Irregularities:** Any irregularities during the testing process must be documented and reported to CITB immediately.
5. **Distance and Coverage:** Invigilators should maintain a distance of at least 2 meters from the candidates undertaking their test and be fully covered by the CCTV in the test room

Test Administrator

The Examinations Officer is responsible for:

- the safe and secure storage of all assessments prior to administration
- allocating invigilators
- managing the security arrangements following receipt and completion of the examination scripts

The Head of Quality Assurance Operations is responsible for making sure all examinations/assessments are conducted in line with instructions and the qualification specifications issued by the awarding body.

Quality Nominee (will be a member of Assessment Team)

The Quality Nominee must ensure that suitably qualified and experienced adults carry out invigilation.
The Quality Nominee must ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates.

Invigilator

The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates.

The Invigilator must not be a teacher who has prepared the candidates for the subject of the examination. In exceptional circumstances a teacher who has prepared the candidates for the subject of the examination can be the sole invigilator during an examination in that subject if an alternative invigilator is not practicably possible.

Procedure & Requirements

Invigilation arrangements

The Head of Centre will ensure that suitably qualified and experienced adults carry out invigilation.

Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole Invigilator.

Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking, in the examination room.

- A sufficient number of Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:
- At least one Invigilator must be present for every 30 candidates or part thereof.
- Invigilators may be changed, provided that the number present in the examination room does not fall below the number prescribed.
- When one Invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates.
- Arrangements must be such that an Invigilator can observe every candidate in the examination room at all times.
- Each invigilator in the examination room must have the following documents available:
- The relevant awarding body document detailing Instructions for conducting examinations

Awarding Body Instructions for Conducting Examinations

The most up to date Warning to Candidates and Mobile Phone poster issued by the Joint Council for General Qualifications must be displayed outside the examination room.

Display materials (e.g. diagrams, wall charts) that might assist candidates to answer test questions must be removed, unless the rubric expressly states that candidates are allowed to use reference materials in the examination.

Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the examination. Any unauthorised materials and mobile phones in particular, whether or not switched on or within reach, must not be in candidates' possession unless requested specifically for the task set by the awarding body.

An invigilator must not:

- re-phrase a question for a candidate
- explain any subject-specific or technical terms to a candidate
- give any indication of the time elapsed or remaining where a question paper consists of distinct sections

Seating plans

The centres will keep signed records of the seating plan and invigilation arrangements for each examination session for six months, or as requested by the awarding body.

A seating plan must show clearly how the candidates have been seated during the test and provide an accurate record to demonstrate how the exam room is set up.

A seating plan is required for every test even if there is just one candidate present. This is to ensure:

- the test is being conducted under exam conditions
- invigilation is not intrusive
- the candidate has an appropriate space to complete the test

Identification of candidates

The centres will check the identity of their candidates at enrolment and record the items of identification seen. It is the centre's responsibility to check candidate identity and confirm that the correct candidates have taken the correct tests

Invigilators must carry out an ID check for each individual candidate on the day of a test and record the evidence of candidate ID.

For onscreen tests, the invigilator must check the identity of each candidate to ensure that the correct ID and password are issued.

If the centre has any concerns, photographic documentary evidence must be requested to confirm candidate identity.

Candidates who are not known to the assessment centre authorities must be required to present photographic documentary evidence that they are the same persons who were entered for the examination each time they attend an examination session and before an examination is taken.

Appropriate photographic evidence would be a valid passport (of any nationality) or a photo card driving licence.

Arranging the examination room

- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others.
- The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.
- Make sure that a wall clock is clearly visible to all candidates.
- Display a board showing the centre code and the examination start and finish times.
- Make sure that the room is quiet and well lit. The room should also be well ventilated and at a reasonable temperature with sunlight glare blocked out.
- Follow any subject-specific invigilation instructions. · Ensure candidates are seated ten minutes before the start of the test.

During the examination

- The invigilator must not offer any advice or comment on the work of the candidate(s).
- Candidates may only take pens into the examination room and any pencil cases must be transparent. Additional equipment is only permitted if specified by the awarding body.
- Be aware that candidates who arrive after the start of the examination should be allowed the full time for the examination,
- Once the test has started candidates may not ask questions about the test.
- Invigilators must not talk to or distract candidates during the test.
- Be vigilant and supervise the candidates at all times to prevent cheating.
- No requests for help from candidates in relation to the test can be dealt with during the test.

After the examination

- Collect all scripts and question papers before candidates leave the examination room, ensuring that all details on the front page of the scripts have been completed.
- Arrange scripts in the order candidates appear on the attendance register.
- Sign the invigilation report and record any late arrivals, disturbances or malpractice. (Report can be centre's own.)

Candidates with special requirements

In some circumstances, candidates with particular requirements may be given (subject to the awarding body requirements) additional time to complete the examination.

In other circumstances, candidates may be entitled to a supervised rest break, where the examination should/could be split into two or more parts for each session either side of the break.

Irregular conduct

The invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the examination and make a note of the circumstances.

It is the duty of the Head of Centre to ensure that all cases of irregularity and suspected or actual misconduct in connection with the examination are reported to the awarding body within 48 hours. The Head of Centre is empowered to expel a candidate from the examination room but such action should only be taken when it is considered essential or when the continued presence of a candidate would cause disruption to other candidates. Any infringement of the regulations must be reported and may lead to disqualification of the candidate. The decision on disqualification rests solely with the awarding body.