

## **PROCEDURE FOR THE INVIGILATION OF TESTS**

**Please note that this process must be followed for all tests**

1. One invigilator is allowed to invigilate a maximum of 20 learners.
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 and 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 be visible to learners at all times.
8. The start and finish times must be written up clearly for all to see. Please refer to the times printed on the exam cover sheet (written paper).
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 (administration team are responsible for allocating reference numbers in the first instance). This number is entered on the test answer sheet and later on the Log. Invigilators must be confident of the identity of all learners taking the test.
11. The Guidance to Learners relating to the test must be read out prior to the commencement of the test.
12. The envelope must be opened immediately before the start of the examination, in the presence of the learners and be recorded on the Test Log.
13. 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.
14. 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.
15. Any issues of ambiguity as identified by the learner must be recorded on the Test Log. These issues must NOT be addressed with the learners at the time of the test.
16. No requests for help from learners in relation to the test can be dealt with during the test.

17. Learners arriving late for the test should be seated near to the door and the disturbance to other learners kept to a minimum.
18. Late learners must not be allowed entrance to the examination room if more than fifteen minutes late. In such cases, a FAIL/FAIL TO SHOW should be recorded.
19. Under no circumstances must the tutor / trainer that has prepared the learners for the test be the sole invigilator.
20. Learners must be reminded verbally when there are only ten minutes of the test remaining.
21. 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.
22. 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.
23. The invigilator must put the test papers and test answer sheets into separate envelopes and seal.
24. The invigilator has 2 envelopes one for test papers and one for answer sheets. The test papers should be returned to the administration team for destruction and the answer sheets, stored securely prior to dispatch to the address given in the Exam paper.
25. The test answers must not be changed, checked or altered in any way between the time of collection and dispatch for marking.
26. Where the Centre has an issue with a question that is considered misleading or incorrect, this should be recorded on the Test Log and reported to the awarding body as instructed on the Log.

**ADHERENCE TO THIS PROCESS WILL BE  
CHECKED BY MANAGEMENT**