



Invigilation Policy February 2020

Purpose

The purpose of this policy is 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 test outcomes
- 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

Please note that this process must be followed for all tests

The invigilator should be a person who has not been involved with the learner and their learning and development standards programme and must complete and submit a signed Declaration of Interest.

One invigilator can invigilate a maximum of 20 learners.

Where there is a sole invigilator, he/she must have the facility to summon help without disturbing learners taking the test.

Learners should be seated with a minimum gap of 1.25m between them.

Mobile telephones, pagers and other electronic equipment are not permitted.

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.

It is suggested learners are seated ten minutes before the start of the Test.

A reliable clock must always be visible to learners.

The start and finish times must be written up clearly for all to see. Please refer to the times allocated for each test.

Learners must provide the Invigilators with proof of identity prior to taking the test.

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.

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.

Any issues of ambiguity as identified by the learner must be emailed to the BIOR at epa@ior.org. These issues must NOT be addressed with the at the time of the test.

No requests for help from learners in relation to the test can be dealt with during 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. At the end of the test the learners must be told to stop and ensure the on-line test is correctly marked with their name and reference number.

The invigilator must check that the learners have completed their details correctly before the learners have left the test room.

The invigilator has responsibility to ensure on-line test responses are stored securely prior to access for marking purposes.

The test answers must not be changed, checked or altered in any way between the time of storage, uploading and access for marking.

Copies of all associated documentation must be stored securely and keep for audit purposes in line with the BIOR guidelines.

Adherence To This Process Will Be Checked By Bior Appointed Staff

Malpractice

The person responsible for investigating an allegation of malpractice within BIOR has to organise the investigation into the alleged malpractice and then submit a response to the Head of Centre.

The investigation must determine:

- Who was involved in the incident, including learners, members of staff and/or invigilators?
- The facts of the case, as established from the evidence and/or statements from those involved.

The report submitted to the awarding body must include:

- A clear account, as detailed as necessary, of the circumstances
- Details of the investigations carried out by the centre
- Written statements from any tutors, invigilators or other members of staff concerned, which must be dated and signed
- Written statements from learners concerned, which again must be signed and dated
- Any other evidence relevant to the allegation

Where appropriate:

- Information about how BIOR makes learners aware of their regulations
- Seating plans
- Any unauthorized material found in the examination room
- Photographic evidence of any material written on hands/clothing etc.
- Any learners work/associated material which is relevant to the investigation
- Any other relevant evidence

Individuals accused of malpractice must be made fully aware at the earliest opportunity of the nature of the allegation, preferably in writing, and the possible consequences should malpractice be proven. They must also be given the opportunity to respond, preferably in writing, to the allegation made against them.

If an allegation is delegated to a senior member of BIOR staff, the Head of Centre retains overall responsibility for the investigation. In selecting a suitable senior member of staff, the Head of Centre must take all reasonable steps to avoid a conflict of interest. Where a conflict may be seen to arise, investigations into the suspected malpractice should not be delegated to that member of staff involved in the suspected malpractice.

Emergencies

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

- Stop the learners 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 BIOR.
- Advise learners to leave all 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 Head of Centre.

**The British Institute of Recruiters (BIoR) Suite 3,
First Floor, Parkway 2,
Princess Road,
Manchester M14 7LU**

**Company Reg: 07575583VAT No: 117 9788 66
Phone: +44 (0)871 288 2108 • Email: EPA@ior.org**