Empowering Futures

# Invigilation of Controlled Assessments Policy and Procedure

## Purpose:

The purpose of this policy is to ensure that all controlled assessments administered by Empowering Futures are conducted under secure, fair, and consistent conditions in accordance with the requirements of awarding organisations. It outlines procedures for preparing, conducting, and monitoring assessments to safeguard the integrity of qualifications and the safety and wellbeing of all participants.

## Scope:

This policy applies to all controlled assessments carried out by Empowering Futures, across all programmes and levels where controlled assessments are a component of qualification delivery. It is relevant to staff involved in invigilation, administration, teaching, quality assurance, and learner support.

## Policy Statement:

Empowering Futures is committed to maintaining the integrity and security of controlled assessments. All controlled assessments will be invigilated by trained staff in line with awarding body guidance. Our procedures ensure equal opportunity for learners, consistent application of rules, and protection against malpractice or maladministration.

## Objectives:

- To ensure all controlled assessments are invigilated and administered according to awarding body rules.
- To maintain secure conditions that prevent malpractice or undue advantage.
- To ensure invigilators are trained, prepared, and fully briefed on their roles and responsibilities.
- To provide a safe, accessible, and supportive environment for learners.

## Procedures:

1. 1. Planning and Preparation:

- Assessment dates and venues are confirmed at the beginning of each term and communicated to learners and staff.
- Assessment materials are stored securely and only accessed by authorised personnel.
- Learners receive written and verbal instructions in advance, including permitted materials, rules, and expectations.
- Learners requiring reasonable adjustments (e.g., extra time, assistive technology) are identified in advance and arrangements are approved by the Quality Lead.

1. 2. Invigilator Training and Deployment:

- All invigilators receive training covering awarding body regulations, learner conduct, emergency procedures, and malpractice reporting.
- A rota of invigilators is created in advance and includes contingency cover in case of staff absence.
- Invigilators are briefed before each session and provided with invigilation packs (attendance sheets, seating plans, incident logs, and checklists).

1. 3. Conducting the Assessment:

- Learners must present valid ID before entry and sign the attendance sheet.
- Seating is arranged to minimise opportunity for communication or copying.
- The invigilator reads the instructions aloud before starting and records start and end times.
- Learners are supervised at all times and may not leave the room unsupervised.
- Any incidents (e.g., illness, misconduct, technical failure) are recorded and reported to the Centre Manager and Quality Lead.

1. 4. Use of Technology:

- For assessments involving computers, IT access is monitored and limited to approved platforms/software only.
- Internet access is disabled unless required and approved by the awarding organisation.
- All electronic devices not required for the assessment are collected or switched off and stored securely.

1. 5. Post-Assessment Procedures:

- Assessment papers and digital files are collected and checked for completeness.
- Materials are stored securely until internal verification is completed or submitted to the awarding organisation.
- Learners are debriefed where necessary, especially in cases involving misconduct or special consideration requests.

1. 6. Safeguarding and Accessibility:

- Invigilators are trained in safeguarding procedures and are aware of how to support vulnerable learners.
- Any learners with PEEPs (Personal Emergency Evacuation Plans) have invigilator support assigned accordingly.
- Emotional support is available for learners experiencing anxiety or distress before or during the assessment.

## Roles and Responsibilities:

- Centre Manager: Oversees planning and resource allocation for assessments.
- Quality Lead: Ensures compliance with awarding body regulations and manages reasonable adjustments.
- Invigilators: Supervise assessments and report incidents according to protocol.
- Tutors: Prepare learners for assessment and ensure timely submission of assessment materials.
- Learners: Follow assessment rules and notify staff in advance of any issues or support needs.

## Monitoring and Review:

- All assessments are monitored by the Quality Lead, who reviews invigilator logs and incident reports.
- The policy and invigilation procedures are reviewed annually or after any incident affecting assessment integrity.
- Feedback is sought from learners and invigilators to improve future assessment procedures.

## Approval and Review:

Date of Implementation: April 2025
Next Review Date: March 2026
Approved by: Rhean White - Director