

EXAMINATION INVIGILATION PROCEDURES

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Lead responsibility:	Directors

Distribution to:	
All Staff	☒
SLT only	☐
Teaching Staff/Tutors	☐
Administration Staff	☐
Other (please specify)	☒ Temporary Invigilators

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This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

EXAMINATION INVIGILATION PROCEDURES

1 Policy Statement

Barrett-Bell Ltd and its partners recognise Public Examinations (and internal examinations/assessment) are very important times within the learning cycle. They are overseen by legal requirements and those rules of the specific Examination Board.

Anyone who seeks to 'cheat' the system will be held to account and Learners may have their result(s) cancelled and Staff will be dealt with under the Disciplinary Policy. This includes the misuse of AI.

2 Principles

The role of the Invigilator(s) is extremely important as they are representing the organisation deemed as the Examination Centre and are responsible for the secure and robust oversight of the examination and have a duty to the Candidates to ensure a fair and safe process.

- 2.1 It is the Invigilator's responsibility to ensure that in any external examination, formal internal examination or Public Examination the following rubric will be enforced.
- 2.2 It is the Invigilator's responsibility to ensure that in any assessment, whether in person or via on-line platforms, are held to the highest standards.

3 Process (formal sat Public Examinations or observed assessment)

- 3.1 All rooms will be prepared in advance of the examination so they are fit for purpose and will be checked by the Invigilator prior to the examination to ensure suitability.
- 3.2 The room should be well lit, well-ventilated and at a temperature that is conducive to sitting an examination.
- 3.3 The following documents should be available for consultation and placed within the examination room for reference (City & Guilds Regulations for the conduct of examinations and City & Guilds Information for Candidates or any other Examination Body's rubric that is being tested) and the Joint Council for

Qualifications General & Vocational Qualifications instructions for conducting examinations which includes:

- Candidates should be seated with a minimum gap of 1.25m between them. All desk areas should be free of graffiti and be in a fit state for use
- If the minimum 1.25m gap cannot be met then, in special circumstances, Candidates may sit closer but must not be sitting next to anyone who is sitting the same question paper
- A silent, reliable, functioning and accurate clock must be visible to Candidates at all times
- The Invigilator must display the examination start and finish times clearly for all to see – wherever they are seated
- Where there is a sole Invigilator s/he must have the facility to summon help without disturbing Candidates taking the test. First Aid support must be available close by in case of need

- 3.4 When preparing the examination room Invigilators must make provision for Candidates to securely store their personal belongings either outside of the room or within the examination room, so that they are out of the reach of Candidates and access to them can be monitored by the Invigilator. They must not create a barrier to the room exit
- 3.5 Candidates may only take writing implements to the examination table/desk. Pencil cases and boxes must be left in Candidate's belongings. If part of the rubric, then specific reference books may be permitted.
- 3.6 Mobile phones and other electronic equipment (including SMART watches) are not permitted unless they are part of the Examination Board rubric. Candidates must remove earphones and leave them in their belongings.
- 3.7 All Candidates must be seated 15 minutes before the start of the Examination.
- 3.8 Invigilators are required to issue each Candidate with a Candidate or reference number (given by the centre managers). This number is entered on the test answer sheet and subsequently on the BTEC Test Log.
- 3.9 Invigilators must be confident of the identity of all Candidates taking the test. If there are any issues of ambiguity as to Candidate's identity the Invigilator must record the concerns. Any challenge to the Candidate must be undertaken after the examination to avoid disrupting other Candidates.
- 3.10 The Invigilator must remind Candidates of the importance of the examination and adhering to the expectations of the Examination Board, the requirement

for silence and the penalties of unacceptable behaviour, including cheating or disrupting the assessment of other Candidates.

- 3.11 The Invigilator will remind Candidates of the time allowed for the examination, check they have enough writing implements and have put all belongings in the bags etc
- 3.12 Any Guidance to Candidates/Learners provided by the Examination Board relating to the examination must be read out prior to the commencement of the test.
- 3.13 The envelope containing the examination papers may only be opened immediately before the start of the examination, in the presence and sight of the Candidates.
- 3.14 The Invigilator must sign exams papers out from the office and sign them back in on completion of the exams.
- 3.15 The Invigilator must remind Candidates how to complete the Candidate information (eg. Name, date, Candidate number, title of examination) as required.
- 3.16 The Invigilator will start the examination at the given time.
- 3.17 Candidates arriving late for the test should be seated near to the door and keep the disturbance to other Learners at a minimum. Candidates must not be allowed entrance to the examination room if more than 15 minutes late.
- 3.18 Invigilators must not talk to or distract Learners during the test.
- 3.19 Once the test has started, Candidates may not engage in conversation or ask the Invigilator questions about the examination beyond asking for clarifications of the process.
- 3.20 In exceptional circumstances Candidates may seek the attention of the Invigilator, for example if they need to use the toilet. The Invigilator must ensure that Candidates are accompanied to and from the examination room by appropriate Staff to ensure Candidate's do not access restricted material. At no time may other Candidates be left without an Invigilator.
- 3.21 The Invigilator will alert Candidates when they have 10 minutes of time left.
- 3.22 At the end of the allocated time the Invigilator will end the examination (by saying 'stop writing' or 'stop working') and remind Candidates to check they have completed personal information, Candidate number etc.
- 3.23 The Invigilator will collect the papers in the correct order and complete any

documentation (e.g. sign and date covering sheet) in silence.

- 3.24 The Invigilator will dismiss the Candidates in an orderly fashion and ensure they leave the room without conversing.
- 3.25 The Invigilator is responsible for passing the papers on correctly according to Examination Board requirements (e.g. seal answer sheets in envelope, place sealed envelope in secure lockable cabinet for dispatch later that day, give examination papers to centre manager for shredding).
- 3.26 The Invigilator will pass the examination papers and question papers to the centre manager and pass back responsibility having dispensed their duty. Any irregularities must be recorded and passed onto the centre manager.

4 Process (formal on-line Public Examinations or observed assessment)

Barrett-Bell Ltd ensures that equal rigour is given to on-line examinations as are those sat in person. It requires effective and rigorous technological verification and an attentive Invigilator oversight to uphold academic integrity.

Please note – some Examination Boards will only permit invigilation by Invigilators who have completed their own invigilation training module. Please check

- 4.1 The Invigilator will ensure Candidates test their systems and equipment (webcam, microphone, and stable internet connection) using the designated provider software prior to the examination.
- 4.2 The Invigilator will verify the Candidate by checking a valid photo ID directly against the Candidate's face on the webcam. Multi-factor authentication (MFA) adds an extra layer of security to the on-line examination process by requiring students to verify their identity, including email verification, SMS codes and biometric authentication.
- 4.3 The Invigilator will instruct the Candidate to use their webcam or a mobile phone camera to do a 360-degree sweep of their space to ensure desks are clear of notes, textbooks, posters, unauthorised devices or people that could influence the Candidate's performance.
- 4.4 The Invigilator will read out clear instructions, confirming that the Candidate is alone in the room, prohibiting smartwatches or headphones

- 4.5 The Invigilator must indicate what assistance will be given if a technical issue arises and a Candidate loses their connection and know how to handle the protocols (eg. temporary saving of work until WiFi is restored).
- 4.6 The Invigilator will watch/monitor continuously and focus on the Candidate's video feed and on-screen activity. It is not allowed for Invigilators to undertake other activities (eg. marking, undertaking web-searches) during the examination.
- 4.7 The Invigilator must monitor at all times for suspicious behaviours from Candidates (eg. accessing browser tabs or AI, looking regularly at something off the screen, reading questions aloud, using another device).
- 4.8 If breaks (or toilet breaks, water breaks) are allowed as part of the examination, the Invigilator will stick to time and ensure a second 360' sweep of the Candidate's area before continuing.
- 4.9 The Invigilator will end the examination using the protocols in 3.1 and 3.22 above.
- 4.10 The Invigilator will verify that the Candidate has submitted their final answers correctly via the platform/portal.
- 4.11 The Invigilator must complete all required on-line Invigilation Reports or incident logs to confirm the correct and robust process has been undertaken.

5 Process where Assessors and Invigilators roles combine:

Occasionally, a Tutor who has taught one group may be required to assess another group. This is acceptable provided Invigilators and Assessors remain unbiased and focussed solely on the activity of Invigilation.

In a small organisation, Tutors, Assessors and Invigilators may be interchangeable – to ensure there is no conflict of interest, wherever possible and within the rubric of the Examination Body – those who teach Learners will not be those invigilating and certainly never on their own.

- 5.1 One Invigilator is required for every 20 Candidates in a classroom (on-line may be more). No Teacher/Trainer/Tutor who has prepared the Candidates for the examination to be undertaken should be the sole Invigilator for an examination – either there are two Invigilators at the same time or the sole

Invigilator is a Teacher/Trainer/Tutor who is not directly responsible for that specific class's assessment.

- 5.2 Tick box answers must only allow one answer. Written answers may only be the Candidate's own answers and not AI generated.
- 5.3 The test answers must not be changed, checked or altered in any way between the time of collection and dispatch for marking or before being handed on to the Assessor.
- 5.4 If a qualified Assessor is marking the examination (in-house) then they take on the responsibility for the marking and submissions must be marked in a way that ensures veracity of process.
- 5.5 Once the test papers have been marked, the where permitted, Candidates will be offered a second attempt and the same process will be followed.
- 5.6 In line with the Examination Body rubric, where a third attempt is allowed, a qualified Assessor may be asked to carry out the appropriate permitted oral questioning. Any oral questioning will be recorded on the back of the answer sheet.
- 5.7 The Assessor will pass the examination papers and question papers to the Centre Manager and pass back responsibility having dispensed their duty. Any irregularities must be recorded and passed onto the Centre Manager.

6 Penalties

Penalties for a poor or negligent Invigilator range from immediate dismissal and contract termination to permanent blacklisting from national Examination Bodies and revocation of teaching licences. In cases involving deliberate collusion or examination paper leakage, the Invigilator can also face criminal prosecution, including custodial sentences.

Any malpractice by Invigilators can also bring the Centre into disrepute and incur financial penalties and possible closure.