



Invigilator Policy

Introduction

This Invigilation Policy applies to the invigilation arrangements and appointment of invigilators made by the Peterborough Skills Academy for formal written exams and formal computer-based exams.

The assessment of learners and the integrity of our exam process are of paramount importance to Peterborough Skills Academy. Exam Invigilators play a central role in helping to ensure that security is maintained and exams are conducted in a fair and appropriate manner and all learners are able to sit exams in a suitable environment.

The Policy outlines the minimum requirements that Peterborough Skills Academy expects and should be met by Collaborative Partners when running formal exams.

Definitions

Peterborough Skills Academy defines the role of invigilator as follows:

‘Formal Exams’ usually occur at the end of a period of learning and assess whether students have achieved the intended learning outcomes and are defined as an assessment taken collectively by learners under time conditions in a specified location and invigilated by staff appointed by the Peterborough Skills Academy. Formal exams may be 'seen', where the learner is aware in advance of the question(s) they are expected to answer, or 'unseen', where the questions are only revealed 'on the day'.

Invigilator:

A person who supervises an exam to ensure that it is conducted in a quiet, secure and peaceful environment and who monitors learners to ensure that any instances of cheating or other forms of academic misconduct are identified.

Invigilators may be 'external' or 'internal' to Peterborough Skills Academy.

Internal Invigilator:

A member of Peterborough Skills Academy's staff.

External Invigilator:

A member of the public appointed by the Exams Officer to invigilate centrally-based exams.

Lead Invigilator:

An invigilator appointed to take primary responsibility for the exam(s) being undertaken in a particular venue.

Reader:

An invigilator who also acts as a reader for a learner who has a recommendation for reading support approved by the Exams Officer.

Scribe:

An invigilator who also acts as a scribe (amanuensis) for a learner who has a recommendation for scribe support approved by the Exams Officer. A Scribe may also be required to act as a Reader.

Appointing Invigilators

Eligibility

Any member of the public is welcome to apply to become an External Invigilator unless they are a learner at the Peterborough Skills Academy or know to the candidate. They are required to demonstrate common sense, accuracy and attention to detail. They must be punctual, have a flexible attitude to work and possess good communication skills. They may also be required to complete a DBS check.

Internal invigilators will only be a member of Peterborough Skills Academy's staff or partner organisations.

In order to avoid conflicts of interest, all invigilators shall be required to declare any personal or professional relationships with learners sitting exams to the Exams Officer so that they are not allocated to exam venues where that learner or those learners shall be sitting.

Responsibility for Appointment

The Exams Officer shall be responsible for the appointment of all Invigilators and Lead Invigilators for:

- Centrally-organised written exams
- Support arrangements for learners sitting centrally -organised exams in separate venues, including learners sitting computer-based exams

Collaborative Partners shall be responsible for the appointment of all Invigilators and Lead Invigilators for:

- Locally organised written exams including any special support arrangements for learners sitting exams in separate venues
- All computer-based exams regardless of whether they are timetabled by the Exams Officer or the Collaborative Partner

Invigilators and Lead Invigilators for ***locally-organised exams and all computer-based exams*** shall normally be members of Peterborough Skills Academy's staff or the Collaborative Partner, as appropriate. Where an external invigilator is required, the Department or Collaborative Partner shall request the Exams Officer to recommend someone from their pool of approved invigilators.

Number and type of invigilators required for exams

In each Exam Venue there shall be no fewer than two invigilators once the number of learners exceeds ten, one of whom shall be designated as the 'Lead Invigilator'.

Where learners needing support arrangements are required to sit in a separate venue there will normally be one invigilator per venue for a maximum of five learners. Where there are more than five learners, two invigilators shall be required.

It shall be regarded as desirable but not essential that for all exams with male and female learners there should be an invigilator of each gender available.

Owing to the specialist nature of computer-based exams, Programmes shall provide suitably qualified, designated members of staff to act as either the Lead Invigilator or supporting invigilator.

Training and Support for Invigilators

The Exams Officer is responsible for providing the following training and support:

- Providing an 'Invigilator Guide' incorporating appropriate sections from the Policy and Procedures and detailing the precise details of the role of the invigilator
- Providing a training session for all new External Invigilators
- Ensuring that members of the pool of External Invigilators are kept informed of any changes relating to their role and responsibilities
- Providing External Invigilators with name badges so that they may be easily identified and acknowledged as a member of Peterborough Skills Academy's staff

Invigilator Guide

The Exams Officer is responsible for ensuring that Invigilator Guides are kept updated and available on the Intranet for Internal invigilators and electronic or hard copies provided to External Invigilators, as appropriate.

The Guide shall contain details of the following:

- a) Contacts (general and emergency)
- b) Location of exam venues
- c) Before the exam
- d) Preparing for the exam
- e) Entry of the learners
- f) Instructions to learners (Start of Exam)
- g) During the exam
- h) At the end of the exam
- i) Instructions to learners (End of the Exam)
- j) After the exam

k) What to do in case of accidents, incidents and emergencies

l) Notes re: Regulations

Responsibilities of Invigilators

The Guide is intended to ensure the proper conduct of exams for which invigilators are responsible and must therefore be strictly adhered to. Invigilators are required to study the *Exam Regulations*, this Policy and their Guide carefully and to make themselves thoroughly familiar with them before the exam begins, in order that they may know how to deal with any emergency or difficulty that may arise during the exam.

The assessment of students and the integrity of our exam process are of paramount importance to Peterborough Skills Academy. Exam Invigilators play a central role in helping us to ensure that security is maintained and exams are conducted in a fair and appropriate manner and all learners are able to sit exams in a suitable environment.

Invigilators shall not cause any unnecessary disturbance in the exam hall and shall be alert to learner activity at all times so that they are ready to respond immediately to any request for assistance or incident. For this reason:

- a) Any private discussions between invigilators or invigilator(s) and learner(s) shall be conducted in a whisper and kept to a minimum
- b) Invigilators shall not read (other than if directly related to the exam), smoke, eat (other than cough sweets or equivalent) or otherwise engage in activities which may distract them from carrying out their duties or disturb students

Invigilators shall bear in mind that exams can be very stressful for learners and can occasionally provoke unreasonable or extreme behaviour. Situations should be dealt with in a sympathetic and supportive manner which minimises any adverse effect on other learners and maintains security of the exam.

Following each exam, Invigilators shall be asked to report on the conduct of the exam, including invigilation arrangements and any concerns relating to the above. Where an invigilator's behaviour is called into question, this may lead to an Invigilator being removed from the pool by the Exams Officer. In the case of a member of staff, Peterborough Skills Academy shall take action as appropriate. This may include disciplinary action.

Appendix 1 - Job Description for External Invigilator

Title: Exam Invigilator

Department: Examinations

Reporting to: Exams Officer

Liaises with: Staff and learners

Main Purpose and Object:

To provide support for the exam process.

Specific Duties:

To support the Exams Officer with the management of exam venues and other exam processes as appropriate.

This role shall normally involve:

- a) Assisting with setting-up exam venues by laying out stationery, equipment and exam papers in accordance with strict procedures
- b) Assisting learners prior to the start of exams by directing them to their seats and advising them about possessions permitted in exam venues
- c) Ensuring that learners do not talk once inside exam venues
- d) Invigilating during exams, dealing with queries raised by learners and dealing with exam irregularities in accordance with strict procedures
- e) Checking attendance during exams
- f) Assisting with the completion of illness and incident report forms
- g) Escorting learners from venues during the exams as required, and supervising learners whilst outside exam venues
- h) Collecting and collating scripts at the end of the exam in accordance with strict procedures
- i) Supervising learners leaving exam venues, ensuring that learners do not remove equipment or stationery from the venue without authorisation and ensuring that learners leave venues in an orderly and quiet manner

Experience

Experience of working or studying in a training environment desirable

Specific skills and Knowledge

An understanding of exam processes desirable

Effective oral/written communication skills essential

Numeracy essential

Personal attributes

Accuracy and attention to detail essential

Flexible approach to work essential

Ability to relate to staff and learners essential

Ability to work under pressure and to tight deadlines essential

Normal working hours

These will be between 8.30 am and 5pm although it may be necessary to work outside normal working hours.

Appendix 2 Role of the Reader

1. The reader shall read aloud:

- a) The entire (or any part of) the exam question paper including the rubrics
- b) What has been written/typed by the learner, as requested by the learner
- c) The spelling of a word which occurs in the question paper only

2. The reader shall not:

- d) Explain or clarify any part of the rubrics or questions
- e) Repeat anything already read unless specifically requested to do so by the learner
- f) Give factual help to the learner nor offer any suggestions
- g) Suggest when an answer is finished
- h) Suggest or choose which question to answer or in what order
- i) Suggest when to move to the next question

Appendix 3 Role of the Scribe

1. The scribe (amanuensis) shall:

a) Write or type exactly what the learner says. This means that the learner will need to dictate punctuation and instruct the scribe when to:

- End a sentence
- Use a heading
- Use a sub-heading
- End a paragraph
- Start a new page

b) Draw maps, graphs, diagrams as described exactly by the learner

c) Change what has been written/typed only at the request of the learner. This includes correction of spelling, formatting and typographical errors

d) Not write/type during any rest breaks prescribed by Learning Agreement for formal exams

e) Ask a question to clarify instructions if they are unclear what the learner means

f) Read back what has been written/typed only if requested by the learner

2. The scribe shall not:

a) Give help with the answers

b) Suggest when an answer is finished

c) Suggest or choose which question to answer or in what order

d) Suggest when to move to the next question