

Examination/Assessment and Invigilation Policy

Our aim:

The Training Company (TTC) is committed to providing a quality service for its staff and service users and working in an open and accountable way that builds the trust and respect of all our stakeholders.

Our responsibility

Ideally learners will be registered by the relevant member of Centre staff no later than at commencement of the course; however this is often not possible and learners should be registered on the relevant qualification as soon as possible thereafter.

TTC has the responsibility to take all reasonable steps to confirm the identity of the learners and they do this by requesting sufficient personal data to complete the registration form and inputting a unique learner number (ULN) – if the learner opts to have a ULN – to ensure the learner can be clearly and uniquely identified.

TTC will nominate personnel who will be authorised to check and submit course registration/certification requests. TTC is responsible for ensuring that the course has been delivered effectively; the learner has completed the relevant parts of the course and the identification of the learner has been confirmed. In addition, they will check course paperwork and registration requests and certificate claims to ensure they have been fully and correctly completed, including:

- 🔍 That result information match course registration details.
- 🔍 Only appropriately competent trainers, assessors and verifiers were involved in the delivery/assessment
- 🔍 The correct documentation was used
- 🔍 Learner details are correctly completed
- 🔍 Investigating any suspicious entries or reasons for omissions of key data, resolving any issues with the relevant trainer, assessor and/or internal verifier and when required raising the matter with the Awarding Organisation.

Any completed Examination Answer Sheets will also be checked by the Centre to ensure full and clear completion and that the correct qualification has been listed, as well as being signed off by a suitable empowered and authorised member of staff.

The initial trigger for all certificate claims rests with TTC. Only when we are satisfied that a learner has completed the relevant assessments and have reached the specified level of attainment for the qualification will TTC make a claim for certification to claim the full qualification.

Learner Information

TTC will make clear to learners well in advance of the examination that they should notify the Centre should they require Reasonable Adjustments and/or Special Consideration.

Awarding Organisations policies in respect of Reasonable Adjustments and Special Consideration will be complied with.

Learners may be instructed to bring identification to the assessment for checking by the invigilator. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

Invigilators

The invigilator must not be related to learners. It is our responsibility to ensure that the invigilator is suitable to invigilate examinations.

Examination Procedures

Prior to the examination, Invigilators/Assessors should:

- ⑦ Inspect the examination room to ensure that the accommodation is suitable and the seating is arranged in such a way to avoid malpractice;
- ⑦ Ensure that there is an 'Exam in Progress' sign visible on any entry door to the examination room;
- ⑦ Ensure that all learning aids (such as workbooks, wall posters etc.) that may assist learners with the examination are covered or removed;
- ⑦ Verify that all learners are present;
- ⑦ Identify any individuals for whom special arrangements have been approved
- ⑦ Familiarise themselves with the Examination and Invigilators Procedures;
- ⑦ Explain evacuation arrangements to learners, in the event of an emergency;
- ⑦ Be confident that all the individuals attempting to take the examination are who they say they are;
- ⑦ Ensure all learners add their details to the Learner List.

Examinations

Prior to the examination, Invigilators/Assessors are required to:

- ⑦ Arrive at the examination location in good time (unless tutor/invigilator are the same person);
- ⑦ Inform the learners of the correct Centre and Tutor Number;
- ⑦ Inform the learners of the start and finishing time of the examination, referring to a clock that should be visible to all learners;
- ⑦ Ensure that all learners are positioned sufficiently apart to avoid the risk of malpractice – HABC recommend a minimum of 1.5 metres between learners;
- ⑦ Inform learners that they are not permitted to refer to any materials other than a standard dictionary. Invigilators/Assessors should check that only authorised materials are on the learner's desks;

- ⑦ If a paper based assessment, inform learners that multi-media devices, such as mobile phones, tablets, smart watches, need to be turned off and not placed on the examination desk;
- ⑦ Inform all learners that they should read all instructions on the examination paper before answering the questions;
- ⑦ Inform all learners that they are prohibited from communicating with other learners during the examination and that the Invigilator/Assessor is not permitted to provide any further explanation or guidance on examination questions;
- ⑦ Once the learners are settled, ensure that the learners have the correct examination paper, noting the title of the examination.

The Tutor/Invigilator must supervise the learners at all times throughout the examination.

Absolute silence must be maintained throughout the examination.

Learners who arrive after the starting time for an examination may, at the discretion of the Invigilator/Assessor, enter the room and sit the examination providing that they do not disturb the other learners. They must, however, finish the examination at the same time as the other learners.

Learners who need to leave the examination room must be accompanied by an Invigilator/Assessor, who must ensure that they do not speak to anyone else, make a telephone call or refer to any notes.

Any learners wishing to leave the examination room early must hand in their answer sheet and examination paper and must not be readmitted to the room under any circumstances.

In the event that an Invigilator/Assessor observes or suspects a learner of malpractice, that learner should be asked to stop. Should the action be considered serious enough, a learner's examination paper and answer sheet should be collected and the learner asked to leave the examination room.

Invigilators are expected to remind the learners of the time remaining approximately 15 minutes before the end of the examination.

In the event of an emergency, the Invigilator/Assessor should evacuate the examination venue in accordance with venue procedures. All examination papers and answer sheets must be left on the learners' desks.

If an Invigilator/Assessor is satisfied that the integrity of the examination has not been compromised, the examination can be resumed for the remaining allocated time.

Date **1st January 2018**

Signed



Matthew Cooke