

Invigilating Policy

Preparing for the examination

Preparation of learners

- Learners should be given the opportunity to undertake mock examinations under examination conditions prior to the actual examination sitting
- Where sample assessment materials are available, they can be downloaded from the qualification page on the VTCT and ITEC websites
- Functional Skills practice examinations are available on the VTCT website
- All learners should receive guidance on how to use the onscreen testing software
- Learners for whom reasonable adjustments have been granted should be kept informed of arrangements and given the opportunity where appropriate to familiarise themselves with and practise with any related equipment or other resource

Preparing the examination room

Centres must ensure suitable accommodation is used for all examinations as follows:

- the examination room must be of an adequate size for the number of learners
- the poster provided in the appendix to this document must be displayed at the entrance to the examination room;
- learners must be seated a minimum of 1.25 metres apart and facing in the same direction
- each learner must have a separate desk and be placed far enough away from other learners to prevent them from seeing each other's work
- heating, lighting, ventilation and the level of outside noise must be controlled appropriately to allow the learners to take their examination comfortably
- all relevant examination signage must be clearly displayed
- there must be no display material visible in the room which might assist learners with writing their answers
- there must be a working, accurate clock clearly visible to each learner
- the invigilator must be able to move freely around the room and observe each learner with ease at all times
- a board/flipchart/whiteboard should be visible to all learners, showing the:
 - qualification/examination title and level
 - scheduled start and finish times of the examination;
 - if for any reason a centre wishes to provide examination spaces which differ from the above, e.g. screened booths, the prior approval of VTCT must be gained.

Preparing for on-screen assessments

General

Designated responsible personnel in the centre must check that:

- all passwords and login details for onscreen exams are kept securely prior to the start of the examination
- usernames and passwords have been issued allowing access to online tests if relevant
- computers have been correctly logged in (in the case of non-Functional Skills)
- where access to the internet is required, computers have a stable Wi-Fi or wired internet connection. The use of dongles is not permitted
- any laptops used are connected to a mains supply so that they remain fully charged for the duration of the session
- learners have been provided with their login details
- learners check their personal details thoroughly. VTCT should be notified immediately if any are incorrect or technical faults are apparent. For Functional Skills, contact Skillsfirst immediately.

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Invigilation arrangements

Introduction

Invigilators play a key role in the quality control of the examination process. They and all personnel responsible for their induction, training and deployment must ensure they are fully conversant with these regulations and any additional specific regulations for certain qualifications.

Centre responsibilities

It is the centre's responsibility to:

- appoint invigilators and provide effective and regular invigilator training, which covers briefing on awarding organisation requirements, including malpractice and maladministration, familiarisation with VTCT regulations and any specific requirements for certain qualifications
- provide the appropriate number of invigilators for each examination
- provide a copy of the Instructions for Conducting Examinations to all invigilators, either printed or electronically, and ensure there is a copy in the room at the time of the examinations
- ensure that invigilators are not current learners at the centre, or a relative, friend or peer of a learner taking the examination
- ensure that invigilators are not subject specialists in the subject being assessed
- ensure that sole invigilators have not taught, assessed or internally quality assured any learners taking the examination
- ensure that where readers, writers, prompters or sign language interpreters have been provided for learners with reasonable adjustments, an invigilator is also provided. The reader/writer/prompter must not act as invigilator
- formulate and retain a seating plan for all VRQ, NVQ, SVQ,
- ensure that invigilators are aware of the centre's policy and practice relating to late arrival of learners
- complete an invigilation report for all VRQ, NVQ, SVQ, Applied General and Technical Qualification examinations

Role and number of invigilators

The role of the invigilator is to:

- prevent learner plagiarism/collusion/cheating
- minimise the impact on the learner of potential hardware failures
- ensure previously agreed reasonable adjustments are put in place

At least one invigilator for every 30 learners must be present at all times

Sole invigilators must be able to access help easily without disturbing the learners. A sole invigilator is allowed to keep a mobile phone in silent mode in the room for use to summon assistance only. Learners must never be left unattended.

Conducting examinations

Before the examination commences

Before learners are allowed to start the examination, the invigilator must always:

- ensure that unauthorised items are left outside the examination room. These include mobile phones/smart watches/tablets/wrist watches with a data storage device/iPods/MP3/4 players. If this is not practical, learners must be required to leave these items in an area of the room removed from reach, which must be monitored by the invigilator at all times
- ensure the examination room has been set up in accordance with the regulations and with the seating plan provided
- confirm the identity of the learners in line with centre requirements for this purpose, usually photographic ID, and record verification on the attendance list. A learner without photographic ID may take the assessment if they are known to the invigilator. This should be noted on the attendance list
- note any permitted additional learners and any absences on the attendance list
- identify learners with special requirements and ensure provision to support these learners is in place and as agreed
- if a reader or scribe is required for the examination, ensure there is an invigilator also present and that no other learners are disadvantaged by this arrangement. Readers and / or scribes are not allowed access to the examination paper prior to the start of the examination

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Online examinations

The following additional guidance must be adhered to when conducting all online examinations:

During the examination

During the examination the invigilator must ensure that:

- in the event of a problem with the examination or the software, the following guidelines are adhered to:
 - pause the examination- immediately contact: ○ VTCT Customer Support on +44 (0) 23 80 684500 (for Functional Skills +44 (0) 121 270 5100) or ○ ITEC Exams on +44 (0) 23 80 684503
- to seek advice and support;
 - check that the examination resumes correctly and that the learner has not lost their work
- in the event of a hardware failure, the centre's IT department is contacted, and that the learner is allowed to resume the examination on a different workstation if necessary

After the examination

After the examination the invigilator must:

- remind learners that they must select the on-screen 'finish' button; if there are any issues in submitting the online exam please contact:
 - VTCT Customer Support on +44 (0) 23 80 684500 (for Functional Skills +44 (0) 121 270 5100) or - ITEC Exams on +44 (0) 23 80 684503
- ensure any rough paper notes made by learners are collected before the learner(s) leave the room
- ensure all common user areas accessible to learners are clear of all work immediately after

Functional Skills ICT Invigilation Guidance

Invigilators should adhere to the additional guidance provided for both paper-based and on-screen tests set out in the publication VTCT Functional Skills ICT Guidance.

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During the examination - electronic - Invigilator responsibilities checklist

Move around assessment room	<input type="checkbox"/>
Observe ALL learners	<input type="checkbox"/>
Follow centre policy for late arriving learners	<input type="checkbox"/>
Advise learners who suspect error in question and contact VTCT immediately	<input type="checkbox"/>
<p>If a technical problem occurs:</p> <ul style="list-style-type: none"> • pause the assessment • contact support team • resume assessment • check learner has not lost work • move learner to another machine if necessary 	<input type="checkbox"/>
Remain vigilant and record irregularities	<input type="checkbox"/>
Ensure disturbances and emergencies dealt with promptly and appropriately	<input type="checkbox"/>
Ensure learners who leave the room are accompanied	<input type="checkbox"/>
Complete attendance registers and invigilation report	<input type="checkbox"/>
Inform learners of time remaining 15 minutes and 5 minutes from assessment end	<input type="checkbox"/>
Notify VTCT of irregularities immediately after the assessment concludes	<input type="checkbox"/>

After the examinations

For online examinations, the examinations officer must ensure the assessments have been submitted/uploaded/completed as required by each particular process.

Retaining invigilation records

The centre examinations office must retain signed records of the:

- seating plan;
- attendance register;
- invigilation reports

For each examination for a minimum of 6 months from the date of the examination, and 3 years from the date of the examination in the case of Functional Skills tests.

VTCT reserves the right to request copies of these records at any time and sample them as part of external quality assurance visits.

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Appendix

The following poster must be displayed in a prominent place both inside and outside each examination room.

**ALL ELECTRONIC COMMUNICATION
DEVICES ARE PROHIBITED FROM
THE EXAM ROOM****NO MOBILE PHONES, NO IPODS, NO MP3/4
PLAYERS, NO TABLETS****POSSESSION OF PROHIBITED ITEMS COULD RESULT IN
DISQUALIFICATION**

**LEARNERS MUST NOT HAVE MOBILE PHONES IN
THEIR POSSESSION, WHETHER SWITCHED ON OR OFF,
WHILST IN THE EXAM ROOM**