

Kingsley Academy Examination and Invigilation Policy and Procedure

Approved by: Helen Darby

Date: 08/06/2025

Last reviewed on:

Next review due by: 08/06/2026

Governor Approved by: RSingh

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Centre Details

Centre Name:	Kingsley Academy	Centre Number(s):	
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Throughout this policy, the term 'the Centre' will be used to refer to the Centre details above.

Policy Details

Date Published:	11.04.25	Version Number:	1
Date of Next Review:	---		
Individual Responsible for Policy:	Helen Darby		

1. Introduction

1.1. This policy and procedure details how the centre will manage examinations and the requirements for and of invigilators.

1.2. The purpose of this policy is to:

- a) Establish a clear set of rules that for the security of and control of the delivery, printing, handling, distribution, transportation and storage of examination papers.
- b) Outline individual responsibilities in ensuring that examinations are administered safely, securely and with integrity.
- c) Establish the resource and environmental requirements regarding the conduct of examinations.
- d) Establish quality and delivery arrangements of examinations to maintain the confidentiality and integrity of assessment materials.
- e) Outline the requirements for the invigilation of examinations.
- f) Detail the distinctive forms of invigilation that are available for awarding body examinations.
- g) Confirm the actions that will be taken against individuals, or centres, who are found to be in violation of this policy.

1.3. In addition to this policy, the Centre will comply with the relevant Awarding Organisation's policies, procedures and guidance regarding examination administration and invigilation.

2. Who is this policy for?

1.1. The intended audience for this policy is:

- a) Learners/apprentices registered at the Centre.
- b) Tutors, Assessors and IQAs and other delivery staff at the Centre.
- c) Individuals involved in the administration and invigilation of examinations, including Invigilators.
- d) The registered Awarding Organisation for the product being delivered.

3. Confidentiality of Assessment Materials

- 1.2. Examinations are provided to the Centre in a secure manner by the respective awarding organisation.
- 1.3. Examination papers must only be accessed by staff authorised by the Head of Organisation to do so. This includes e.g. centre administrator / Head of Centre / Invigilators etc.
- 1.4. All examinations must be invigilated by an individual who has not prepared the learners for the examination, this includes the learners' Tutor/Trainer or Assessor. These individuals must not be given access to examination papers for qualifications in which they deliver, unless this is a requirement stated in the qualification's specification.
- 1.5. Examination papers and questions will not be amended or annotated in any way by Centre staff members, unless prior authorisation has been provided by the Awarding Organisation, as part of a reasonable adjustment or special consideration.
- 1.6. The Centre will ensure that examination papers or questions are not be copied or used for training purposes (such as for mock examinations) under any circumstance. Centre staff must be aware that any of these practices are classified as acts of malpractice by the awarding organisation.
- 1.7. Where papers are to be transported to or from a place where an examination is taking place the security of the papers must be maintained. They must remain in the sealed package at all times and in the close possession of the individual authorised to possess them. They must not be left unattended at any time during transportation or at the examination venue.

4. Receipt of Examination Papers in Hard Copy

- 4.1. Where papers are provided by the awarding organisation in hard copy they will be received by Head teacher or assistant head teacher The papers will be checked (without looking at the questions) to ensure they are the correct papers and placed in secure storage Exam cupboard that is locked If any issues are identified, then the awarding organisation just be informed immediately. Papers will remain in secure storage until the date and time of the examination.

5. Downloading and Printing of Examination Papers

- 5.1. Where examination papers are provided to the Centre for download and print in house, the awarding organisation will make them available from 2 working days before the date of the first examination and will expire on the date of the first examination.
- 5.2. The examination papers will be password protected and access to the password will only be given to and used by the nominated roles. The password must only be made available to authorised individuals within the Centre and not any individual involved in the teaching/training or assessing of the qualification in which the examination relates.
- 5.3. The Centre only print the exact number of papers that are required for the number of learners who will be in the specific examination sitting, this must be in line with the number of learners the

notified to the AO upon examination registration or ordering. Where additional examination papers are in possession due to a decrease in the number of learners, unused papers must be securely destroyed by the senior leaders.

- 5.4. Senior leadership team printing examination papers must not hand over examination papers to learners or unauthorised staff members.
- 5.5. Following each printing session, checks must be carried out by senior leadership team to ensure that there are no master copies left on the machine and that all papers, including spoilt copies, are removed from the printing room and confidentially destroyed by senior leadership team.
- 5.6. Once printed, all examination papers must be placed into a sealed envelope and senior leadership team must also sign and date over the seal to confirm who printed the material and when. Once printed, the sealed envelope must be placed into the secure storage location.
- 5.7. The sealed envelope must not be opened until the five-minute period before the examination start time by the nominated Invigilator.

6. Online Examinations

- 6.1. Online examinations will be invigilated by the Centre within our examination venues. There may be occasions when the Centre will use an online proctoring service in line with the awarding organisation's requirements.
- 6.2. The Centre will ensure that examinations are administered and invigilated in a robust and secure way.
- 6.3. Invigilators of online examinations must ensure that they are aware of the invigilation procedure and technical requirements of the examination being sat and of the testing platform being used.
- 6.4. Access to the AOs test platforms will be controlled by the head teacher.
- 6.5. Head teacher must not be involved in the preparation of learners for examinations.
- 6.6. Electronic usernames and passwords will be stored securely, with only authorised staff members having access. Learner usernames and passwords will not be provided to learners until the five minutes period before the examination start time.

7. The Examination Environment

- 7.1. All examinations will be conducted in an appropriate setting, which is conducive to examination conditions. The examination room must be one in which learners will not be disturbed throughout their examination and be of a sufficient size. Examination rooms must also be of a comfortable atmosphere for learners in terms of hygiene, noise levels and temperature.
- 7.2. The Head of Centre, is responsible for ensuring that the examination venues and rooms are appropriate following an assessment.
- 7.3. The Exam invigilator is responsible for completing an Examination Room Assessment checklist. Kingsley Academy will only use rooms which have been deemed as appropriate following the

completion of the checklist. Completed checklists will be stored in the exam cupboard in the head teachers office and be made available to awarding bodies upon request.

- 7.4. The Invigilator must also have access to, and be able to produce the checklist, during examinations.
- 7.5. Each learner will have a separate desk or workstation for both paper-based and online examinations. Desks or workstations must be big enough to hold question papers and answer booklets and/or computer equipment.
- 7.6. Learners who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with, other learners.
- 7.7. For online examinations, sufficient workstations must be available, including at least one replacement computer in case of any technical issues.
- 7.8. Seating arrangements must prevent all learners from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of learners' chairs must be 1.25 metres. For paper-based examinations, all learners must be facing in the same direction. For on-screen examinations, learners are not required to be facing the same direction if the setup of workstations allows for the security of examination material to be upheld. Where possible all learners will face the same direction.
- 7.9. Where learners are sitting at workstations to take online examinations, there must be sufficient dividers between each booth to prevent learners seeing the work of others. Each workstation must be isolated by a minimum space of 1.25 metres, measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back, separated by dividers or protected by privacy screens.
- 7.10. Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent learners seeing, intentionally or otherwise, the work of others. The principal objective that the Invigilator must satisfy is to ensure that no learner's work can be overseen by another learner.
- 7.11. The arrangement of desks/workstations and the position of the Invigilator's desk must facilitate the detection of any unauthorised activity by learners, for example, communication with others or use of unauthorised reference material.
- 7.12. Prior to each examination session, a seating plan must be created by examination officer. This must be retained and provided to the AO upon request.
- 7.13. The Invigilator must ensure that all display material which could assist the learner with the skill or knowledge being tested (such as maps, diagrams, wall charts and projected images etc.) are not visible in the examination room.
- 7.14. The Invigilator must also ensure that the following are prominently displayed for learners in all examination sessions:
 - a) Examination warning notice for learners, informing them that they are now under examination conditions. This must include that mobile devices and other electronic equipment not required for the examination are switched off.
 - b) The Centre's appeals procedure.

- c) The Centre's emergency and evacuation procedures.
- d) 'Examination in Progress' notices outside of the examination room to ensure that individuals in the venue do not interrupt the examination session.
- e) A board/flipchart/whiteboard showing the Centre number, subject/unit title of the examination(s), the examination paper number, the actual start and finish times of the examination(s) and the earliest time a learner can leave the examination room.
- f) A reliable clock, which must be big enough for all learners to read clearly (unless learners are completing an online examination where a clock is present on screen).

8. Invigilator Roles and Responsibilities

- 8.1. The Invigilator is the appointed individual in the examination room who has the responsibility for conducting an examination session in the presence of learners. Invigilators have a key role in upholding the integrity of the examination process and therefore must be suitably experienced adults who are not current learners at the Centre.
- 8.2. The role of the Centre is to ensure that all examinations are conducted in accordance with AO requirements, in order to:
- a) Ensure that all learners have an equal opportunity to demonstrate their abilities.
 - b) Maintain the security and confidentiality of the examination papers and completed response sheets, before, during and after the examination – this includes the security of online testing platforms.
 - c) Prevent possible learner malpractice.
 - d) Prevent possible administrative failures.
 - e) Ensure that learner identification requirements are adhered to.
- 8.3. The Centre will ensure that all examinations are administered securely, using appropriately trained Invigilators. Senior leaders are responsible for delivering formal and auditable training to each of its invigilators regarding their role, responsibilities and on invigilation requirements, prior to their first invigilation activity.
- 8.4. A log of Invigilator training will be completed and stored by head teacher for external quality assurance purposes and be made available to the AO upon request.
- 8.5. The Centre will manage any potential conflict of interest regarding Invigilators. Invigilation cannot be carried out by a person related to a learner sitting an examination, or an individual who has a personal interest in the learner's result of the examination. If an actual, or potential, Conflict of Interest is identified after a learner has completed an examination, the head teacher must notify the AO as soon as they are able.
- 8.6. The Centre will ensure sure that invigilation is carried out by a person who has not prepared the learners for the examination (this includes the learner's Tutor/Trainer or Assessor), unless otherwise stated in the relevant qualification specification. This means that the Tutor/Trainer or Assessor cannot act as the exam Invigilator and must not be present in the examination room at the time of the examination.
- 8.7. At least one Invigilator will be present for groups of up to 30 learners in examinations. Where only one Invigilator is present in an examination, they will be able to summon help, in case of an emergency, without leaving the room or disturbing learners. For this reason, a switched-off mobile phone, two-way radio or other suitable communication device, may be taken into the examination

room by the Invigilator. The mobile phone must only be turned on to summon assistance from a colleague, if required, (i.e. text message or telephone call) and must be switched off immediately after assistance has been received. The head teacher must consider which staff members will be available for assistance during each examination session. The Invigilator must be aware of who they must contact if assistance is required. Wherever possible, the individuals who provide assistance must meet awarding body Invigilator requirements.

8.8. The Centre may appoint certain centre staff to be present in the examination room to assist the Invigilator with the identification of learners and enforcing examination conditions. This may include:

- a) Individuals who solely carry out initial assessment, induction or administration processes at the Centre.
- b) Teaching assistants who have not been involved in the direct delivery of teaching or assessment of the qualification in which the examination relates.
- c) Individuals who provide individual learning or access arrangements support (where approval has been granted by the AO) to a learner who is sitting their examination.
- d) Individuals who solely provide technical support for Invigilators for online examinations.

8.9. These nominated staff must have been sufficiently trained on their duties and understand Centre invigilation requirements. A full record of individuals present in the examination room and the activities they have supported on must be kept and stored alongside the examination seating plan and records of identification checks.

9. Invigilation of Examinations

Before the Examination

9.1. Learners must be aware that they are under examination conditions from the time they enter the examination room until the point when they are permitted to leave. Learners must not communicate or disturb other learners once they have entered the examination room.

9.2. Prior to commencing an examination, the invigilator(s) must establish the identity of all learners who will be sitting the examination. The learner identification process should be completed by the Invigilator in line with the Centre's learner identification policy.

9.3. The Invigilator must ensure that only individuals authorised by the head teacher are present in the examination room prior to the opening of the sealed package containing examination materials. This includes learners who will not be sitting the examination and any Tutors/Trainers or Assessors who have prepared the learner for the examination.

9.4. Before commencing the start of the examination, the Invigilator must ensure that learners do not have any electronic equipment (including computers/laptops, mobile phones and smart watches etc.) in their possession, or near them, throughout their examination, besides any that are required for the specific examination being completed.

9.5. Where a laptop or computer is required for the examination, the Invigilator must ensure that learners are provided with a laptop or a computer which does not have unauthorised internet access or external communication channels with other users of electronic equipment. Invigilators must also ensure that learners do not have access to any unauthorised facilities on their electronic equipment such as a spellchecker or a calculator.

- 9.6. The Invigilator must ensure that they are able to observe each learner in the examination room at all times. The Centre will consider the shape of the room in which they are conducting examinations and if an Invigilator is not able to observe each learner at once, will provide an additional Invigilator(s).

During the Examination

- 9.7. The Invigilator must give all of their attention to invigilating the examination. Invigilators must not carry out any other task (such as reading a book, using a computer or mobile phone) whilst invigilating an examination.
- 9.8. Invigilators must ensure that they are vigilant and remain aware of emerging situations, looking out for suspected malpractice. It is the Invigilator's responsibility to ensure confidentiality of assessment materials is maintained throughout the examination session. Any irregularities must be recorded, stored and provided to the AO upon the return of the completed examination papers.
- 9.9. The Invigilator must inform the head teacher if they are suspicious about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process. In these instances, the Centre must inform the relevant individual at the AO.

Application of Reasonable Adjustments and Special Considerations.

- 9.10. The Centre will ensure that all Invigilators are sufficiently trained on the application of reasonable adjustments and special considerations. This includes any additional activities that Invigilator's may need to carry out such as re-arranging a room, organising a separate room for a learner or ensuring more than one Invigilator is available.
- 9.11. Where specific arrangements are being made for learners with approved reasonable adjustments or special considerations, these must be adhered to, and the approval documentation must be available at the time of the examination.
- 9.12. A learner who arrives after an examination has started must not be allowed into the examination room. They will not be permitted to sit the same examination paper alongside the other learners within the examination session and will receive a 'Not Present' result for the examination session. The senior leadership team will make arrangements to order examination papers for an alternative date in line with the usual booking process for that examination.
- 9.13. Where only one learner is booked to sit an examination, the Invigilator may allow the examination to go ahead if the learner arrives within the 30 minute period before or after the scheduled examination start time. This is at the head teacher's discretion.

Emergencies and Evacuation

- 9.14. Where an emergency arises and an evacuation is necessary, the Invigilator must ensure that all learners leave the examination room immediately and walk to the assembly point in the park across the road from the school.
- 9.15. Learners must leave all examination on materials on their desks.

- 9.16. Where it is possible, and not to put themselves or others at risk, the invigilator will collect the examination papers and remove them from the room, keeping them in their possession at all times.
- 9.17. Learners must be supervised and under examination conditions at all times during an evacuation to ensure that learners can continue their examination once they are permitted to return to the examination room. If, at any point, the confidentiality or integrity of the examination has been compromised, the head teacher should notify the appropriate person at the AO as soon as it is appropriate and safe to do so for further guidance.
- 9.18. In each case of an emergency or an evacuation the head teacher or exam officer must keep a written record of the events, including a statement from the Invigilator of how the confidentiality of assessment materials was kept during the emergency or evacuation.
- 9.19. The record of each incident must be retained and made available to the AO when requested.

Leaving the Examination Room

- 9.20. Learners are not permitted to leave the examination room until at least twenty minutes of examination time has elapsed (other than in an emergency/medical situation or where they have been provided authorisation) and may not leave in the last ten minutes of the examination. For examinations which are 30 minutes in length or less, learners are not permitted to leave the examination room until the full examination time has elapsed.
- 9.21. Where a learner is sitting more than one examination in the same examination session, the Invigilator is permitted to provide the learner with the subsequent examination(s) following confirmation from the learner that they have completed their initial examination. The Invigilator must do this in a way which does not cause disruption to other learners.
- 9.22. Learners who have been provided authorisation to leave the examination room temporarily must be accompanied by a member of Centre staff. Where learners have completed their examination, and are permitted to leave before the finish time, they must be instructed to do so quietly, without causing undue distraction to others. If learners leave the examination room, unaccompanied by a member of centre staff, they must not return to the examination room until the examination session has concluded.

Ending the Examination

- 9.23. When ending the examination, Invigilators must provide learners with a fifteen minute and five minute warning prior to the finish time of the examination.
- 9.24. The Invigilator must ensure that all examination material is collected and collated prior to allowing learners to leave the examination room.
- 9.25. At no point can the Invigilator inform a learner of whether they have passed or failed the examination. Learners must be aware that only the AO can confirm whether the learner has in fact achieved or not achieved the examination. All staff must be aware that unauthorised marking of examination papers by the Centre is malpractice and could result in the withdrawal of Centre Approval, unless this is a specific requirement of the qualification being examined.

Additional Information Regarding Online Examinations

- 9.26. The Invigilator must ensure that learners are familiar with the examination instructions provided by the online testing platform before the start of their examination, as well as instructions and regulations for the online examination, particularly on how to navigate and respond to questions. Invigilators must also ensure that technical support is available throughout all online examinations in case of malfunctioning equipment or software.
- 9.27. The Invigilator must monitor the online activity by learners throughout the examination session. Where a network connection is required to complete the examination, the Invigilator must ensure that learners do not exit the examination window(s) at any point to use their computer or laptop for any.
- 9.28. Completed examination papers must be stored securely until the period that the learner's responses have been uploaded to the test platform. Access to both uncompleted and uncompleted examination papers must not be given to any individual involved in the teaching, assessing or quality assurance of the qualifications in which the examination relates.
- 9.29. Examination papers must not be downloaded onto a learner's computer or laptop until 2 working days prior to the examination date.
- 9.30. For paper-based examinations, the senior leadership team must ensure that examination papers and associated material are packaged appropriately and securely immediately after the examination session has concluded.
- 9.31. Invigilators when packaging the material must ensure that any unused examination papers are separated from completed papers/response sheets and that the unused papers and material are securely shredded.
- 9.32. Completed examination papers and material must be placed into a sealed package for return to the AO The package must be stored securely at all times.
- 9.33. For paper-based examinations, the AO must receive, within 2 working days of the final examination, the sealed package containing all used examination papers using a traceable method such as recorded delivery or courier.
- 9.34. Records of the courier and tracking numbers, in case of any issues with their delivery will be retained by head teacher
- 9.35. The Centre will allow a representative of the AO access to the centre premises, on production of identification and or a letter from the AO to allow monitoring of the management and conduct of examinations.

10. Version History

Version	Date Published	Changes Made	Signed off by
