



Invigilation Procedure for External Assessment

Preparing for the assessment/invigilation

The named appointed person must inform the CYQ Customer Support team via email to theorypapers@cyq.org.uk of all planned theory dates. CYQ request a minimum of five working days notice in advance of the assessment date in order to allocate the designated theory assessment. The appointed person must not be a member of the team directly delivering this unit/qualification.

Centre Sanction - Failure of the centre to inform CYQ of forthcoming assessments will result in a Centre sanction and/or administration charge, and may invalidate learner results.

CYQ will:

- Allocate the relevant version of the theory paper
- Send learner answer sheets that correspond to the allocated theory paper
- Send a Candidate Register which should be completed and signed by the Invigilator and all learners, and returned along with each batch of theory papers and learner answer sheets
- Forward written guidelines for the implementation, preparation and invigilation of the theory assessment

NB

- Students may only use the original answer sheets provided by CYQ
- Centres may request CYQ sample theory papers (where available) for practice purposes
- CYQ theory papers must not be used for practice purposes

CYQ is a member of the Federation of Awarding Bodies (FAB) and as such aligns procedures to the 'common regulations on examination conduct'.

Receipt of examination materials by the centre

On receipt of the examination materials the designated person must check that the correct materials have been received.

Centres must notify CYQ immediately if:

- There are discrepancies between the materials received
- The materials received appear not to meet the centre's requirements

Storage of examination materials by the centre

The centre must be able to satisfy CYQ of the security arrangements for all examination/assessments materials, which must be:

- Locked away in a secure space, ideally a strong fireproof safe, alternatively, a non-portable, lockable, reinforced steel/metal cabinet or other similar storage system may be used
- The storage system must be within a secure room with restricted access
- The room must be kept locked when not occupied by authorised personnel
- Examination and assessment materials transported to another place before or after the assessment must be in a case with a secure lock

Despatch of examination materials by the centre

The appointed person is also responsible for ensuring centres comply with CYQ regulations concerning the control of the examination materials after the examination, these include:

- Ensuring safe and secure transport and storage of the assessment materials prior to assessment
- Ensuring the collection of all examination materials after the assessment and before learners leave the examination room
- Ensuring that all materials are accounted for
- Not reading learner answer sheets, as these are confidential between the learners and CYQ
- Returning the completed learner answer sheets and Candidate Register to CYQ on the day of the assessment

Please note: In the event that materials cannot be returned that day, they must be securely stored under the same conditions as other examination materials.

- Answer sheets that have to be retained overnight must be kept in a sealed envelope and under secure conditions
- All theory papers should either be destroyed following the external assessment – hard copies must be shredded and e-versions must be deleted.

Photocopying of learner answer sheets

The appointed person must take one set of photocopies of learner answer sheets, adhering to the guidelines below:

- Copies must be made immediately
- Copies must be placed in a sealed envelope and kept in lockable storage with restricted access
- The assessment code, date, time and paper version must be recorded on the front of the envelope
- Copies must be destroyed (shredded) without opening, upon receipt of learner results
- In the event of loss/damage of originals during transit, a second set of copies must be taken and stored as above before the original copies are sent to CYQ
Please note: CYQ will accept high quality scans of the copies to be emailed to ensure a faster turnaround for marking

CYQ:

- Reserves the right not to process any examination documentation which has been retained by the centre for an extended period of time
- Is not responsible for any loss or damage of examination materials during transit
- Enforces the restriction that all examinations materials remain the property of CYQ and as such, should not be photocopied, or used for any other purposes other than those described above
- Will apply a £500 penalty fee for any centre that is responsible for a breach of security resulting in the withdrawal of a theory paper from circulation