

Role and Responsibilities of the Invigilator

Role of the Invigilator

The Invigilator is responsible for upholding the integrity of the external assessment and ensuring proper conduct of the examination.

Responsibilities of the Invigilator

Before the external theory assessment

Arrive in good time to ensure that:

- The room is set up correctly with a sign on the outside indicating that an assessment is in process
- All learning materials and displays that are deemed to assist learners are covered or removed
- The seating plan is appropriate
- Adequate checks are conducted to confirm the identity of all learners
- All learners must sign the Candidate Register Form on entering the assessment room
- Only the official assessment stationery is issued to learners
- Learners only bring in to the examination room items/equipment permitted (please refer to guidelines on range of acceptable equipment)
- Any unauthorised items/materials/equipment, including mobile phones, are out of the reach of learners
- The centre has made appropriate reasonable adjustments for learners with particular assessment requirements
- Learners requiring the assistance of a reader or writer are accommodated in a separate room

Please note: Centres are advised to make these arrangements sensitively and with discretion. Learners requiring assistance should be accommodated for and managed before other learners arrive.

Further information on reasonable adjustments and special considerations can be found on the CYQ website.

Starting the assessment

Before learners can begin their external assessment the Invigilator must ensure that all learners sign the Candidate Register Form.

They must also ensure the following are visible for learners at all times during the assessment:

- A clock showing the accurate time
- Examination information including:
 - The name and code of the centre
 - The title and version number of the theory paper
 - The date
 - The start and finish times of the assessment

At the start of the assessment the Invigilator should:

- Inform learners they are now subject to the rules of the examination
- Check that learners have all the necessary materials
- Ensure learners are clear on how to complete their answer sheets and what personal details they need to enter
- Remind learners to sign their theory paper answer sheets (failure to do this will render the assessment invalid.)
- Remind learners to sign their Candidate Register Form (failure to do this will render the assessment invalid.)
- Open the pack of examination papers and distribute to learners
- Check that learners have the correct papers
- Advise learners of any errata notices (if applicable)
- Remind learners they must not communicate with any other learners during the examination period
- Announce clearly when learners can begin and specify the time allowed
- Write start and finish times on a board which is clearly visible to all learners
- Check and complete the appropriate Candidate Register Form, in accordance with CYQ regulations

NB: Failure to adhere to all guidelines will render the assessments invalid.

During the external assessment

Invigilators must:

- Supervise learners throughout the whole examination
- Be alert and observe learners at all times
- Not undertake any other activities while invigilating

Late arrival of learners

Learners who arrive after the timetabled start of the examination may generally be allowed to enter the room and to sit the paper at the discretion of the Invigilator/centre and only if the invigilation of the other learners is not compromised.

Invigilators should note the circumstances of the late arrival and a written report, giving the appropriate details, should be submitted to CYQ. A copy of this report should be retained by the centre and made available at the request of an EV/CYQ.

Leaving the examination room during assessment

Learners who complete their assessment early can leave the examination room provided this does not interfere with others. Learners cannot however then be re-admitted. All assessment materials must be handed to the Invigilator and checked for accurate completion of learner details and signature.

Misconduct

The Invigilator must take steps to stop any inappropriate behaviour and inform the relevant centre staff. If the incident is serious, the learner should be instructed to leave and their answer sheet collected.

All incidents of misconduct should be recorded detailing:

- The time of the incident
- The nature of the incident
- Persons involved and witness statements
- Considerations allowed for other learners affected

Please note: All documentation should be made available to the EV/CYQ upon request.

Emergencies

In the event of an emergency occurring during the examination, e.g. fire alarm, bomb warning etc:

- The examination room must be evacuated in accordance with the instructions of the appropriate authority
- Learners must leave examination materials on their desks
- A record detailing the date and time of the incident must be kept and presented/made available to CYQ

Please note: If learners have been closely supervised and the Invigilator is assured that there has not been a breach of examination security, for example, learners did not communicate with each other, any other person and did not consult any books or notes whilst they were out of the examination room, then the examination may be resumed and the full time given.

Ending the assessment

Prior to the end of the assessment the Invigilator should remind learners of the time remaining. It is suggested that this occurs between 15 and five minutes before the end.

At the end of the examination the Invigilator must:

- Inform learners to stop
- Remind learners to check that they have entered all the required information onto their answer sheets and sign their answer sheets
- Collect all answer sheets and theory papers, before learners leave the room
- Check all details have been entered correctly and that there is an answer sheet for each learner
- Check that all theory paper answer sheets and the Candidate Register Form have been signed by all learners
- Place the answer sheets in the order on the attendance documentation

After the assessment

The Invigilator should ensure that:

- The Candidate Register Form has been completed fully and signed by all learners
- The front of all learner answer sheets have been fully completed and signed
- All learner and Invigilator signatures are contained within the relevant box
- Ensure all related paperwork is secure to pass on to the appropriate Centre Contact/appointed person

NB: Incomplete learner paperwork cannot be processed and will not be marked

CYQ will:

Mark the theory papers

Send a record of the result to the centre within 10 working days of receipt

Once the results are received back at the centre, CYQ must be informed of any intended re-sit dates for the learners that have referred. Re-sit papers must be requested from CYQ in the usual way.

Please note: CYQ will require 28 working days to replace results that have been misplaced by your centre. Requests for duplicate theory results should be forwarded to CYQ via email theoryresults@cyq.org.uk using the template request form located in the approved centre area of the CYQ website.

Guidance on the use of invigilators:

Invigilators should be members of the centre's own team of staff not directly involved in the direct delivery of the qualification. Tutors, assessors, IVs and members of the administration team can act as Invigilators providing they have received training on CYQ external assessment invigilation guidelines. They should also receive training on the centre's own procedures for learner misconduct.



If, in extenuating circumstances, the centre requires someone other than a member of the centre team to act as an Invigilator, a formal written request should be made in writing to CYQ. CYQ will require the following:

- A formal written request addressed to the Lead Verifier
- The name and occupation of the proposed Invigilator (the proposed Invigilator should be employed within the education sector)
- The Invigilator's place of work (this should ideally be a school, college, university or British Embassy)
- The venue where the assessment will be carried out
- The date the assessment will be held
- Confirmation that the proposed invigilator has read and understood CYQ invigilation procedures, along with their acceptance of the role

NB: Friends and relatives cannot act as invigilators

Centre Sanction - Failure of the centre to follow any of the administration guidelines for external assessment may result in a centre sanction including review of risk status and/or an administration charge.