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 (Invigilation Guidelines)

Before the external theory assessment the Invigilator must:

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 progress
- 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 (photo ID is required)
- All learners must sign the Candidate Register Form on entering the assessment room
- Only the official assessment stationery is issued to learners (blank paper may be used to make notes)
- 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 (switched off), are out of the reach of learners
- The centre has made appropriate reasonable adjustments for learners with particular assessment requirements PRIOR to the assessment date, and these are made known to the Invigilator
- Learners requiring the assistance of a reader or writer are accommodated in a separate room

Please note: Invigilators are advised to carry out 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 have signed 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
- Assessment 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 assessment
- 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 theory 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 assessment 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 assessment
- 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 assessment may generally be allowed to enter the room up to 15 minutes after the official start time, and to sit the paper at the discretion of the Invigilator/centre, but 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 the CYQ External Quality Assurer (EQA).

Leaving the room during assessment

Learners who complete their assessment early can leave the room a minimum of 30 minutes after the start of the assessment, 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 CYQ EQA upon request.*

Emergencies

In the event of an emergency occurring during the assessment, e.g. fire alarm, bomb warning etc:
- The assessment room must be evacuated in accordance with the instructions of the appropriate authority
- Learners must leave all assessment materials on their desks
- A record detailing the date and time of the incident must be kept and presented and 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 if the learners did not communicate with each other, any other person and did not consult any books or notes whilst they were out of the room, then the assessment may be resumed and the full time given.*
Ending the assessment
Prior to the end of the assessment the Invigilator must 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 assessment 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 Candidate Register Form
- Collect all blank paper that has been used by learners to make notes etc.

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

For further information regarding handling, storage and dispatch of completed theory papers, please see External Assessment Procedure

CYQ will:
- Mark the theory papers
- Send a record of the results 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 (theorypapers@cyq.org.uk)
- If the centre is approved for internal marking, the guidelines for this procedure must be followed

Please note: CYQ will require 5 working days to replace results that have been misplaced by your centre. Requests for duplicate theory results should be forwarded to CYQ via email results@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, internal quality assurers 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 Approvals and Training Coordinator (approvals@cyq.org.uk)
- 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.