

Conduct of Examination and Invigilation Policy

Introduction:

Keyturn's Apprenticeship programmes include candidates taking online tests as part of their assessment within certain units of the programme. This document ensures that the examinations are conducted fairly and meet the guidance given by ILM. It covers processes that must be put in place before, during and after examinations.

Responsibilities of the ILM Centre

The Centre's function in respect of examinations and invigilation is to ensure all parties (including ILM, Invigilators, Clients, Candidates and Exam Venues) are well informed of the examination process, location and rules. The Centre will:

- Inform ILM beforehand of where the examination is due to take place - this will be done within 6 weeks of the examination
- Provide information on the location of exams including: address of alternative venues; dates of tests at alternative venues; names of invigilators in each alternative venue; list of learners who sat the test in each alternative venue including their names and ENRs
- Ensure that where computers are used for assessment purposes, the Head of the Centre is responsible for ensuring that appropriate health and safety laws are followed
- Ensure that the correct software is installed on the PC's as per the requirements of the online e-volve examination
- Ensure that there is a spare computer available should a work station not work
- Have appropriate security on computers where examination are taking place
- Provide support, training and information for the invigilators so that the invigilators are familiar with their responsibilities, the requirements of the examination and the material
- Prepare a seating plan showing the direction of each desk and the name of each candidate. Signed records of this will be kept for auditing
- Check for any candidates that need reasonable adjustments and special access arrangements so that another room can be set up to meet their needs
- Provide the invigilator with the appropriate e-volve log in, key code and PIN number for each individual
- Report immediately to ILM any feedback of malpractice or maladministration
- Ensure returned examination documentation is recorded as received and stored in a secure place

Responsibilities of Invigilators

All examinations will be supervised by an invigilator. It is the invigilator's responsibility to ensure the following:

Prior to the examination

- The room is set up with the correct space between desks (1.25 meters minimum) and as per the seating plan provided
- There is adequate signage outside the room to ensure that people do not disturb the exam posters and information on the walls of the exam room are covered up
- Ensure ILM posters as per Appendix Three on the 'Instructions for Conducting Examinations Policy' are displayed. These are the 'Warning to Candidates' and 'No Mobile Phones' posters
- Once each candidate's ID has been checked and everyone is at their correct seat, the invigilator can give the candidates their log in details, this must be overseen by the invigilator

During the examination

- All candidates are informed of the examination policy prior to taking the exam
- That there is an invigilator in the room throughout the examination, there must be 1 invigilator per 20 candidates
- If a candidate needs to leave the room for a bathroom break, an invigilator must accompany the candidate to make sure there is no communication with anyone
- Advice during the exam will not be given unless advised by ILM
- Tell candidates the rules of the examination
- Inform candidates of emergency procedures and any erratum notices
- Announce clearly to candidates the process of the exam and the time allotted to the exam
- Remind candidates that they are not allowed to communicate with each other whilst they are in the exam room
- Supervise the candidates throughout the exam, moving around the room regularly and quietly so to not disturb the candidates, looking out for the following:
 - Emergency situations
 - Cheating or malpractice of candidates
 - Candidates who may be ill
 - Responding to questions about the examination process only

Following the examination

- Candidates can leave early if they have completed their text and it does not disturb any other candidates that are continuing to do their exam
- Prior to leaving the exam room the candidates have to press 'finish' and 'exit' to log out of e-volve
- Report any abnormalities to the centre to make sure it is reported to ILM where appropriate
- Any examination material should be collected and returned to the centre manager
- Candidate's user areas should be removed once they have completed the examination
- No-one can remove any question paper from the examination room until the end of the examination
- All examination documentation should be sent back to the Centre within 24 hours

Rules for Candidates

Candidates must:

- Bring photo ID
- Be on time, if late they may not be allowed to take the exam

Candidates can

- Bring a drink of water, as long as the label is taken off
- Bring snacks, it has to be out of packaging and in a clear bag
- Bring a bag into the exam room, however it should be left at the front or rear of the room as indicated by the invigilator

Candidates cannot

- Keep books, notes and scrap paper with them during the exam
- Use a calculator unless specified by the invigilator
- Have a mobile phone, iPod, tablets, mp3 players, smart watches, digital devices etc.in the examination

Training for invigilators

Anyone who is invigilating will have to attend training on invigilation prior to invigilating an exam. Once this training has taken place Keyturn will then inform ILM of the staff amendment/addition, giving 6 weeks' notice. The training will include awareness of the ILM Instructions for Conducting Examinations policy and Keyturn's conduct of examination and invigilation policy. Any new invigilators will first assist an exam with a more experienced invigilator as part of their development.

Updates/Reviews		
30 March 2018	Created for e-volve examinations	CJS
10 May 2022	Reviewed	CJS
April 2023	Reviewed - no updates	CJS

Signed:



Date: 25/04/2023