



LANCASTER TRAINING SERVICES LTD



EXAMINATION INVIGILATION POLICY & PROCEDURES

LTS believes that it is essential to maintain integrity and professionalism within the examination system. In order to do this, LTS believes that all awarding body guidelines in regard to exam invigilation are strictly adhered to.

Examination Procedure

The vast majority of examinations are taken “on-line” at a computer in the IT suite. All of the computers are positioned in a manner that is deemed suitable. Correct seating and lighting is an essential requirement and candidates must be free from noise and distractions.

In the case of written examinations these may be taken in a classroom or the IT suite. If a classroom is to be used, adequate provisions are to be made to ensure, as far as is reasonably practicable, that seating arrangements are such that a candidate is not at a seat directly beside another candidate. Any room used must be free from any information (posters / charts) that might inadvertently help or assist the candidates to answer questions.

Examination Practice

Candidates must follow the invigilator’s instructions at all times. All candidates should be informed of exactly which examination they are taking. Candidates must not take books, papers of any kind, calculators, mobile phones or any form of electronic reading or data storage device into the room where the examinations are being held.

Invigilation of Exams

All candidates must be invigilated at all times whilst under exam conditions, by a competent person. The invigilator should NOT be the teacher/tutor who has directly prepared the candidates for the subject being examined, a person with specific subject knowledge or a senior member of the teaching/tutor staff (as stated by the Joint Council for Qualifications unless allowed by the specific awarding body). The teacher/tutor responsible for the preparation of the exam is responsible for the organisation of an invigilator for the period of the exam to be taken.

The invigilator must have a good view of all candidates in the room and must ensure that all examination processes are adhered to strictly.

Any awarding body documentation in relation to the examination being taken (registers, supervision reports etc.) should be completed, in full and as accurately as possible by the invigilator. This documentation should then be filed in the relevant awarding bodies examination file.

Richard W Little – Chairman

Document Control	
Issued	17/6/16
Version	2
Reviewed	Sep 18
Next Review	Sep 19
Owner	M Horabin
Title	Training Manager