Invigilation of Controlled Assessments Policy

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1. Purpose

This policy outlines the procedures and standards for the invigilation of controlled assessments. It aims to:

- Ensure assessments are conducted under secure, consistent, and fair conditions
- Comply with awarding body regulations (e.g. City & Guilds, NCFE, Pearson)
- Prevent malpractice and maintain assessment integrity

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2. Scope

This policy applies to:

- All learners undertaking controlled assessments
- All staff responsible for invigilation and assessment coordination
- All controlled internal assessments and externally set but internally marked exams

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3. Definitions

- **Controlled Assessment:** An assessment task completed under specified levels of supervision and control, set by an awarding body
- **Invigilator:** A trained staff member responsible for overseeing learners during a controlled assessment
- **Assessment Coordinator:** The person responsible for organising the assessment and ensuring compliance with this policy

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4. Responsibilities

Centre Manager / Assessment Coordinator

- Schedule assessments and ensure room readiness
- Brief invigilators and provide materials/equipment
- Ensure awarding body regulations are followed
- Report any irregularities or incidents

Invigilators

- Supervise assessments to ensure learners comply with rules
- Maintain a calm, focused environment
- Report any misconduct or issues immediately
- Complete the Invigilation Report Form after each session

Learners

- Arrive on time with necessary materials (ID, pens, etc.)
- Follow instructions and rules during the assessment
- Avoid communicating or using unauthorised materials/devices

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5. Preparation for Controlled Assessment

- Controlled assessments will be timetabled in advance and communicated to learners
- Learners must receive a briefing outlining expectations and rules
- Rooms will be set up to minimise distractions and opportunities for misconduct
- Materials permitted (e.g. calculators, dictionaries) will be clearly stated

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6. Invigilation Procedure

Before the Assessment

- Learners must sign in and show valid ID
- Invigilators read out the instructions clearly
- Any unauthorised items (phones, bags, notes) must be stored away
- Seating plans are recorded

During the Assessment

- Invigilators remain alert and walk the room quietly
- No communication or prompting is allowed
- Any learner needing assistance must raise their hand
- All incidents (e.g. bathroom breaks, lateness) are logged

After the Assessment

- Learners must stop writing when instructed
- Scripts are collected and checked for names/IDs
- All assessment materials are securely stored
- The Invigilation Log and Seating Plan are completed and submitted to the Assessment Coordinator

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7. Security and Confidentiality

- All assessment materials are stored in a **locked, secure cabinet** prior to the session
- Only authorised staff may access controlled assessment papers
- Copies must not be made or distributed unless permitted by the awarding body
- Assessment papers must be returned to the awarding body or archived securely, as required

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8. Malpractice & Misconduct

Examples include:

- Copying from others
- Use of mobile phones or unauthorised materials
- Communicating during the assessment
- Disruptive behaviour

All incidents will be reported and investigated under the Malpractice & Misconduct Policy. Outcomes may include disqualification from the assessment.

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9. Special Considerations

- Learners requiring **reasonable adjustments** (e.g. extra time, assistive technology, rest breaks) must inform the Centre in advance
- Adjustments must be documented and approved by the awarding body before the assessment date

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10. Emergency Procedures

In case of fire alarm or emergency:

- Learners will stop work immediately
- Invigilators will escort them to the designated assembly point
- Assessment materials must be left behind

- Learners must not discuss the paper during evacuation
- The incident will be reported and awarding body guidance followed on whether the assessment can be resumed or rescheduled

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11. Policy Review

This policy is reviewed **annually** or:

- Following changes in awarding body guidance
- After any serious breach or incident
- Based on feedback from staff, learners, or external verifiers

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📧 For any questions or clarifications, contact:
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