



INVIGILATION POLICY

All PIABC Limited invigilators must be familiar with this “Invigilation Policy” in advance of examination/test.

This policy is effective from 20 January 2022.

INTRODUCTION

The integrity of the examination/test requires that the invigilator(s) should be satisfied as to the acceptability of the examination room conditions to ensure that it is a suitably controlled environment that is a quiet space, free of distractions and influence.

The invigilator will be either an independent assessor or an employee of PIABC Limited who is able to ensure compliance with these instructions. Where there is more than one apprentice sitting the examination/test, then a PIABC Limited will use second invigilator to accompany any apprentices who wish to leave the examination room (e.g. toilet breaks or illness).

GENERAL

PIABC Limited will supply the examination/test papers and answer sheets/booklets for apprentices; no other paper should be provided or used. Each apprentice is to bring his/her own writing implement. The invigilator(s) must be present in the examination room throughout each examination/test session.

ADMINISTRATIVE ARRANGEMENTS – PRE-EXAM

The invigilator(s) should ensure that the following are in place at least 30 minutes before the examination start:

- A suitable well-lit and noise free room is used, which is free of distractions and influence.
- A chair and table for each apprentice is available and set well-spaced out.
- Suitable signage giving directions to the examination room.
- A clock is available in the room and visible to all apprentices.
- Any special need arrangement has been arranged.

ACCESS TO THE ROOM

The invigilator(s) should allow apprentices access to the room to begin 20 minutes before the start time. Apprentice should be in place 10 minutes before the start time.

As apprentices enter the room the invigilator(s) should:

1. Check all photographic identification (e.g. passport or driving licence) as apprentices enter the examination room. If an apprentice does not bring their photographic identification, then that apprentice will not be permitted entry into the examination room.
2. Request that mobile phones are turned off.

NO apprentice should be permitted to enter the room after the start time.

NO apprentice may be permitted to leave the room during the last 15 minutes to avoid disruption to other apprentices.

COMMENCEMENT OF THE EXAMINATION/TEST

The examination/test papers are supplied in a sealed envelope and on no account will be opened before the time stated on the outside of the envelope.

The invigilator(s) should:

- Be present in the room throughout period of the examination/test.
- Ensure that all apprentices have read and understood the “*General Advice to Apprentices*” issued to all apprentices in respect of the examinations/test.
- Advise the apprentices that they must record their name on the answer sheet/book.
- Bring to the apprentices’ attention the examination/test instructions.
- At the start of each of the examination/test also draw attention to the following rules (a copy of which has been sent to each apprentice) and require them to give up any forbidden articles:

1. Apprentices are forbidden to have in their possession any papers or books and if these are brought into the room, they should at once be given into the safe keeping of the invigilator.

Bi-lingual non-technical dictionaries may be permitted for those apprentices with extra time allocation (normally 25%). Electronic bi-lingual dictionaries or translators may not be used. The invigilator must check all bi-lingual non-technical dictionaries before the apprentices can use them.

The use of calculators is permitted, but mobile phones are not allowed to be used as a calculator replacement.

2. Warn apprentices that they **must** give the invigilator any unauthorised materials or to place it in their bags. **This includes potential technological/web enabled sources of information such as iPods, mobile phones, MP3/4 players, smart watches and wrist watches which have a data storage device.**
3. Tell apprentices to remove their wristwatch and place it on their desk so that it is in sight of the invigilator.
4. Apprentices are forbidden to communicate with each other once the examination/test has started. Any general questions which may arise must be addressed to the invigilator(s).
5. Apprentices may not leave the room during the last 15 minutes of the session.

No apprentice is permitted to leave the room unaccompanied during the examination. If an apprentice leaves the room unaccompanied, then he/she will not be permitted to re-enter the room.

The invigilator should advise the apprentices when 15 minutes remain for the completion of the papers.

AT THE END OF EACH EXAMINATION/TEST SITTING

At the close of the examination/test, the invigilator(s) must check that they have collected all the examination papers and answer sheets/booklets for each examination/test against the list of apprentices to ensure that they have collected everything.

Invigilator(s) should complete Invigilator Report noting any problems.

Under no circumstances should the invigilator(s) engage in any discussion with apprentices regarding the examination/test.