

Invigilation of Controlled Assessments Policy and Procedure

Introduction

Summit Qualifications UK will advise where an assessment for a qualification must be invigilated. This information would normally appear in the qualification specification.

This policy and procedure apply to all qualification-based programmes and Apprenticeship End Point Assessments offered by Summit Qualifications UK, where there are controlled assessments requiring invigilation.

This Policy should be read alongside the **Confidentiality and Security of Assessments Policy and Summit Qualifications UK Invigilator Guidance and Requirements**.

Purpose

Invigilation requirements aim to provide a clear set of rules that address the security and control risks regarding the setting in which assessment tasks are taken, and the handling of these arrangements.

This guidance applies invigilation arrangements agreed for Centers/
Employer sites and to computer-based assessments/tests.

Requirements for assessments/tests

Please also check any specific instructions communicated in the qualification specification, Apprenticeship Toolkit, or assessment materials pack.

For up to 20 Apprentices, 1 invigilator is acceptable. For more than 20 a second invigilator must be provided.

Employer-based sites or Centers where assessments are conducted are required to have named invigilators, who are trained in the following requirements:

- Managing the secure arrangements of assessments
- Ensuring the assessment room complies with requirements, as laid down
- Supervising all aspects of controlled assessments
- Providing direction when an incident or occurrence takes place that requires contingency arrangements or if it's not possible to complete assessments/tests due to circumstances beyond their control

Guidance on the contents of training will be provided by Summit Qualifications UK.

Apprentices must receive information about the assessment/test and arrangements in advance of the assessment/test date. This information must include advice about what they may bring into the test room, any prohibited materials (see below) and malpractice.

Venue and start/end times for assessments/tests must be clearly communicated. Apprentices must also be advised about prohibited materials in advance of the assessment/tests and on the day

Room set up

The room set up should provide for:

- Suitable conditions and facilities, including appropriate lighting, ventilation, heating and a quiet environment; tables and chairs, a clock visible to all at the front of the room; access to a nearby WC; and no distracting or assessment/test related display information on walls
- Minimum space around each Apprentice's desk (1.25 metres) that prevents cheating, Apprentice's over-seeing each other's work and space to walk between desks.

There must be signage outside of the room to indicate an assessment/test is underway.

The room should be set up in advance of the assessment/test.

Prohibited materials

Prohibited materials will include:

- Mobile phones, pagers, SMART watches or other personal electronic device
- Books, papers and documents
- Bags and other items.

These prohibited materials must be put at the back of the room prior to the commencement of the assessment/test.

Administration checks and arrangements

The following standard checks and arrangements should be followed, unless otherwise indicated or allowed by Summit Qualifications UK:

- Arrangements for Apprentice ID checks and a register of attendees must be in place and carried out at the beginning of any assessment/test.
- Late arrivals, 15 minutes after the assessment/test starting are not permitted.
- No requests for help from Apprentices in relation to the assessment/ test should be supported, save for spare writing equipment needs, or systems access issues.
- No one, other than the invigilator and Apprentice(s) sitting the assessment/test are permitted in a controlled assessment.
- Information on Apprentice's with reasonable adjustments must be known about in advance of the assessment/test and are supported, as directed.
- Any conflicts of interest must be considered as regards invigilator(s) and Apprentices presenting for assessment/testing.
- Apprentices should be reminded at the beginning of any assessment/test that any potential malpractice will be reported and could lead to a sanction being applied to an Apprentice.

Online proctor (invigilation) of tests taken through the Summit EPA System

Online knowledge tests are offered using the SUMMIT EPA system for individual Apprentices, not groups of Apprentices. Summit Qualifications UK will need to approve the delivery arrangements for an Apprentice sitting a test in an employer, training provider or their own premises. The requirements laid out above still apply.

Please email contact@summitqualifications.co.uk to ask about online tests and more detailed guidance and refer to Summit Qualifications UK Invigilator Guidance and Requirements document.

Online proctor (invigilation) of

The integrity of the assessment/test is crucial, and the following guidance is provided to prevent its occurrence:

- The invigilator must remove any prohibited or unauthorised materials from Apprentices and place them at the back of the assessment/test room
- If the assessment/test is disrupted by an Apprentice, they should be advised this may be considered as malpractice on their part
- If the invigilator suspects any malpractice by Apprentice(s) this must be reported immediately, at the conclusion of the assessment/test.

Apprentices may receive a reprimand from Summit Qualifications UK or be prohibited from taking an assessment/test for a period if they are found to have committed malpractice.

The Summit Qualifications UK Malpractice and Maladministration Policy must be followed where any incidents are identified.

Contingency planning

Invigilators must be trained on dealing with an emergency during an assessment/test session. If an Invigilator is unsure of what they should do in an emergency, they must raise this with the AO or EPAO Manager.

Where an emergency occurs for the invigilator, the invigilator must quickly and calmly:

- Prioritise the safety of Apprentices present
- Follow any organisational/local safety and evacuation arrangements
- Collect in assessment/test materials

Report the incident to Summit Qualifications UK. The record of any incident must be sent to the AO or EPAO Manager. Summit Qualifications UK will discuss the matter with the tests host and agree the best way forward in terms of how to treat the assessment, and whether it may need to be re-sat or resumed.

Other irregularities

Other irregularities that could occur, such as internet issues/ intermittent signal, loss of power, computer crashing, or any reason the invigilator believes that the integrity or security of an assessment/test session is under question or has been breached, invigilators record the event and contact the AO or EPAO Manager.

More information and guidance

Please refer to Summit Qualifications UK 'Invigilator Guidance and Requirements document'.

For further information of guidance please contact your Summit AO or EPAO Manager.