

Invigilation of Controlled Assessments Policy and Procedures

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Introduction

Our Future Tutoring will advise where an assessment for a qualification must be invigilated. This information will normally appear in the qualification specification. This policy and procedure apply to all qualification-based programmes offered by Our Future Tutoring, where there are controlled assessments requiring invigilation.

Purpose

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

Requirements for Assessments

This guidance applies to both paper and computer-based assessments/tests. Specific instructions will be communicated in the qualification specification or assessment materials pack. At all times, the security of question papers/assessments must be considered, and control requirements followed. For up to 20 learners, 1 invigilator is acceptable. For more than 20, a second invigilator must be provided.

Our Future Tutoring will place authorised invigilators, who are trained in the following requirements:

- Managing the secure arrangements of question papers/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 is not possible to complete assessments/tests due to circumstances beyond their control.
- Providing a seating plan and report of the assessment/test conduct.
- Learners 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, prohibited

materials (see below), and malpractice. Venue and start and end times for assessments/tests must be clearly communicated.

Room Setup

The room setup 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.
- Start and end times for the assessment/test displayed.
- Minimum space around each candidate's desk that prevents cheating, learners overseeing 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. Learners are advised about prohibited materials in advance of the assessment/tests and on the day.

Prohibited Materials

Prohibited materials will include:

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

Arrangements for learner ID checks and a register of attendees must be in place.

Late arrivals, **15 minutes after the assessment/test** starting, are not permitted.

No requests for help from learners in relation to the assessment/test will be supported, save for spare writing equipment needs or systems access issues.

No one, other than the invigilator and learners sitting the assessment/test, are permitted in a controlled assessment. Learners with reasonable adjustments are known about in advance of the assessment/test and are supported, as directed.

Any conflicts of interest must be considered regarding invigilator(s) and learners presenting for assessment/testing.

The requirements laid out above will apply to all online and paper-based assessments.

Malpractice

The integrity of the assessment/test is crucial, and the following guidance is provided:

The invigilator must remove any prohibited or unauthorised materials from the learners and place them at the back of the assessment/test room to prevent malpractice.

If the assessment/test is disrupted by a learner(s), the learner should be advised this may be considered as malpractice on their part.

If the invigilator suspects any malpractice by learner(s), this must be reported immediately at the conclusion of the assessment/test.

Learners may receive a reprimand from Our Future Tutoring or be prohibited from taking assessments/tests for a period if they are found to commit malpractice. Our Future Tutoring Malpractice and Maladministration Policy must be followed where any incidents are identified.