



The GTA Invigilation Policy

This policy applies to staff and learners of GTA (including staff, learners, volunteers) who access training at the GTA.

Document Ref	CP1.5
Version	2.6
Issue Date:	05/03/2024
Reviewed Date	05/03/2024
Next Review Date	01/08/2024

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Date: 05/03/2024

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Introduction

The purpose of the invigilation policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of the candidate
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- To comply with the requirements of relevant Awarding Organisations

Definition of an Invigilator

The invigilator is the person in the exam room who is responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination process.

Invigilator Role

The role of the invigilator is to ensure that the examination is conducted in accordance with instructions to:

- Ensure the security of the exam before, during and after the exam
- Prevent possible candidate malpractice
- Prevent possible administrative failures or errors

Invigilators MUST:

- Be familiar with relevant Awarding Body's guidelines in relation to exams
- Give all their attention to conducting the exam properly
- Be able to always observe the candidates within the exam room

Candidate Identity

Doncaster, Rotherham, and District Motor Trades GTA (GTA) will take all reasonable precautions to identify the candidate so that security is maintained and that the correct exams are taken by the correct candidate for the relevant qualification that they are enrolled on. Candidate registration/enrolment numbers are to be used for this purpose.

Security Measures

The GTA will take all reasonable precautions so that security is maintained, and exams are conducted fairly and appropriately. Unauthorised copying of the exams is not permitted and will be considered malpractice if identified.

Exam Room Requirements

The examination room guidelines for invigilators are:

- There must be suitable heating, lighting, ventilation, and lack of noise
- A clock must be visible to the candidate
- No helpful material is to be displayed within the room
- Candidates to be seated in such a way as they cannot see each other's work

Ratio

The GTA will aim to conduct invigilation activities with candidates to a manageable level where control is maintained. There will be instances where some exams are conducted on a 1:1 basis.

Reasonable Adjustment/Special Consideration

It is the responsibility of the GTA to request on behalf of its candidates to the Awarding Body in advance (as detailed in the Awarding Body's operating manual) of any examination taking place. The GTA will conduct the necessary checks and gain supporting evidence in advance of an application to the Awarding Body. Invigilators will follow the Awarding Body's operating manual to carry out the proper process and requirements in line with any authorised use in this area.

Record of Invigilation/Invigilation Records

It is the responsibility of the invigilator to record the examination event and to keep these records available for the Awarding Body audit during their visits to the centre. The invigilation record should contain the following details:

- Candidate name
- Registration (enrolment) Number
- Exam being taken
- Date of exam
- Time references of exam (start & finish)
- Any disturbances (if applicable)
- Seating plan
- Signed and dated record by the invigilator

Appeals

The GTA will follow their complaints and appeals procedure should any candidate wish to appeal against their examination mark/score or anything in relation to the exam taking place that could have affected their ability to complete the exam e.g. disturbances. The appeals procedure is discussed with the candidate before the exam takes place.

Record Keeping

The GTA will keep records of invigilation in line with the Awarding Body and regularity requirements and for a minimum period of 5 years.