



Exam Invigilation Policy

UK Skills College Ltd

1. Policy Statement

UK Skills College Ltd is committed to ensuring the integrity, fairness, and smooth operation of all examinations conducted under its authority. The purpose of this policy is to establish clear guidelines and responsibilities for invigilators and staff to maintain exam security and compliance with awarding body regulations.

2. Purpose

The objectives of this policy are to:

- Ensure that all examinations are conducted according to awarding body and regulatory requirements.
- Safeguard the integrity and credibility of the assessment process.
- Provide a fair and consistent environment for all candidates.
- Clarify the roles and responsibilities of invigilators and staff during examinations.

3. Scope

This policy applies to all examinations and assessments conducted by UK Skills College Ltd, including internal and external assessments, whether online or on-site.

4. Legal and Regulatory Framework

This policy complies with:

- JCQ (Joint Council for Qualifications) General Regulations.
- Awarding Organisation assessment and invigilation requirements.
- Data Protection Act 2018 and UK GDPR for secure handling of candidate information.
- Health and Safety at Work Act 1974 for ensuring exam venue safety.

5. Roles and Responsibilities

a) Examinations Officer

- Responsible for overall management and coordination of all exams.
- Ensures that invigilators are trained and aware of current regulations.
- Maintains accurate exam timetables, seating plans, and records.

b) Invigilators

- Ensure examinations start and finish on time.
- Supervise candidates throughout the exam to prevent malpractice.
- Verify candidate identity before the exam commences.
- Enforce exam rules and regulations fairly and consistently.
- Report any incidents or irregularities immediately to the Examinations Officer.

c) Candidates

- Must follow all examination regulations and instructions from invigilators.
- Must not bring unauthorised materials into the exam room.
- Must arrive on time and present valid identification.
- Any instance of misconduct will be recorded and reported.

6. Exam Room Preparation

- The exam room must be set up according to awarding body requirements.
- Notices, clocks, and seating arrangements must be clearly displayed.
- All unauthorised materials must be removed before candidates enter.
- Emergency evacuation procedures must be clearly communicated.

7. During the Examination

- Invigilators must maintain constant supervision and remain vigilant at all times.
- Candidates must be seated according to the official seating plan.
- Attendance registers must be completed accurately.
- Any breach of regulations (e.g., cheating, use of mobile phones) must be documented and reported immediately.

8. After the Examination

- Invigilators must collect all exam materials and verify completeness.
- Papers must be secured and returned to the Examinations Officer.
- Any incidents must be recorded in the Invigilator's Report Form.
- Confidentiality of candidate information must be maintained at all times.

9. Training

All invigilators will receive regular training to ensure they understand and comply with current invigilation regulations, awarding body requirements, and health and safety procedures.

10. Malpractice and Misconduct

Any form of malpractice or misconduct will be investigated in line with the college's Malpractice Policy and awarding body procedures. Disciplinary action may be taken where necessary.

11. Review and Monitoring

This policy will be reviewed annually by the Examinations Officer and Senior Leadership Team to ensure continued compliance with current regulations and best practice.

Approved by: Board of Directors, UK Skills College Ltd

Policy Owner: Examinations Officer

Last Reviewed: 01 November 2025

Next Review Due: 31 October 2026