

## WHITECHAPEL COLLEGE

01/11/2011

### EXAMINATION & INVIGILATION POLICY

The Chief Executive Officer (CEO) keeps all external examination papers under lock and keys in a secure cabinet in his private office. This cabinet is bolted to the wall and to the floor and comes complete with a metal 'security bar' which also has a lock. The CEO alone holds the keys which he keeps on his person. In the event of his absence through illness or emergency he would pass the key personally to the President who would then substitute for the CEO in the execution of the CEO's duties below. In the (very unlikely) absence of both the CEO and the President, the Academic Director would substitute.

On the day of the examination the CEO makes the appropriate number of copies of the exam paper within the confines of his private office and then personally conveys the exam papers in a sealed envelope to the examination room where he hands the sealed envelope to the Principal Invigilator (PI) who will then place the exam papers on the individual student desks (according to the advance seating plan) BEFORE the students are permitted to enter the examination room.

Students will be allowed by the PI to enter the exam room 15 minutes (or more if the particular awarding body provides for this) before the exam is due to commence. During these 15 (or more) minutes students are expected to complete the necessary administrative formalities connected with the examination. Students will be told by the PI of the need for TOTAL silence from the moment they enter the exam room until the moment they leave the exam room on completion of the exam. If the students have any questions for the PI prior to the start of the exam they should raise their arm and the PI will respond to them.

On entry to the exam room students will be instructed to leave their bags and other personal belongings at the front of the exam room. Some exams permit

students to bring in to the exam and use certain materials eg unannotated statute/case books in law exams. Students and invigilators must not use mobile phones or similar devices within the examination room. All phones must be turned off and placed at the front of the exam room alongside the bags and other personal belongings. Where a student declines to place their phone at the front of the exam room the PI should confiscate the phone. STUDENTS SHOULD BE INFORMED BY THE PI THAT ALL MOBILE PHONES OR SIMILAR MUST BE TURNED OFF AND PLACED AT THE FRONT OF THE EXAM ROOM AND THAT IF A STUDENT IS FOUND TO HAVE SUCH A DEVICE ON THEIR PERSON OR ON THEIR DESK AFTER THE EXAM HAS BEGUN (whether turned off or on) THEY WILL BE AWARDED A MARK OF ZERO FOR THAT PAPER. No food may be taken into the exam room. Each candidate is permitted to take one bottle of drinking water (max 1 litre) into the exam room. A working and accurate clock should be conspicuously displayed.

The PI will clearly inform the candidates when the time comes for the exam to begin and will make appropriate announcements where any reading time is allowed.

Arrangements should be made for a designated Assistant Invigilator (AI) to assist the PI by substituting for the PI at suitable intervals to allow the PI a comfort break. At no time should the candidates be left unsupervised by one or other of the invigilators. Where possible the AI role should perhaps be undertaken by the class teacher who might also wish to be present at the beginning of the exam to give a re-assuring presence to the candidates.

The invigilator-student ratio should be 1-30 or part thereof. As the largest classroom at Whitechapel College holds a maximum of 30 students this ratio should not be tested.

Should a candidate be in urgent need of a toilet break during the exam the PI will, as quietly as possible, summon the AI by mobile phone (an exception to the mobile phone rule stated above) and the AI will accompany the candidate (discreetly) to the toilet to ensure that no cheating takes place there. For this reason there may be a need to have both male and female AIs on standby. Should a candidate be taken ill during an exam similar procedures will be followed with

the candidate being escorted to the student common room or other appropriate location.

An invigilator must be vigilant at all times. During the examination the invigilator is to walk quietly up and down the aisles from time to time to ensure that no cheating takes place. Any improper practices by candidates will be recorded and reported by the invigilator.

The invigilator will clearly inform the candidates when the time comes for the examination to end. At that time the invigilator should instruct the candidates to stop writing IMMEDIATELY and enforce that instruction as appropriate. Students should be reminded of the need to remain silent until they have departed from the exam room.

The PI should collect the completed exam scripts in a sealed envelope and immediately and personally convey them to the CEO who will then distribute them to the appropriate Assessor. At all subsequent stages the utmost care should be taken to maintain the confidentiality of the scripts.

Some students may need to have 'special arrangements' for taking examinations for a variety of reasons, some of which may be confidential. They may need, for example, extra time, rest breaks, the use of a laptop, a separate classroom etc. Such arrangements must be clarified and formalised well in advance of the exam date and appropriate invigilation arrangements made.

Once the examination process is complete with the exams having been marked and candidates issued with their results as appropriate the CEO must ensure that the scripts are securely stored under secure padlock in the stores/containers designated for such purpose. Notes should be attached to each bundle of scripts to indicate clearly the name of the exam, the date of the exam and the date when the scripts can be destroyed. Bundles should be stored together by examining body eg ESOL bundles should be kept together. Details of who the invigilator was should be included in each bundle.

A laminated pack containing instructions for invigilators will be provided for each invigilator before the examination commences.

Peer observation of invigilators will take place.

The above operates as the general examination and invigilation policy at Whitechapel College. For some awarding bodies and for some specific academic programmes other bespoke procedures may apply. Under these circumstances Whitechapel College will follow the latter procedures, in preference to its own general processes where there is any conflict though it is hoped that both sets of processes will be complementary.

For example, under the City & Guilds and Edexcel ESOL Skills for Life Speaking and Listening assessment, the CEO conveys the exam paper to the 'Assessor' who administers the examination. In these exams, groups or individual students may be administered with the same exam in succession although, where there is an option, different papers will be given to each cohort. In these circumstances, particular care needs to be taken by the invigilation team (ie Assessor supported by the PI) to ensure that no information concerning the exam is passed illicitly from student to student. Students may need to be kept, under the supervision of the PI, in an ante-room or holding-room before such examinations commence and in a post-room at the conclusion of the examination to ensure that no information is passed on between students by mobile phone call or text message.