



Testing and Examinations Policy

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Testing

Bluestone College will adopt all rules and guidelines set out by the respective AO's guides to centres performing examinations. Some examinations may take place off site, (i.e.) not in an Bluestone College Centre. All of the testing locations will be vetted prior to use. A comprehensive list of the testing venues will be kept the dates and time that each venue is used will also be recorded.

Instruction to Invigilators.

General

Invigilators must:

- a) Ensure that they have followed the signing out procedure for exams and have checked the contents of the invigilation kit.
- b) Make their presence and identity known to other invigilators upon arrival in the examination room.
- c) Be on duty throughout the examination;
- d) Co-ordinate and officiate over the start and finish of the examination in accordance with the agreed Protocols;
- e) Take responsibility for resolving any problems that may arise during the Examinations.

For assessments conducted using computer aided assessment software, the seating arrangements for candidates must be that candidates are allowed to be inward facing as long as they have no view of another candidates screen and be less than 1.25 meters apart if screens are used to separate work stations.

The invigilator must distribute the candidate's access codes prior to the commencement of the examination.

Such rules cannot be exhaustive and cover every eventuality. If a situation arises which is not covered by the rules, or if for any reason the rules cannot be wholly applied, invigilators must use their discretion, and submit a brief written report to the head of centre.

Invigilators must be in the examination room at least thirty minutes before the start of each examination period, to ensure that all requisite administrative functions have been undertaken; for example, that all necessary invigilation kits are present and that all necessary stationary is available and distributed to candidates' desks before candidates are admitted to the examination room.

No food or drink is allowed in the exam room, this is to prevent drinks being spilt on the exam papers. If the circumstances dictate the candidates/invigilators require a drink it should be in a bottled container and kept on the floor by the desk.

A close check will be made on the issue and return of examination papers, continuation sheets, etc. These should be identified in some manner before being issued to candidates.

Invigilators must exercise constant vigilance; they should from time to time move about the examination room at random, bearing in mind the importance of causing minimum disturbance to students, and should occasionally inspect matter on candidates' desks.

Invigilators must not become absorbed with matters not associated with the examination in progress, and should not engage in unnecessary conversation.

Invigilators must ensure that all examination papers and/or records of assessment and unused books are collected at the end of the examination. Completed exams and/or records of assessment must not be left unattended in the examination room after the examination has ended. All paperwork must be placed in the envelope and sealed before leaving the room.

Each invigilator shall be responsible for no more than twenty candidates. Where there is more than one student present, there must be a minimum of two invigilators

The examination room must not be left unattended after the examination papers have been distributed and during an examination.

In case of illness, the names and telephone numbers of first aiders, together with the location of the nearest telephones, will be displayed in the centre and present in the invigilation kits. If a first aider is not available, the invigilator must decide whether or not to summon an ambulance.

Where examinations are held in offsite premises, the development manager shall ensure each invigilator is given the relevant information about first aiders, telephones etc., available locally.

Before the Examination

All appropriate stationery except the examination question paper is to be placed on the examination desks before the candidates enter the room.

Candidates should be admitted at least 10 minutes before the examination is due to commence. Invigilators should direct candidates to the seating area for their subject. Reasonable adjustments/special considerations are allowed and the centre must confer with the relevant awarding organisation adjustments/special considerations policy prior to the booking of the exam.

The Invigilator should issue an instruction for candidates to complete / check the details on the front of the examination script and any attendance slips. Five minutes before commencement time the Invigilator should call for silence and remind candidates of the Rules for the Conduct of Examinations, Candidates should also be reminded that they must switch off any mobile telephones or other means of electronic communication.

Once silence has been called for, the examination papers should be distributed as expeditiously as possible. The Invigilator should check that all candidates have the correct examination paper. The examination will then commence. **Ref Exams Procedure.**

Commencement and ending times should be announced. The Invigilator should ensure that the examination starts promptly at the scheduled time.

Where the assessment is conducted using computer aided assessment software, specific procedures will be given to the invigilator regarding commencing the assessment.

Ending the Examination

The Invigilator must issue an instruction to all candidates to stop writing immediately - and to remain seated in silence until permission is given to leave.

Invigilators should collect all examination scripts or records of assessment, checking that the covers are correctly filled in, where necessary, papers or additional stationery are adequately tagged together.

When all papers have been collected the Invigilator should instruct the candidates to leave the room taking any litter with them.

Where the assessment is conducted using computer aided assessment software, the candidate will automatically be timed out at the end of the examination. Candidates arriving late for online assessment can have the full-allotted time.

Emergency Procedures - Evacuation of Examination Rooms

In the event of an Alarm Bell being sounded the hall must be evacuated immediately and without question.

Invigilators should instruct candidates:

- a) To stop writing or typing;
- b) To leave all examination papers on their desks;
- c) Not to communicate with students or staff regarding the examination;
- d) To leave the room as quickly and quietly as possible and proceed to the designated assembly point.

The Invigilator will note the time at which candidates were told to stop writing.

After ensuring that all candidates have left the examination hall and are assembled together, the Invigilator will inform candidates:

- a) That if possible the examination will be resumed at the earliest opportunity with appropriate time adjustments;
- b) That while they are waiting they should not discuss the question paper with other candidates;
- c) That appropriate allowances will be made in the assessment of results.

The Invigilator must telephone the Awarding Body and BlueStone, as soon as it is safe to do so.

If the examination can be resumed, this is only in the case of the interruption being less than 30 minutes. On returning to the examination room, candidates should be instructed to draw a line across the page immediately below their last sentence or workings, and to leave a clear space before continuing their work. For computer-aided assessment, the invigilators will give the candidates specific instruction.

The incident must be recorded on the invigilators register, so that the Awarding Body has full visibility of the incident and can record this with the Quality team.