Policy Title: Exam Invigilation and Procedures Policy

Organisation: MAXIMIZE EDUCATION LTD

Last Review Date: 12.11.2026

Next Review Date: 01.11.2027

Applies To: Learners, Maximize Education Staff Members, Employers, and Consultancy Customers.

1. **Policy Statement**

Educating UK is committed to maintaining the integrity, security, fairness, and credibility of all examinations and assessments. This policy ensures that all examinations are conducted in line with:

- Awarding body regulations
- Ofqual's General Conditions of Recognition
- JCQ principles of examination conduct (where applicable)
- Data Protection Act 2018 (UK GDPR)
- Malpractice & Maladministration requirements

This policy applies to:

- All learners sitting formal examinations
- All staff involved in examinations
- All invigilators (in-house and external)
- All remote/online invigilation arrangements

2. **Purpose of the Policy**

This policy ensures that:

- Examinations are conducted securely and fairly
- Learners are treated consistently and without bias
- Malpractice and maladministration are prevented
- Reasonable adjustments and access arrangements are implemented correctly
- The reputation of Educating UK and awarding bodies is protected

3. **Scope**

This policy applies to:

- Online examinations
- Remote invigilated examinations

- On-screen assessments
- Controlled assessments (where applicable)
- Any externally set examinations

4. **Responsibilities**

4.1 Head of Centre / Compliance Manager

- Overall responsibility for examination compliance
- Ensuring awarding body regulations are followed
- Reporting malpractice and maladministration
- Approving invigilator appointments

4.2 Exams Officer (Where Applicable)

- Exam scheduling
- Learner registration
- Secure handling of exam materials
- Liaison with awarding bodies

4.3 Invigilators

- Conducting examinations in accordance with this policy
- Ensuring exam conditions are maintained
- Reporting any irregularities
- Preventing and reporting malpractice

4.4 Tutors

- Preparing learners for assessment rules
- Not involved in invigilation of their own learners' exams (where required by awarding body)

4.5 Learners

- Following all examination rules
- Acting honestly and responsibly
- Not engaging in any form of malpractice

5. **Appointment & Training of Invigilators**

MAXIMIZE EDUCATION ensures that:

- All invigilators are:

        - Suitably qualified
        - Trained in awarding body requirements
        - Independent of learners where required
    - All invigilators receive:
        - Annual training updates
        - Malpractice and safeguarding training
    - Records of training and suitability checks are retained

6. **Examination Planning & Scheduling**

MAXIMIZE EDUCATION will ensure:

- Learners receive:
    - Exam date, time and instructions in advance
    - Guidance on ID requirements and exam conditions
- Exams are:
    - Scheduled in line with awarding body windows
    - Conducted in secure online environments
- Reasonable adjustments are:
    - Approved in advance
    - Implemented in line with awarding body guidance

7. **Learner Identification & Authentication**

Before the examination begins, the invigilator must:

- Verify learner identity using:
    - Valid photo ID (passport, driving licence, or approved ID)
- Confirm:
    - Candidate name
    - Learner number
    - Exam entry details
- For remote exams:
    - Conduct visual ID checks on camera
    - Ensure learner is alone in the room

8. **Examination Conditions**

The invigilator must ensure:

- Learners:
  - Are seated appropriately
  - Have no unauthorised materials
  - Have all permitted materials approved in advance
- No communication is allowed between candidates
- Mobile phones, smart devices, and unauthorised materials are prohibited
- The examination environment is:
  - Quiet
  - Well lit
  - Free from interruptions

For **remote exams**, learners must:

- Remain on camera at all times
- Not leave the examination room
- Not receive assistance from others

9. **Start of the Examination**

Before starting, the invigilator must:

- Read out or display:
  - Exam rules
  - Time allowance
  - Malpractice warnings
- Confirm:
  - Exam duration
  - Finish time
- Ensure all candidates understand the rules

10. **During the Examination**

The invigilator must:

- Actively supervise at all times
- Not undertake other duties during invigilation
- Not assist learners with exam content
- Monitor:
  - Behaviour
  - Screen activity (for online exams)
- Keep a written log of any irregularities

11. **End of the Examination**

At the end of the examination:

- Learners must:
  - Stop work immediately when instructed
  - Submit work as directed
- Invigilator must:
  - Confirm all scripts/submissions are received
  - Securely upload/store completed assessments
  - Complete an invigilation report if required

12. **Remote & Online Invigilation**

MAXIMIZE EDUCATION ensures that:

- Secure remote proctoring systems are used
- Screen recording and session monitoring may be applied
- Data is processed in line with UK GDPR
- Learners are informed of:
  - Monitoring requirements
  - Data usage
  - Technical requirements

13. **Reasonable Adjustments & Access Arrangements**

MAXIMIZE EDUCATION will:

- Apply for awarding body approval in advance

- Provide:
  - Extra time
  - Rest breaks
  - Assistive technology
  - Alternative formats where approved
- Ensure adjustments do not compromise exam integrity

14. **Malpractice & Maladministration**

Examples include (but are not limited to):

- Cheating
- Use of unauthorised materials
- Impersonation
- Collusion
- Disruptive behaviour
- Plagiarism
- Use of AI tools in closed assessments

All suspected malpractice will:

- Be investigated
- Be reported to the awarding body
- Follow the **Malpractice & Maladministration Policy**
- May result in:
  - Disqualification
  - Centre sanctions
  - Legal action

15. **Appeals**

Learners may appeal assessment decisions in line with:

- The Educating UK **Appeals Policy**
- Awarding body appeals regulations

16. **Data Protection & Confidentiality**

Educating UK ensures:

- All examination data is:
  - Stored securely
  - Access-controlled
  - Used only for legitimate purposes
- Recordings from remote invigilation are:
  - Retained only as long as necessary
  - Deleted securely

17. **Safeguarding During Examinations**
    - Invigilators must:
      - Be aware of safeguarding procedures
      - Report any welfare concerns immediately
    - Learners must:
      - Be treated with dignity and respect at all times

18. **Policy Breaches**

Any breach by:

- **Staff/Invigilators** → Disciplinary action
- **Learners** → Disqualification and misconduct procedures
- **Contractors** → Contract termination

Serious breaches will be reported to awarding bodies and regulators.

19. **Monitoring, Review & Quality Assurance**

MAXIMIZE EDUCATION LTD will:

- Conduct:
  - Annual invigilation audits
  - Sampling of invigilation records
- Review:
  - Learner feedback
  - Incident logs

        - Awarding body updates
    - Update this policy annually

20. **Contact Details**

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