



Examination and Invigilation Policy

East Birmingham Community Forum (EBCF)

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Contents

1. Purpose of the policy	3
2. Head of Quality & Compliance	3
5. Carrying out Exams	5
6. Preparation for the examination	5
7. At the beginning of the examination	5
8. During the examination and at the end of the examination	5
9. Applications for special consideration	6
10. After the Exam	6
12. Invigilation of exams	7

1. Purpose of the policy

East Birmingham Community Forum is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures, and plans. • all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance, and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams/assessments are conducted to current JCQ (and awarding body) regulations, instructions, and guidance.

2. Head of Quality & Compliance

The Head of Quality & Compliance understands the contents, refers to and directs relevant to all EBCF staff to annually updated JCQ publications: ['ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)

Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for learners requiring access arrangements for exams and assessments.

Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all exam/assessment materials if using paper versions, by ensuring:

- I. Location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
- II. Appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
- III. Access to the secure room and secure storage facility is restricted to the authorised staff members (ensuring only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility)
- IV. Relevant awarding bodies are immediately informed if the security of question papers or confidential supporting instructions is put at risk.
- V. Arrangements are in place to check that the correct exam paper packets are opened by authorised members of centre staff
- VI. Planning to receive, check and store question assessment/examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- VII. Arranging to receive and issue material received from the awarding bodies to staff and learners, and notify them of any advice and instructions relevant to the examinations/ assessments
- VIII. Allows learners access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.
- IX. must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. These records may be inspected by a JCQ Centre Inspector and/ or awarding body staff.

Records must be maintained for a minimum of one year after results have been issued for the relevant exam series

The Exams officer.

- I. Manages the administration of public and internal exams to the highest possible standards
- II. Advises the leadership team, teaching staff and relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- III. Ensures that learners are informed of and understand those aspects of the exam timetable that will affect them
- IV. Ensures that learners are aware of procedures for examinations/assessment including conduct, late arrivals, and absence
- V. Provides and confirms detailed data on estimated entries
- VI. Receives, checks and stores securely all exam papers and completed scripts maintaining logs as required and informing the exam boards of any potential breaches in security
- VII. Ensures all electronic materials are maintained securely in accordance with JCQ regulations
- VIII. Administers access arrangements and makes applications for special consideration using the JCQ publications on Access arrangements, reasonable adjustments, and special consideration
- IX. Identifies and manages exam timetable clashes
- X. Organises the annual training of current regulations and monitoring of the invigilators responsible for the conduct of exams. Where required by the awarding body this will include observation of all new invigilators on their first invigilation.

Ensures that all relevant staff are aware of and adhere to current JCQ and awarding body requirements.

3. Contingency planning

Contingency planning for exams administration is the responsibility of the leadership team. They should have sufficient information to take over should the exams officer be absent, but such planning must consider the possible and unexpected absences, either prior to the exam period or on the day of one or more exams.

A designated person must have enough information to allow them to step in in such circumstances. To facilitate this, the exams officer should maintain a checklist of events and actions, so that the person taking over knows what outstanding and what actions they need to take to ensure the smooth running of the exam(s). They should also be familiar with the procedures relating to the postage of paper exams once the exam is over.

4. Managing Controlled Assessment.

It is the responsibility of the exams officer (Training Manager) to:

- I. Set dates and times for controlled assessments in advance, ensuring these do not clash with other activities
- II. Notify staff sufficiently in advance regarding alterations and changes to the timetable
- III. Inform learners of the impending controlled assessments
- IV. Ensure controlled assessments are spaced over the duration of the subject course
- V. Ensure that the teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification
- VI. Ensure controlled assessment tasks, whether set by the awarding body are developed in line with the requirements of the specification
- VII. Download controlled assessment tasks well ahead of the scheduled assessment date in all cases and ensure the appropriate staff have access to these on the scheduled day

- VIII. Liaise with the learner to arrange another suitable day and time to carry out controlled assessment, if they have been absent on the planned day
- IX. Ensure that the accommodation arrangements are suitable for the assessments and that exam regulations are adhered to – the Exams officer should contact the awarding body to obtain these train those staff involved in the carrying out of controlled assessment so that they fully understand and can adhere to this guidance
- X. Ensure teaching staff/assessors understand the nature of the controlled assessments and their role in supervising this
- XI. Ensure a suitable supervisor is arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification
- XII. Ensure that the assessment tasks are kept securely both before and after the date of assessment.
- XIII. Ensure that other staff understand the importance of keeping assessment tasks securely
- XIV. Ensure that there is appropriate training and practicing of marking in advance of the deadline to ensure that marking descriptors are interpreted correctly
- XV. Plan against the requirements for standardisation for the awarding body including when and how this activity will be conducted
- XVI. Ensure all learners have authentication forms to sign.

5. Carrying out Exams

- I. It is the responsibility of the exams officer (Training Manager) to ensure that the appropriate JCQ posters are displayed clearly inside and outside the exams room.
- II. It is the responsibility of the exams officer (Training Manager) to liaise in order to prepare fully for the conduct of exams.
- III. Guidance is found in the document 'Instructions for Conducting Examinations' which is revised and published annually by JCQ. A copy of these instructions should be present in the exam room for all exams.

It is the responsibility of the exams officer (Training Manager) to ensure that the current JCQ guidance is followed in all of the following areas:

6. Preparation for the examination

- Receiving, keeping question papers and other examination materials secure in accordance with JCQ regulations
- Timetabling of examinations
- Provide Calculators & other required resources for examinations (Functional Skills)
- Seating plans
- Invigilation arrangements
- Ensure candidates hand in mobile phones, watches, and other unauthorised items before entering the examination room

7. At the beginning of the examination

- Identifying candidates
- Other people who may be present
- Attendance registers to be given to the invigilator
- Question papers, stationery, materials, and other equipment • Starting the examination

8. During the examination and at the end of the examination

- Supervising the Learners
- Learners who arrive late
- Make sure that the invigilator has completing the attendance register
- Make sure learners leave the examination room
- Ensure Examination room has been cleaned & tidied
- Malpractice
- Emergencies
- Unused stationery is removed

Any incidents, irregularities, or concerns must be recorded and reported in line with JCQ requirements.

9. Applications for special consideration

It is the responsibility of the exams officer (Training Manager) to delegate duties and responsibilities as necessary during the conduct of exams

In the event of the exam room needing to be evacuated during scheduled exam/assessment periods, the following procedure should be followed:

- Stop the exam and write down the time
- Let the learners know that exam conditions apply
- Evacuate the room and lock the door
- Invigilators must take the attendance register
- If applicable, take the exam papers
- When at evacuation point, keep separate from other non-exam groups
- On return candidates should be told to settle and that exam will start in 5 minutes, make a note of new start and end time.
- Make sure that candidates understand the new arrangements and that extra time has been added
- At the end of the exam report the incident to the exam board

10. After the Exam

After the exam is completed, it is the responsibility of the exams officer (Training Manager) to ensure that the any paper exams/assessments are stored securely in the safe until collection, according to the guidelines.

After the exam is completed, it is the responsibility of the exams officer (Training Manager) to ensure that all exams/assessment paperwork and accompanying exam board documentation are logged and sent off according to the guidelines no later than the next working day.

A copy of the despatch log should be kept at the school as a record.

11. Learners

The published rules on acceptable dress, behaviour and learners' use of mobile phones and other electronic devices apply at all times.

Learners' personal belongings remain their own responsibility and EBCF accepts no liability for their loss or damage.

Disruptive learners are dealt with in accordance with JCQ guidelines.

Learners are expected to stay for the full exam time, at the discretion of the exams officer (Training Manager) or invigilator.

For exams longer than one-hour learners may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The exams officer (Training Manager) is responsible for handling late or absent learners on exam day or subsequently.

Should a learner be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the learner's responsibility to alert the, the exams officer (Training Manager) or the exam invigilator, to that effect.

The learner must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the learner's doctor. The exams officer (Training Manager) will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

The exams officer (Training Manager) must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of candidates.

Learners must comply with all exam regulations and instructions provided by staff and invigilators.

12. Invigilation of exams

Please note that this process must be followed for all Exams/Assessments

Ensure that all the relevant signage is visible to all learners who are attending the Exams/Assessments as stated in the [ICE 23-24 Jan24revision FINAL.pdf \(jcq.org.uk\)](#)

1. One invigilator is allowed to invigilate a maximum of 20 learners.
2. Where there is a sole invigilator, he/she must have the facility to summon help without disturbing learners taking the exam/assessment.
3. Learners should be seated with a minimum gap of 1.25m between them.
4. Learners may only take pens into the examination room and any pencil cases must be transparent. Mobile telephones, pagers and other electronic equipment are not permitted.
5. When preparing your examination room, provision should be made for the learners to securely store their personal belongings outside of the room. If this is not possible, determine how bags and other items could be stored within the examination room so that they are out of the reach of candidates and access to them can be monitored by the invigilator.
6. It is suggested learners are seated ten minutes before the start of the Exam/Assessment and the table plan document must be completed ensuring the learner sign to confirm their seating.
7. A reliable clock must be visible to learners at all times.
8. The start and finish times must be written up clearly for all to see. Please refer to the times printed on the Exam/Assessment cover sheet (written paper).
9. Test answer sheets must be completed in black pen, test answer sheets completed in pencil are deemed invalid.
10. Invigilators must be confident of the identity of all learners taking the test.
11. The Guidance to Learners relating to the Exam/Assessment must be read out prior to the commencement of the Exam/Assessment. [ICE 23-24 Jan24revision FINAL.pdf \(jcq.org.uk\)](#) Appendix 3 (Paper Exams/Assessments)
12. Once the Exam/Assessment has started learners may not ask questions about the test. In exceptional circumstances they may seek the attention of the invigilator, for example if they need to use the toilet. Invigilators must not talk to or distract learners during the test.
13. If a learner wishes to leave the room for any reason and intend to return to continue their exam they must be accompanied. The invigilator must remain with them at all times and ensure that they cannot access restricted material. The learners remaining in the exam room must continue to be invigilated.

14. Any issues of ambiguity as identified by the learner must be recorded by the invigilator. These issues must **NOT** be addressed with the learners at the time of the test.

15. No requests for help from learners in relation to the Exam/Assessment can be dealt with during the test.

16. Invigilators must not carry out any other task in the assessment room

17. Invigilators are required to quietly move around the assessment room at frequent intervals



18. Invigilators should give at least two time checks; 15 minutes and 5 minutes

19. Learners who arrive more than 30 minutes late for the assessment must not be allowed to sit the assessment

20. Learners must not leave the assessment room within the first 30 minutes of the assessment

Invigilators must always maintain professional conduct and ensure a consistent and secure exam environment.

13. Version Control

Version	Description of Change	Author	Date	Approved by
1.0	First version	S.Carragher	May 2022	S.Johnson
3.0	Version 2.0	S.Khan	July 2023	
4.0	Version 3.0	S.Khan	July 2024	
4.0	Version 4.0	S.Khan	January 2025	S.Etheridge (Head of Quality)
5.0	Version 5.0 Policy updated to strengthen examination and invigilation processes, with additional guidance on roles, compliance, and incident management	S.Khan (HR)	January 2026	S.Etheridge (Head of Quality)