

## Invigilation Policy

### Introduction

Whenever possible Floorskills will offer on-line options for learners taking examinations. In the case of Edexcel/Pearsons Functional Skills the tests for both English and Maths at Levels 1-2 are offered on-line. Edexcel/Pearsons offer testing paper based but these have specific scheduled windows throughout the year which can be limiting. At present Floorskills offers all tests on-line for both Maths and English which can be scheduled anytime leaving more flexibility for the learner and the employer. Floorskills would be willing to schedule tests for any learner who has a preference of paper based in the Edexcel/Pearson specific test windows. Any exams are conducted under strict examination conditions as stipulated by the relevant awarding body. Edexcel/Pearsons examinations are conducted as laid out in the Edexcel/Pearson ICE guidance.

### Paper Examinations:

The Invigilator is responsible for storing all testing materials in a secured locked cabinet. The invigilator alone will hold the key to the testing papers. In the event of an absence the Invigilator will pass the responsibility to another trained invigilator. Relevant notices will be displayed on the door of the examination room, instructions given to learners undertaking the exam, all mobile or electronic devices taken from learners and stored securely until the end of the exam.

### On-line Examinations:

Seating plan to be completed and stored securely with other testing materials. Notice to be displayed on the door, Edexcel/Pearsons log in information to be given to the learners to allow log in access, the attendance register will be signed by the learner. The Invigilator will start the tests individually as the learner logs into their computer, the Invigilator can see on the administrator/Invigilator dashboard Levels being undertaken and learner progress. Any late comers will be recorded on the attendance register (these are individual for each learner and test booked). All Attendance Registers are stored securely in the Functional Skills folder. The Invigilator will use the On-screen Invigilator checklist provided by Edexcel.

### Void of Examination:

In the event of a voided test or test complications the invigilator will try to re-set the POP LAN system on the learner computer, they will contact Edexcel/Pearson via an alternative member of staff so that testing is not disrupted. If the examination cannot take place for this learner then the Void examination form will be completed and emailed to [eprocessing@pearson.com](mailto:eprocessing@pearson.com) within 48 hours of the test date.

The Invigilator **must not** be the Teacher who has prepared the learner for assessment. Floorskills Training Centre has a bank of trained Invigilators with their own individual log in's for accessing the POP LAN testing platforms which are the Invigilators Dashboard and the Administrators Dashboard. The invigilator presiding over the examinations has the responsibility for ensuring that all test stations are set up in advance before the test begins. Learners will be made aware of the testing process and given instructions on how to alert a member of staff if there is a query with their test. Under no circumstances will the Invigilator give any guidance to learners on the contents of the test, acknowledgements of help needed will be relating to technical queries in the main. The invigilator

will ensure the identity of the learners, provide relevant log in's and passwords needed. The invigilator will inform the

### Paper and On-line Examinations:

Students will be allowed to enter the room no more than 10 minutes before the exam starts, there must be x1 Invigilator for every 30 Learners sitting tests, a wall clock must be visible, and the Invigilator must be able to access assistance easily without disrupting the learners or leaving the room. All reference materials on walls or in the examination room must be removed before learners enter the room and belongings left outside or out of reach in the examination room.

### Learners with Special Requirements:

In some circumstances, candidates with particular requirements may be given additional time to complete the examination or the opportunity to take the test in a separate room (all Invigilator testing requirements will also be in place in the 2<sup>nd</sup> room). Such arrangements must be clarified and formalised well in advance of the exam date and appropriate invigilation arrangements made. In other circumstances, candidates may be entitled to a supervised rest break, where the examination should be split into two or more parts for each session either side of the break. Where necessary any Special Considerations must be authorised through the appropriate Awarding Body.

Special Consideration form can be accessed on below link :

<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/special-consideration.html> there is also FAQ for Special Considerations accessible via the ICE document.

Learner results will be immediately available for Cskills Awards tests but can take up to 28 days to be received at the centre from Edexcel/Pearsons. The Invigilator can access the on-line platform to check if these have arrived earlier. All results will be shared with learners and in the case of a re-sit Rich Feedback Reports will be used by Functional Skills Tutors to identify the developmental areas where the learner scored lower on the test/tests.

The above operates as the general examination and invigilation policy at Floorskills Training Centre. For some Awarding Bodies and for specific academic programmes other bespoke procedures may apply.