



TRAINING – INVIGILATION OF EXAMS POLICY

Including compliance with: SPECIAL CONSIDERATIONS AND REASONABLE ADJUSTMENTS (EQUALITY ACT 2010)

Delegates with special assessment requirements, such as physical disabilities, including sight, hearing or writing and learning or reading difficulties (e.g. dyslexia) can request the assistance of the invigilator, if required. If this applies to you then they must contact a director (**Peter Robertshaw: 07796-206-505**) prior to the course to make suitable arrangements for taking the examination. **This must be arranged prior to the course.** The appropriate company form to record the arrangements must be completed and authorised by a director. All conversations, arrangements and information between the delegate(s) and the director will remain confidential, in accordance with data protection and equality legislation.

All HSPCL instructors and invigilators are qualified in the JCQ Regulations for Invigilating in Examinations for General Qualifications and trained in the AA regs and ICE requirements, which are provided to them for ease of reference.

All course examinations must be invigilated to manage the examination process and to prevent cheating and/or collusion between the delegates.

Invigilators can be the course trainer and/or another person who is aware of the examination and invigilation process. This person cannot be a delegate of the course or any individual suspended or terminated from any CITB provision and must be approved by Peter Robertshaw.

Invigilator's must ensure that delegates are aware of their responsibilities as are summarised on the HSPCL course attendance spreadsheet and, as follows:

- They must not communicate with anyone other than the invigilator during the examination
- To communicate with the invigilator, they must first raise their hand
- To change any answers, they must cross out their incorrect entry, make a further entry and **initial the new answer**
- There must not be any eating, drinking or smoking during the examination

If a delegate leaves the examination (classroom or remote) prior to its conclusion, they will not be permitted to re-enter the examination room until the final delegate has finished and the trainer or invigilator invites the delegate back, except in extenuating circumstances that affect the whole group.

For and on behalf of HSPCL Approved and Signed by:

Peter Robertshaw, Managing Director

Issue Date: 1st January 2023