

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

TTT POLICY DOCUMENT

Exam Invigilation Policy

Conducting every TTT examination fairly, securely and consistently across venues and modes.

Document Control

Document Title	Exam Invigilation Policy
Version	1.0
Effective Date	22 April 2026
Next Review Date	22 April 2027
Policy Owner	Phenil Mehta, Centre Manager
Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	All learners, Invigilators, Course Coordinator and Centre Manager

Exam Invigilation Policy

1. Purpose

This policy sets out how TTT conducts and invigilates examinations, including in-person and online proctored assessments, to ensure fairness, security and consistency across all venues and modes. It supports compliance with Ofqual's General Conditions of Recognition and the examination conduct requirements of each Awarding Organisation with which TTT is registered, including JCQ-aligned conventions where the qualification requires them.

2. Scope

This policy applies to:

- All external and internal time-constrained examinations conducted by or through TTT
- All invigilators, whether TTT staff, associates or third-party providers
- All learners sitting a TTT examination, in person or online
- All venues used, including the Regus House office, employer premises and online proctored environments

3. Definitions

The following terms carry the meanings given throughout this policy.

Examination	Any time-constrained, controlled assessment set by an Awarding Organisation or by TTT where conditions are prescribed.
Invigilator	A qualified or trained individual appointed to supervise an examination and to enforce the conditions under which it is taken.
Online Proctoring	The remote supervision of an examination through a secure platform using live or recorded video, audio, screen capture and identity verification.
Invigilation Report	The written record of the conduct of an examination session, including attendance, timings and any incident.
JCQ	The Joint Council for Qualifications, whose Instructions for Conducting Examinations set the UK-wide benchmark for exam conduct.
Non-attendance	A learner's failure to attend a scheduled examination for which they are registered. Non-attendance is distinct from a Fail and is categorised by the Awarding Organisation's own rules.

4. Policy Statement

TTT is committed to the following principles and commitments.

1. Every examination is conducted in conditions that protect the integrity of the assessment and the fairness of every learner's opportunity to succeed.
2. Invigilators are briefed, trained and authorised before acting; they act at all times in the interest of the Awarding Organisation and of learners.
3. TTT applies the JCQ Instructions for Conducting Examinations as its default standard, modified only where an Awarding Organisation specifies different arrangements for a particular qualification.
4. Reasonable adjustments approved under the Reasonable Adjustments and Special Considerations Policy are operationalised on the day by the Invigilator and recorded on the Invigilation Report.
5. Suspected malpractice is managed at the time and reported to the Centre Manager for escalation under the Malpractice and Maladministration Policy.
6. Invigilation records, attendance registers and materials are handled securely before, during and after every examination.
7. Learner fees and outcomes for missed or late attendance are communicated at enrolment under the Consumer Contracts Regulations 2013 and the Fees, Refunds and Cancellation Policy.

5. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability for examination conduct; appoints Invigilators; maintains records; reports suspected malpractice to the Awarding Organisation.
Course Coordinator	Schedules examinations; prepares seating plans; confirms approved reasonable adjustments with the Invigilator before the session; distributes and retrieves examination materials.
Invigilator	Follows the conduct rules in this policy; reads the learner guidance aloud; enforces timings; completes the Attendance Register and Invigilation Report; reports suspected malpractice and emergencies to the Centre Manager.
Online Proctor (where applicable)	Performs identity verification; monitors the live video and audio feed; records the session; flags any incident to the Centre Manager without delay.
Learners	Attend on time; present valid identification; follow the Invigilator's instructions; bring only permitted materials; do not communicate with others during the exam.

6. Invigilator Standards

- A minimum ratio of one Invigilator to every 20 learners, reducing to 1:15 or stricter where the Awarding Organisation requires it or where the examination involves practical demonstration
- Every Invigilator is briefed using TTT's Invigilator Briefing before each session
- An Invigilator must be able to summon help without disturbing learners during the examination
- Invigilators do not engage in any other activity during the session, including reading, marking or using personal devices

7. Examination Room Preparation

- Learners are seated at a minimum 1.25 metre distance or further if Awarding Organisation rules require
- Only permitted items are allowed on the desk; stationery is transparent; mobile phones and unauthorised electronic devices are not permitted
- A designated area outside the examination zone is provided for bags and personal belongings, monitored by the Invigilator
- A clock is visible to every learner; the exam start and finish times are displayed clearly
- Signage identifies the examination in progress and restricts passer-by access

8. Conduct of the Examination

8.1 Start of session

1. Learners arrive at least 15 minutes before the scheduled start.
2. The Invigilator verifies identity against photographic ID, takes the Attendance Register and confirms any agreed reasonable adjustment.
3. Learner guidance relating to the examination is read aloud by the Invigilator before start.
4. The Invigilator announces the start and finish times and the start is declared.

8.2 During the examination

- Learners may not ask questions about content; the Invigilator responds only to procedural matters
- The Invigilator must always be able to observe all learners
- A learner who needs to leave the room temporarily must be accompanied by the Invigilator while others remain supervised
- The Invigilator does not distract learners, read materials, use devices or leave the room unaccompanied
- A 10-minute warning is given before the end of the session

8.3 Late attendance

- Learners arriving less than 15 minutes late may enter, are seated near the door and complete the exam within the remaining time unless the Awarding Organisation rules permit additional time
- Learners arriving more than 15 minutes late are not admitted; the outcome is categorised according to the Awarding Organisation's rules (typically Non-attendance rather than Fail, but this varies by Awarding Organisation) and recorded on the Invigilation Report

8.4 End of session

- The Invigilator announces the end of the session; learners stop writing immediately
- Learners confirm their name and reference number on each answer sheet
- Papers are collected in full before any learner leaves the room
- Papers must not be altered, checked or annotated between collection and dispatch to the Awarding Organisation

9. Online Proctored Examinations

Where the Awarding Organisation permits online proctoring, TTT applies the following arrangements.

- Learners receive written guidance on system requirements, identity verification and permitted environment at least 5 working days before the session
- Identity is verified through photographic ID captured on camera before the examination starts
- The learner's environment is reviewed by the proctor, including a scan of the desk and immediate surroundings
- The session is recorded with the learner's informed consent, captured at the start of the recording
- Any break, technical interruption or suspected incident is recorded, with timing, on the Invigilation Report
- Recordings are stored securely in line with the Data Protection Policy and are retained only for the minimum period required for review and malpractice or appeals purposes

10. Suspected Malpractice During an Examination

1. The Invigilator records the concern immediately on the Invigilation Report, including time, seat number and observed conduct.
2. The Invigilator warns the learner that they may be removed from the examination and that the Awarding Organisation will be informed.
3. The learner continues the examination unless removal is necessary, to preserve the option of the Awarding Organisation to decide the outcome.
4. The Centre Manager is informed without delay after the examination and the matter is escalated under the Malpractice and Maladministration Policy.

11. Emergencies

- On a fire alarm or other emergency, the Invigilator instructs learners to stop writing, collects the Attendance Register and evacuates the room, leaving papers in situ
- Learners are supervised as closely as possible during the interruption to prevent discussion of the examination
- The time and duration of the interruption are recorded on the Invigilation Report
- Where possible, learners are allowed the full working time of the examination, with continuation in the same room or an alternative location
- A full incident report is made on the Invigilation Report and sent to the Awarding Organisation

12. Records and Secure Handling

The Attendance Register and Invigilation Report are completed for every session. Papers and scripts are stored in a locked cabinet or secure digital location prior to dispatch or scanning to the Awarding Organisation. Questions considered misleading or incorrect on an examination paper are reported to the Awarding Organisation immediately. Records are retained for a minimum of three years or longer where the Awarding Organisation requires it, in line with the Data Retention and Disposal Policy.

13. Training

Role	Training	Frequency
Invigilators	JCQ-aligned invigilation; Awarding Organisation-specific rules; handling malpractice; emergency procedures	Induction and annual refresh; briefing before each session
Online Proctors	Identity verification; remote monitoring; recording consent; incident handling	Induction and annual refresh
Centre Manager and Course Coordinator	Examination scheduling; Awarding Organisation updates; secure materials handling	Annual

14. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by Ofqual or Awarding Organisation changes, JCQ updates, significant incidents or patterns on Invigilation Reports. All outcomes are recorded in the Version History at Section 16.

15. Related Documents

This policy should be read alongside:

- Assessment Policy
- Malpractice and Maladministration Policy
- Reasonable Adjustments and Special Considerations Policy
- Accessibility and Reasonable Adjustments Policy
- Learner Sanctions Policy
- Appeals Policy
- Conflict of Interest Policy
- Data Protection and GDPR Policy
- Data Retention and Disposal Policy
- Fees, Refunds and Cancellation Policy

16. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	Supersedes prior Examination Invigilation Policy dated 07/04/2026. Structured into TTT's standard policy layout, with JCQ alignment stated, a new online proctoring section added, late-attendance outcome categorisation clarified to reflect Awarding Organisation variation, invigilator ratio specified as a minimum of 1:20, the embedded Appeals residue removed and the appended AI-review block cleaned out.

17. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta
Name

P Mehta
Signature

22/04/2026
Date