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PROCEDURES

EXAMINATION & INVIGILATION

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| REFERENCE | PPEIV2026AB 26 |
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1. INTRODUCTION

Crosby Training is committed to maintaining the integrity, fairness, and security of all examinations and assessments for all learners, whether on-site or remote. These procedures set out clear guidance for the management, administration, and invigilation of assessments in line with Ofsted expectations, ESFA funding requirements, awarding body regulations, and accessibility and equality legislation.

Where requirements differ, the current rules and qualification-specific guidance of the relevant awarding body, including City & Guilds, Highfield, or NCFE, will take precedence over this procedure.

The purpose of this procedure is to ensure that assessments are conducted securely, fairly, consistently, and in a way that can be evidenced through clear records, monitoring, and oversight.

All centres must inform the awarding body of the date, time, and venue of the examination or assessment at least 5 working days in advance, where required by the awarding body.

Nominated invigilators must not be related to learners.

For qualifications linked to a Security Licence (SIA), the tutor delivering the course cannot act as invigilator for multiple-choice assessments.

Any safeguarding concerns arising during examinations must be managed in line with the Crosby Training Safeguarding & Welfare Policy.

2. EXAMINATION MATERIALS

Paper-based assessments: Delivered in a sealed security bag containing examination papers and answer sheets.

E-assessments (onscreen): Delivered via secure platform with password-protected access and single-use codes.

All materials must be handled securely at all times to maintain integrity and confidentiality.

A record must be kept of receipt, storage, issue, return, and disposal of all examination materials where applicable.



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3. RECEIPT & STORAGE OF MATERIALS

Sealed examination materials must be stored in a locked secure location (e.g., safe or secure cabinet) until 5 minutes before the assessment.

Transport between sites must be in a secure, locked container.

For e-assessments, access codes must not be entered until 5 minutes prior to commencement.

The centre must be able to evidence secure storage arrangements and control of access to materials.

4. LEARNER IDENTIFICATION

Invigilators must verify each learner's identity before allowing them to sit the examination.

Acceptable forms of ID include:

- Valid passport (any nationality)
- UK photo card driving licence
- Warrant card issued by HM Forces or Police
- Employee or student ID card

Where ID is not available, another form containing a signature may be accepted if the invigilator confirms it matches the learner list, subject to awarding body rules.

A record should be kept where any alternative identification method is used.

5. PRIOR TO EXAMINATION/ASSESSMENT

Invigilators must:

- Arrive on time and familiarise themselves with procedures and venue evacuation plans.
- Ensure the venue is fit for purpose, accessible, and inclusive.



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- Display “Examination in Progress” signage.
- Cover or remove all materials that may assist learners.
- Ensure clocks are visible, learners are appropriately spaced (minimum 1.5m), and workstations are suitable.
- Verify all learners are present and correctly identified.
- Ensure learners understand examination duration, rules, and complete the learner declaration form.
- Reasonable adjustments for learners with disabilities or additional needs must be accommodated according to awarding body guidance.

The invigilator should complete a pre-assessment checklist to confirm that all required controls are in place.

6. SETTING UP THE EXAMINATION/ASSESSMENT

Invigilators must:

- Uphold examination integrity and provide no guidance to learners.
- Confirm examination papers or digital assessments are correct.
- Inform learners of start and finish times.
- Ensure all prohibited items (mobile phones, smartwatches, revision notes) are stored securely.
- Remind learners not to communicate with others during the assessment.

Any irregularities identified at setup must be reported immediately to the centre lead.

7. DURING THE EXAMINATION/ASSESSMENT

Record start time on the declaration.

Supervise learners at all times.



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Maintain silence and remind learners of remaining time (approx. 15 minutes before end).

Manage learners leaving the room temporarily, ensuring they do not access notes, devices, or communicate with others.

Document any incidents of malpractice and report immediately to the centre, who will inform the awarding body.

Monitor e-assessments for platform breaches or irregular activity.

A record must be made of any incident, disruption, malpractice concern, or exceptional event during the assessment.

8. EMERGENCIES

Evacuate the venue according to procedures; leave materials on desks.

Assess whether the integrity of the assessment is compromised.

Report the incident to the awarding body.

The centre lead must decide whether the assessment can continue, be paused, or must be rescheduled, in line with awarding body guidance.

9. END OF THE EXAMINATION/ASSESSMENT

Check the number of completed examination documents/devices against the learner list.

Confirm all learner details are correctly entered.

Invigilators must not amend answers or marks.

The invigilator must sign the attendance or completion record, where used, before materials are passed to the centre lead.



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10. AFTER THE EXAMINATION/ASSESSMENT

If photocopying is available, take copies in front of a witness, seal originals in a secure bag.

If not, seal all materials immediately in front of a witness.

Return opened examination papers to the awarding body; do not copy or distribute.

Submit all completed assessments within 48 hours of completion.

For e-assessments, ensure all data is securely stored and transmitted according to data protection and ESFA guidance.

A return log should be maintained showing who handled the materials, when they were sealed, and when they were submitted.

11. GOVERNANCE & COMPLIANCE

The Governance & Leadership Team oversees adherence to these procedures.

The policy is reviewed annually or in response to Ofsted, ESFA, or awarding body updates.

All staff involved in invigilation receive mandatory training, including safeguarding, equality, and digital assessment security.

Compliance is monitored through:

- invigilator training records,
- pre-assessment checklists,
- incident logs,
- material return logs,
- and periodic management review.

Any repeated non-compliance will be escalated to senior leadership and addressed through additional training, corrective action, or procedural review.



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12. EQUALITY & ACCESSIBILITY

Crosby Training is committed to providing equitable assessment conditions for all learners. Reasonable adjustments are made in accordance with awarding body guidance and equality legislation.

Requests for reasonable adjustments must be handled in advance wherever possible and recorded appropriately.

13. REFERENCES

- Crosby Training Safeguarding & Welfare Policy
- Awarding Body Regulations
- ESFA Funding Rules
- Ofsted Education Inspection Framework (EIF)
- GDPR and Data Protection Act 2018