Exams: Invigilation of Exams Policy

Henry David Learning

Woodfield School

August 2026 – August 2027

Amendments made: August 2025
Review due August 2026
Reviewed by: Sandie Cross
Reviewed by: Lynsey O'Keeffe
Amendments made: August 2026
Signed off by Proprietary Body

Scope of the Policy
This policy is provided for pupils and staff at Woodfield School, Henry David Learning who are following external courses and qualifications as part of their curriculum offer.

Communication of the Policy
Every member of staff involved in the management, delivery, assessment and quality assurance of qualifications offered by Woodfield School (Henry David Learning Ltd) shall be made aware of this policy during their induction period. Learners undertaking qualifications delivered by the school shall be informed of this policy during their induction process.

Statement of Principles
To ensure fairness, transparency and consistency for all pupils, this policy must always be adhered to.

This policy must always be adhered to

- One invigilator is allowed to invigilate a maximum of 20 pupils.
- An invigilator must be able to summon help without disturbing pupils taking an exam.
- Pupils should be seated with a distinct distance from one another of 1.25 meters.
- Pupils may only take pens into the examination room. Any pencil cases must be transparent. Mobile telephones and other electronic equipment are not permitted.

- When preparing an examination room, invigilators should consider an area for pupils to store their personal belongings. Bags and other belongings should be out of reach of pupils and access to them must be monitored by the invigilator.
- Ideally pupils should be seated and ready to take the exam 5 minutes before the start of the exam.

- A clock must always be visible to pupils throughout the exam.
- The start and finish times of an exam must be clearly visible for all pupils to view in the exam room.
- The guidance to pupils relating to the exam must be read out by the invigilator prior to the commencement of the exam.
- Once the exam has started pupils may not ask questions about the exam. 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 pupils during the exam.
- Invigilators must be able to always observe all pupils during an exam.
- If a pupil wishes to leave the room for any reason and intends to return to continue their exam, they must be accompanied. The invigilator must always remain with them. The pupils remaining in the exam room must continue to be invigilated.
- Pupils arriving late for an exam (by less than 15 minutes) must be seated near to the door and the disturbance to other pupils kept to a minimum.
- Learners who arrive very late may still be permitted to sit the examination; however, the awarding organisation's regulations will be followed and the circumstances reported where required.

An invigilator must complete an Exam Attendance Register and Exam Invigilation Report for every exam session.
The report should show:

- the date of the exam
- the time the exam took place
- the location of where the exam took place
- any pupil who attended the exam late (up to 15 minutes)
- any pupils who attended the exam very late (beyond 15 minutes)
- any other circumstances of unusual exam practice must be identified on the invigilator’s exam report

If a pupil is suspected of malpractice, the invigilator must warn the pupil that he/she may be removed from the examination room. The candidate should also be warned that the awarding organisation will be informed and may decide to disqualify the candidate.
An invigilator must inform the Head of Centre of any malpractice or suspected malpractice, immediately. It is the Head of Centre’s responsibility to inform the awarding organisation as soon as possible, of all cases of suspected or actual malpractice in connection with an exam.

- The Lead Invigilator may provide time reminders during an examination where this is consistent with awarding organisation regulations and is applied equally to all candidates.
- At the end of the exam pupils must be told to stop writing and ensure that their name and reference number is on the exam answer sheet.
- Exam papers and pupil exam answer sheets (if different) must be collected in immediately at the end of the exam. The invigilator must check that the pupils have completed their details correctly before the pupils have left the exam room.
- All exam papers must be stored securely in a locked cabinet prior to dispatch to the awarding organisation.
- The answer papers must not be changed, checked or altered in any way between the time of collection from pupils to the dispatch/scanning for marking at the awarding organisation.
- Where the centre has an issue with a question that is considered misleading or incorrect on the exam paper, the awarding organisation should be made aware of this immediately.

An invigilator must take the following action in an emergency such as a fire alarm:

- Stop pupils from writing
- Collect the Pupil Attendance Register and evacuate the examination room
- Advise pupils to leave all exam papers in the examination room
- Ensure all pupils are supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the exam
- Make a note of the time of the interruption and how long it lasted
- Allow pupils the full working time set for the examination. If there are only a few pupils, consider the possibility of taking the pupils (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken on the Invigilation Report and send to the awarding organisation.

Review:
This policy will be reviewed on an annual basis by the IQA and principal. This policy will also be revised as and when necessary, in response to pupil or staff feedback or good practice guidance issued by an awarding organisation or other regulatory body. The date of the next review is August 2027.