



UNIT 309

INVIGILATE TESTS AND EXAMINATIONS

In this unit, you will cover the following outcomes:

- 309.1** Understand policy and procedures for the conduct of tests and examinations
- 309.2** Be able to prepare for tests and examinations
- 309.3** Be able to prepare candidates for tests and examinations
- 309.4** Be able to implement invigilation requirements
- 309.5** Be able to end tests and examinations

UNIT 309 (LEVEL 3 UNIT, 3 CREDITS)

INVIGILATE TESTS AND EXAMINATIONS

What this unit is about

This unit is about the essential knowledge and skills involved in invigilating tests and examinations, including those that are set externally and internally. This is an area of work that you may be required to carry out. It has its own regulations as well as those that normally apply in the classroom. Awarding organisation inspectors may visit to check that the regulations are followed. Tests and examinations can be stressful for pupils. They are well aware of the pressure to achieve. Problems can arise during exams such as certain pupils encountering health difficulties or causing disruption.

An example

This is one example of an examination situation that you might deal with in your role:

You and a colleague are invigilating an English exam. The exam is scheduled to start at 0900 hrs. You have been briefed about the regulations and the procedure you must follow. These include the collection and return of the papers as these must be kept securely. One candidate is to sit the exam in a wheelchair and must have sufficient space. The candidates must be admitted to the room appropriately and be made aware of the procedure and requirements.

During the examination one of the candidates, H, suffers an asthma attack. You were aware that this might happen and you have checked how he must use his inhaler. Also, you have made sure that you can contact the exams office if necessary.

You must both ensure that the correct exam regulations and procedure are being followed, and take the appropriate action to deal with the asthma attack that H suffers.

Useful words

Invigilate

To monitor a test or examination situation and ensure that those taking the test or examination or following correct procedures.

Access arrangements

Arrangements made by the centre to make sure that candidates with additional needs can take the examination, e.g. allowing a deaf pupil to use a sign interpreter.

Inadmissible equipment and materials

Learning aids that pupils are not allowed to take into the exam or test, e.g. a calculator for some Maths tests.



WHAT THEY SAY...

Education is not received.
It is achieved.

Anonymous

Guidance on evidence and assessment

You need to show a combination of knowledge and performance evidence for this unit. Discuss with your assessor how you are going to achieve this. There is space provided at the end of this unit for you to note down your planning. You might find this guidance helpful:

- To cover criteria 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 3.3, 4.2, 4.3, 4.4, 5.1 and 5.2 you must be observed working with children or young people by an expert witness, or your assessor.
- It is important that you plan with your assessor before an observation so that you understand what you should do to meet the criteria. A well prepared observation should cover all of the criteria listed above in one go. Look at the linked units at the top of the next page before you plan with your assessor. You may find that you can naturally cover criteria for several units in one observation.

Suggested Assignment

This assignment is one way of providing evidence for the knowledge parts of this unit that do not have to be covered by workplace assessment. Your assessor may need to discuss some points with you. You will need to find relevant information from:

- books – keep a list of books that you use, making sure that you reference these clearly and consistently. Make a note of details such as author, title and publication date
- websites – keep a list of web addresses that you use
- teachers
- other staff.

Prepare a set of notes about invigilation in which you cover:

- **policies, procedures and regulations that affect exams and tests**
- **how to handle emergencies and health problems**

- **examples of meeting individual needs in accordance with regulations.**

Make sure your notes cover all of the requirements of assessment criteria 1.1, 1.2, 1.3, 1.4, 1.5, 3.1, 3.4 and 4.1.



HINTS AND TIPS

Your assessor will not be allowed to observe some examinations and tests.

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Cross reference

You may be able to combine evidence for this unit with the following units: 204, 205, 208 and 215.

Assessed Evidence

You need to show that you understand and are able to complete all the criteria in this unit. Evidence of your knowledge and competence should be recorded by your assessor or by you, and referenced in the box below. On the next pages, these evidence references can be written in the relevant boxes.

Evidence reference	Evidence title	Assessment method

Assessment method key

- O** Observation **Q** Questioning **A** Assignment
- PE** Product Evidence **WT** Witness Testimony
- PD** Professional Discussion **RA** Reflective Account

Outcome One

Evidence references should be entered in the shaded areas below. You must cover **all** the points listed.

1 To be able to understand policy and procedures for the conduct of tests and examinations, you must show that you can:

1.1 Explain the centre’s tests and examinations policy

1.2 Explain the procedures and regulations for the conduct of external examinations and any inspection procedures related to this

1.3 Explain the sorts of access arrangements that may be required for candidates with additional needs

1.4 Explain the centre’s procedures for responding to health, safety and security emergencies during a test or examination

1.5 Explain the reasons why a candidate may need to be supervised between tests and examinations.



HINTS AND TIPS

You should make sure you are familiar with the examination room before the day of the exam, including locating its emergency exits.

Outcome Two

Evidence references should be entered in the shaded areas below. You must cover **all** the points listed.

2 To be able to prepare for tests and examinations, you must show that you can:

2.1 Demonstrate the correct procedures for setting up an examination room

2.2 Identify and obtain supplies of authorised stationery and materials including the correct test or examination papers

2.3 Explain and demonstrate arrangements for the safe custody of question papers and other test or examination materials

2.4 Identify and comply with any specific requirements for the test or examination and /or the candidates involved

2.5 Identify and check any emergency communication system if available.



IN THE KNOW

You will need to check with the examinations officer to find out whether you are permitted to invigilate tests and exams. Also, you will need to read the policies and regulations thoroughly.

Outcome Three

Evidence references should be entered in the shaded areas below. You must cover **all** the points listed.

3 To be able to prepare candidates for tests and examinations, you must show that you can:

3.1 Explain the importance of having the examination room ready to admit candidates at the scheduled time

3.2 Demonstrate the correct procedures for admitting candidates into the room

3.3 Perform the necessary checks for:

a verifying the identity of the candidates

b ensuring that no inadmissible equipment or materials are brought into the examination room

c confirming candidates are seated according to the seating plan

d ensuring that candidates have the correct papers and materials

3.4 Explain the procedures for dealing with:

a candidates who are not on the test or examination attendance list

b candidates who arrive late for a test or examination.

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Outcome Four

Evidence references should be entered in the shaded areas below. You must cover **all** the points listed.

4 To be able to implement invigilation requirements, you must show that you can:

4.1 Explain the importance of ensuring all rules and regulations relating to the conduct of tests and examinations are strictly applied and followed

4.2 Give clear and unambiguous instructions to candidates at the start of tests and examinations

4.3 Demonstrate the correct procedures for completing an attendance register including specific requirements for candidates who are:

a withdrawn from a test or examination

b not on the register

c late for a test or examination

d absent from a test or examination

4.4 Apply the centre's procedures for dealing with:

a queries from candidates

b disruptive behaviour or irregular conduct

c candidates who want or need to leave the examination room during the test or examination.

Outcome Five

Evidence references should be entered in the shaded areas below. You must cover **all** the points listed.

5 To be able to end tests and examinations, you must show that you can:

5.1 Demonstrate the correct procedures for ending tests and examinations including:

- a collecting papers

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- b allowing candidates to leave the examination room

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- c completing test and examination records

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5.2 Differentiate between ending tests and examinations when:

- a all candidates are due to finish their test or examination at the same time

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- b some candidates are still engaged in a test or examination.

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Unit sign-off

The evidence for this unit is a valid, sufficient and an authentic record of the candidate's current competence and has been assessed under the requirements of the assessment strategy.

I confirm that the evidence provided is a result of my own work.

Signature of candidate	Date

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor	Date

Signature of IV (if sampled)	Date

Signature of EV (if sampled)	Date

