



London Professional Academy

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EXAMS

Before the Examination

Learners must be aware that they are under examination conditions from the time they enter the examination room until the point when they are permitted to leave. Learners must not communicate or disturb other learners once they have entered the examination room.

1. Prior to commencing an examination, Invigilator(s) must establish the identity of all learners who will be sitting the examination. The learner identification process should be completed by the Invigilator in line with the Centre's own learner identification policy.
2. The Invigilator must ensure that only individuals authorised by the Head of Organisation are present in the examination room prior to the opening of the sealed package containing examination materials. This includes learners who will not be sitting the examination and any Tutors/Trainers or Assessors who have prepared the learner for the examination. Centres may allow teaching assistants/learning support assistants to support an Invigilator in enforcing examination conditions or in calming any learners with special educational needs.
3. Before commencing the start of the examination, the Invigilator must ensure that learners do not have any electronic equipment (including computers/laptops, mobile phones and smart watches on their possession, or near them, throughout their examination, besides any that are required for the specific examination being completed.
4. Where a laptop or computer is required for the examination, the Invigilator must ensure that learners are provided with a laptop or a computer which does not have unauthorised internet access or external communication channels with other users of electronic equipment. Invigilators must also ensure that learners do not have access to any unauthorised facilities on their electronic equipment such as a spellchecker or a calculator.



5. The Invigilator must ensure that they are able to observe each learner in the examination room at all times. LPA must ensure that they consider the shape of the room in which they are conducting examinations and if an Invigilator is not able to observe each learner at once, that additional Invigilators will be required. II. During the Examination.
6. The Invigilator must give all of their attention to invigilating the examination in line with awarding body requirements. Invigilators are prohibited from carrying out any other task (such as reading a book, using a computer or mobile phone) whilst invigilating an examination.
7. Invigilators must ensure that they are vigilant and remain aware of emerging situations, looking out for suspected malpractice. It is the Invigilator's responsibility to ensure confidentiality of assessment materials is maintained throughout the examination session. Any irregularities must be recorded, stored at the Centre and provided to the awarding body upon the return of the completed examination papers.
8. The Invigilator must inform their Head of Organisation and/or Examination Contact if they are suspicious about the security of examination papers, completed response sheets or any other issue that threatens the integrity of the examination process. In these instances, the Centre must inform the awarding body Quality Assurance Team immediately.

Leaving the Examination Room

9. Learners are not permitted to leave the examination room until at least twenty minutes of examination time has elapsed (other than in an emergency/medical situation or where they have been provided authorisation and may not leave in the last ten minutes of the examination. For examinations which are 30 minutes in length



or less, learners are not permitted to leave the examination room until the full examination time has elapsed.

10. Where a learner is sitting more than one examination in the same examination session, the Invigilator is permitted to provide the learner with the subsequent examination(s) following confirmation from the learner that they have completed their initial examination. The Invigilator must do this in a way which does not cause disruption to other learners.
11. Learners who have been provided authorisation to leave the examination room temporarily must be accompanied by a member of Centre staff. Where learners have completed their examination, and are permitted to leave before the finish time, they must be instructed to do so quietly, without causing undue distraction to others. If learners leave the examination room, unaccompanied by a member of centre staff, they must not return to the examination room until the examination session has concluded.
12. Where required for the examination, the Invigilator must ensure that the Invigilator sections of the learner's examination paper or response sheet (including the box indicating the number of changes made) are fully completed and signed by both the Invigilator and learner before learners leave the room.

Ending the Examination

13. When ending the examination, Invigilators must provide learners with a fifteen minute and five-minute warning prior to the finish time of the examination.
14. The Invigilator must ensure that all examination material is collected and collated prior to allowing learners to leave the examination room.
15. At no point can the Invigilator inform a learner of whether they have passed or failed the examination. Learners must be aware that only the awarding body can confirm



whether the learner has in fact achieved or not achieved the examination. Unauthorised marking of examination papers by the Centre is malpractice and could result in the withdrawal of Centre Approval, unless this is a specific requirement of the qualification being examined.

Examination Malpractice

16. LPA must ensure that all their staff members and Invigilators receive training on their responsibilities regarding the identification, reporting and responding to acts of malpractice or maladministration.
17. If, at any point, an individual believes that the security of examination materials has been breached or is aware of any other issue that may threaten the integrity of the examination process, they must immediately notify the Head of Organisation. LPA must ensure that, where they believe malpractice or maladministration may have occurred, that they have notified the awarding body.
18. Centres should refer to the awarding bodies Malpractice and Maladministration Policy and Procedure for further information and guidance.