



Exam Invigilation and Procedures Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	01.08.2026
Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2026
Date for Next Review:	01.09.2027

Review arrangements

Maple Haven School will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties and learners to access.

Communication of the Policy

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by the school, shall be made aware of this policy during their induction period of employment. Learners undertaking qualifications shall be informed of this policy during their induction process.

Statement of Principles

This policy must be always adhered to.

- One invigilator is allowed to invigilate a maximum of 20 learners.
- An invigilator must be able to summon help without disturbing learners taking an exam.
- Learners should be seated with a distinct distance from one another of 1.25 meters.
- Learners 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 learners to store their personal belongings. Bags and other belongings should be out of reach of learners and access to them must be monitored by the invigilator.
- Ideally learners should be seated and ready to take the exam 5 minutes before the start of the exam.
- A clock must always be visible to learners throughout the exam.

- The start and finish times of an exam must be clearly visible for all learner to view in the exam room.
- The guidance to learners relating to the exam must be read out by the invigilator prior to the commencement of the exam.
- Once the exam has started learners 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 learners during the exam.
- Invigilators must be able to always observe all learners during an exam.
- If a learner 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 learners remaining in the exam room must continue to be invigilated.
- Learners arriving late for an exam (by less than 15 minutes) must be seated near to the door and the disturbance to other learners kept to a minimum.
- Learners who are more than 15 minutes late will not be able to enter the exam room or undertake the exam. In such cases, a FAIL will be recorded.
- 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 learner who attended the exam late (up to 15 minutes)
 - any learners who attended the exam late (beyond 15 minutes)
 - any other circumstances of unusual exam practice must be identified on the invigilator's exam report
- If a learner is suspected of malpractice, the invigilator must warn the learner 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, all cases of suspected or actual malpractice in connection with an exam.
- Invigilators must remind learners when there are ten minutes of the exam remaining.
- At the end of the exam learners must be told to stop writing and ensure that their name and reference number is on the exam answer sheet.
- Exam papers and learner exam answer sheets (if different) must be collected in immediately at the end of the exam. The invigilator must check that the learners have completed their details correctly before the learners have left the exam room.
- All exam papers must be stored securely in a locked cabinet/drawer 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 learners 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 learners from writing
 - Collect the Learner Attendance Register and evacuate the examination room
 - Advise learners to leave all exam papers in the examination room
 - Ensure all learners 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 learners the full working time set for the examination. If there are only a few learners, consider the possibility of taking the learners (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.