



## **Invigilation Documentation**

To be read and understood by all invigilators prior  
to the examinations



## Vocational Qualifications, our Strength, your Future

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### Title: **Invigilation Process**

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1. The Invigilator is responsible for the conduct of examinations held at the examinations centre. Outlined below are the tasks that the invigilators must perform before, during and after the examination. It is important to remember that there must be at least one Invigilator present to every 30 students examining. When only one invigilator is present, he/she must be able to get help easily without leaving the room and causing as little disturbance as possible.
2. **Prior to the start of the examinations:**
  - All invigilators are required to read all documents provided regarding the examination and invigilation process. At the start of each examination session (AM and PM) all invigilators must sign the Invigilation Form to acknowledge their understanding of the examination rules and invigilation process.
  - No teacher, student or other person should see or have access to the examination question paper.
  - The Invigilator should collect the examination papers from the Examination Officer no earlier than 30 minutes before the start of the examination and keep them secure and unopened until the time set for the start of the examination.
  - Once seated, the Attendance Register should be taken to each student in order for them to sign in the appropriate place to signify their attendance. Any absentees should be clearly marked on the Attendance Register.
  - The student will need to present his/her ABMA Student Card and National ID Card to invigilators so that their identity can be checked before he/she will be allowed to sit the examination. *If a student is unable to present the card please contact ABMA immediately for further advice.*
  - Before commencing the examination, the Invigilator will read the Examination Rules aloud to the students.
3. **During the examinations:**
  - The Invigilator must be vigilant, periodically walking quietly around the room to ensure that students do not collude whilst completing their examination paper.
  - No student will leave the examination during the first hour.
  - No student will enter the examination room later than 30 minutes after the examination has begun.
  - Students cannot return to the examination room after they have left. A student may be allowed to leave for a comfort break or medical reason provided an Invigilator goes with them and stays with them until they return to the examination room.
  - Any issues that arise during the examinations must be recorded on the Invigilation Form.
4. **End of the examinations:**
  - The Invigilator should instruct students to ensure that the examination cover pages have been correctly and fully completed by each student. Check that all students have entered their ABMA student number on each answer sheet. These details **MUST** be checked by the Invigilator at the end of the examination and before students are allowed to leave the examination room.
  - No one should change, add to or delete anything from any student's work after the conclusion of the examination.
  - The Invigilator must check that there is a script for each student on the attendance register. Then they must place the Attendance Register and all of the examination scripts in attendance register order back into the clear bag they were received in. This should be completed in the presence of the students. The bag must be then sealed with tape, not stapled.
  - The Invigilator Forms should be completed during each session and placed back in the brown envelope they are received in. **DO NOT PLACE THESE IN THE CLEAR EXAMINATION BAGS.** This should then be sealed once all examination sessions have been completed.



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### Title: **Examination Procedure**

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**Please ensure that all Invigilators have read and understood the requirements below before the start of each examination**

#### **Before the Examinations:**

The examination scripts should be kept in a secure location prior to the examinations.

The examination scripts should be brought to the examination room no earlier than 30 minutes prior to the commencement of the examinations.

There must be a minimum of 1 invigilator per 30 students present, if there is only 1 present other members of staff are on hand to cover should the invigilator need to leave the room.

All display materials (e.g. posters, wall charts) which may assist candidates must be removed prior to the examinations.

A clock is to be made visible for all students.

Any bags, reference materials and mobile phones are to be placed at the front of the room and the necessary warning about use of such materials given to students.

All students should be seated in pre-allocated seats, far enough apart that they are unable to read their neighbour's paper.

All students must place their student card and National ID Card on their desk for invigilators to inspect.

Only the student's cards, pens, pencils and rubbers should be present on the student's desk. Any other objects or materials must be removed from the start of the examination.

The Attendance Register must be given to each student and their details checked against their student card at the time of signing.

Examination bags are to be opened in front of students 5 minutes prior to the commencement of the examination and only once all students are seated.

Correct examination scripts placed on each student's desk with the front cover upwards.

Students must be read the examination rules and should be instructed to complete the front of the examination booklet in full before the start of the examinations.



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### During the Examinations:

Students should not be permitted to leave the examination hall during the first hour or the last 30 minutes of the examination, unless this is for a supervised comfort break or medical reason.

Students should not be permitted to enter the examination hall later than 30 minutes after the commencement of the examination. No additional time should be given for late arrivals.

Students who arrive within 30 minutes after the commencement of the examination must be read the Examination Rules outside the Examination Room by a second invigilator or member of staff before being allowed to enter the Examination Room to take their seat.

Any student leaving the examination room for a comfort break or medical reason must be accompanied by an invigilator or a member of staff for the duration of their absence.

### Suspected Malpractice:

Students are not permitted to talk to each other at any point or leave the examination room and return unattended.

Any learner suspected of malpractice should be warned that they may be removed from the examination hall. Where possible learners should be permitted to complete their examinations with any unauthorised material confiscated. However, should the learner be causing disruption to the examination hall they should be asked to leave and this should be recorded.

Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

Should any student be suspected of malpractice (use of reference material, copying from another student etc.) the corresponding Invigilation form should be completed providing all details. A written and signed report from the learner should be submitted along with the Invigilation Form.

The invigilator should not write on, damage or destroy any documentation including the examination paper of that learner all this must be returned to ABMA Education.

The learner should be made aware that ABMA Education will be informed of the situation and will review all necessary information/documentation to determine whether malpractice has occurred.

The Head of Centre must report to ABMA Education as soon as possible all cases of suspected or actual malpractice in connection with the examination.

### After the Examinations:

At the conclusion of the allotted examination time students should be prohibited from writing further and are not permitted to speak until all examination scripts have been collected.

Front covers should be checked as they are collected to ensure that all sections have been accurately completed.

All examination scripts must be sealed in the examination script bag that they were received in before students are permitted to leave the examination hall.



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### Title: **Examination Rules that the Invigilator Must Read to Students**

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#### **The invigilator must read aloud the following examination rules to the students before each examination.**

You are not permitted to bring any notes, drawings, tracings, math tables or books to your examination desk, should you have any of these materials at your desk you **MUST** hand them in now to me or to another invigilator.

You are allowed to have pens, pencils, a ruler and any other stationary the examination paper states you can have with you. You can use silent battery-powered, non-programmable calculators in any examination, unless the examination paper states these are not permitted.

You **MUST NOT** have on your person any of the following unauthorised electronics whilst in the examination room which include, but is not limited to: hand-held computers, programmable calculators, mobile telephones, pagers, memory sticks or any device with a keyboard. If you have brought any of these items into the room you **MUST** hand them in now.

You **MUST NOT** communicate with any other student in any manner whatsoever during the examination. Failure to comply with this regulation may result in your expulsion from the examination room and subsequent disqualification from ABMA examinations.

If you require the attention of an invigilator you should put your hand up and wait for the invigilator to come to you. Please note that invigilators are not permitted to explain the meaning of any questions within the examination paper.

The examination is three hours; if you complete the examination before the end of the allotted time you should raise your hand and attract the attention of an invigilator, hand your examination paper to the invigilator and leave the room quietly. You will not be allowed to leave the room during the first hour or the last 30 minutes of the timetabled examination.

At the conclusion of the examination you will be asked to stop writing and put your pens and pencils down. This must be done immediately, any attempt to continue writing may result in your examination paper being deemed void.

Before the examination commences you should read the instructions on the front of the examination paper carefully. You must correctly complete ALL sections of the front cover; failure to do so may render the examination paper invalid.

Finally, please note that should you break any of the rules outlined either during or after the examination or are caught with any unauthorised materials once the examination has begun, you may be disqualified from this and all other ABMA examinations.