



ESTAR

ELITE SKILLS, TRAINING
& RECRUITMENT

CP-009

**Examination and
Invigilation Policy and
Procedure**

REV: 00



Examination and Invigilation Policy and Procedure

Form: CP-009

Revision: 00

Policy owner: Head of Quality & Compliance

Operational leads: Exams Officer (or nominated Responsible Officer), Programme Managers, IQA Lead

Applies to: All learners and apprentices undertaking examinations or controlled assessments delivered or hosted by ESTAR

Provision: Funded and non-funded delivery (including apprenticeships and adult skills where applicable)

Review cycle: Annual, or earlier if awarding body / regulatory requirements change

Version: 00

1. Purpose

This policy sets out how ESTAR Education manages **examinations and invigilation** to ensure assessments are conducted **fairly, securely, consistently and in line with awarding organisation and regulatory requirements**.

The policy ensures:

- the integrity and security of examinations;
- fair treatment of all learners;
- appropriate invigilation standards; and
- compliance with awarding organisation rules and internal quality assurance expectations.

2. Scope

This policy applies to:

- written examinations;
- on-screen tests;
- controlled or supervised assessments;
- mock examinations where exam conditions are applied.

It applies whether exams are:

- delivered on ESTAR premises;
- delivered at approved external venues; or
- delivered remotely where permitted by awarding organisations.

This policy **does not** apply to:

- End-Point Assessment (EPA) events owned and managed by EPAOs (these follow EPAO procedures);
- informal assessments not requiring exam conditions.

3. Principles

ESTAR will ensure that examinations are:

- conducted under **appropriate exam conditions**;
- invigilated by trained and competent staff;
- free from malpractice or maladministration;
- accessible through approved reasonable adjustments;
- recorded accurately for audit and inspection purposes.

4. Roles and responsibilities

4.1 Exams Officer / Responsible Officer

- Manages exam administration and scheduling.
- Ensures awarding organisation instructions are followed.



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- Maintains secure storage of examination materials.
- Briefs invigilators prior to examinations.
- Maintains examination and invigilation records.

4.2 Invigilators

- Supervise examinations in line with this policy.
- Ensure exam conditions are maintained at all times.
- Deal with incidents, disruptions or suspected malpractice.
- Complete invigilation records and reports.

4.3 Programme Managers / Tutors

- Ensure learners are prepared and informed of exam rules.
- Identify and support requests for reasonable adjustments.
- Liaise with the Exams Officer regarding arrangements.

4.4 Head of Quality & Compliance

- Provides oversight of compliance and integrity.
- Investigates incidents of malpractice or maladministration.
- Ensures corrective actions are implemented where required.

5. Examination planning and scheduling

- Exams are scheduled in accordance with awarding organisation requirements.
- Learners receive **timely notification** of exam dates, times and locations.
- Seating plans and invigilation ratios are planned in advance.
- Reasonable adjustments are confirmed and documented before the exam date.

6. Secure handling of examination materials

ESTAR ensures that:

- examination papers and materials are stored securely with restricted access;
- materials are opened only at the approved time;
- completed exam scripts are collected, counted and stored securely;
- exam materials are dispatched or uploaded in line with awarding body instructions.

Unauthorised access, copying or disclosure of exam materials is strictly prohibited.

7. Examination room requirements

Examination rooms must:

- be quiet, well-lit and suitably ventilated;
- display clear exam notices (e.g. mobile phone prohibition);
- have appropriate seating arrangements to prevent collusion;
- allow invigilators clear visibility of all learners.

Unauthorised materials must not be accessible to learners.

8. Invigilation arrangements

8.1 Invigilator requirements

Invigilators must:

- be briefed and trained on exam procedures;



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- remain alert and attentive throughout the exam;
- not engage in activities that distract from supervision;
- not assist learners with exam content.

Invigilators must not invigilate exams where a **conflict of interest** exists.

8.2 Start of examination

Invigilators will:

- confirm learner identity;
- check permitted materials;
- explain exam rules and timings;
- confirm emergency procedures.

8.3 During the examination

Invigilators will:

- supervise continuously;
- deal with queries related to procedure only (not content);
- record any incidents or irregularities;
- maintain exam conditions at all times.

8.4 End of examination

Invigilators will:

- ensure scripts are completed and labelled correctly;
- collect and count all materials;
- dismiss learners in an orderly manner;
- complete invigilation records.

9. Reasonable adjustments and access arrangements

- Approved reasonable adjustments will be implemented in line with ESTAR's **Access to Fair Assessment Policy**.
- Adjustments must be authorised in advance and recorded.
- Invigilators will be briefed on required arrangements while maintaining confidentiality.

10. Malpractice and maladministration

Malpractice includes (but is not limited to):

- cheating or attempted cheating;
- possession of unauthorised materials;
- collusion between learners;
- impersonation;
- disruptive behaviour.

Any suspected malpractice or maladministration will:

- be reported immediately to the Exams Officer;
- be investigated in line with the **Malpractice and Maladministration Policy**; and
- be reported to awarding organisations where required.



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11. Emergencies and disruptions

In the event of:

- fire alarm;
- evacuation;
- illness or distress;
- power or system failure,

invigilators will:

- follow emergency procedures;
- record the incident;
- inform the Exams Officer immediately.

Where required, exams may be rescheduled or special consideration applied in line with awarding organisation rules.

12. Remote and online examinations (where permitted)

Where awarding organisations permit remote exams:

- identity verification measures will be applied;
- secure platforms and supervision requirements will be used;
- clear learner instructions will be provided;
- incidents will be recorded and investigated.

13. Record keeping

ESTAR maintains records of:

- exam schedules and seating plans;
- invigilator assignments and briefings;
- incident and malpractice reports;
- learner attendance and identity checks;
- dispatch and submission confirmations.

Records are retained in line with the **Document Retention and Secure Storage Policy**.

14. Training and awareness

- Invigilators receive appropriate training and briefing.
- Staff involved in examinations are kept up to date with awarding organisation requirements.
- Learners are informed of exam rules and expectations in advance.

15. Monitoring and review

Compliance with this policy is monitored through:

- internal quality assurance activity;
- incident reviews;
- awarding organisation feedback and audit.

This policy is reviewed:

- annually; and
- following changes to awarding organisation, funding or regulatory requirements.



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Date of last Review	Print Name	Position
02/02/2026	Keiran Casey	Chief Executive Officer
	Darren Beach	Quality Manager