Invigilation and Quality Assurance Policy

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1. Purpose and Scope

This policy ensures that all invigilation and examination-related activities at Safer Greens Limited (SGL) comply with the CITB Site Safety Plus (SSP) Quality Assurance Requirements (January 2024).

It applies to all staff and delegates involved in CITB SSP course delivery by SGL.

2. Roles and Responsibilities

- **Centre Quality Assurance Manager (CQAM) - Omowaleola Ayanbadejo**
  - Oversight of all quality assurance and invigilation processes.
  - Conducts internal audits and ensures ongoing compliance.
- **Tutor and Centre Coordinator - Oludotun Ashaye**
  - Delivers training in line with approved schemes of work.
  - Acts as invigilator when required and ensures trainer compliance.
- **Administrative Support - Sola Osiniowo**
  - Maintains course records, registers, and documentation.
  - Supports pre- and post-course communications and logistics.

3. Invigilation Requirements

In-Person Courses:

- Minimum 1 invigilator per 20 delegates.
- Delegates must present photo ID.
- Exam rooms must:
  - Be quiet, adequately lit, ventilated.
  - Have desks spaced at least 1.25m apart.
  - Be free of study materials, phones off.
  - Display a clock.

Remote Courses:

- Maximum 6 delegates per trainer/invigilator.
- Exams conducted via Zoom, MS Teams, or Skype.
- Video and audio must remain on throughout.
- Delegates must:
  - Use webcam-enabled devices (not phones).
  - Be in separate locations unless pre-approved.

4. Examination Environment and Malpractice Prevention

- Any malpractice is reported immediately to the CQAM.
- All exams use current CITB exam papers.
- Delegates must not:
  - Communicate during exams.
  - Leave the room unless for emergencies.
  - Use unauthorised materials.

Trainers must:

- Announce time checks (10 and 2 minutes left).
- Submit Course Result Forms with original signatures.
- Collect and safely store exam materials.

5. Record Keeping and Retention

SGL maintains records for a minimum of 3 years, including:

- Attendance and ID verification
- Exam papers and results
- Delegate registration and assessment forms
- Video attendance logs (remote)

6. Review and Continuous Improvement

- Annual internal audits by the CQAM.
- Findings reviewed with all staff.
- Policy updated to reflect changes in:
    - CITB requirements
    - Staff roles or structure
    - Delivery methods

This document forms part of SGL's Quality Management System (QMS) and is integrated into all audit and monitoring visits conducted by CITB.

Approved by:

Approved By: Oludotun Ashaye, Centre Administrator
Date: 06/04/2025