Invigilation of Examinations Policy

for Safer Greens Limited

Purpose
To ensure the secure, fair, and consistent administration of CITB examinations in compliance with the *SSP Quality Assurance Requirements January 2024*. This policy safeguards the integrity of assessments and prevents malpractice.

Scope
Applies to all CITB-approved examinations delivered by Safer Greens Limited, including:

- Classroom (face-to-face) examinations.
- Remote delivery examinations.

Roles and Responsibilities

1. **Invigilators**:
   - Must be trained on CITB requirements and this policy.
   - Cannot be a delegate, relative of a delegate, or any individual suspended/terminated by CITB.
   - Responsible for setting up examination rooms, monitoring delegates, and preventing malpractice.
2. **Quality Assurance Manager**:
   - Ensures invigilators are trained and compliant.
   - Audits examination records and addresses non-compliance.
3. **Trainers**:
   - May act as invigilators but must not assist delegates during exams.

Examination Room Requirements

Classroom (Face-to-Face):

- Quiet, undisturbed location with adequate lighting and ventilation.
- Desks spaced **1.25 meters apart** to prevent collusion.
- Clean desk policy: No notes, materials, or devices (except permitted resources for open-book exams).
- Visible clock for timekeeping.

Remote Delivery:

- Delegates must use a webcam-enabled laptop/desktop (no mobile phones).
- **Video/sound must remain on** throughout the exam.
- Delegates' workspace must be visible, with a clear desk and no unauthorized materials.
- Maximum of **6 delegates per invigilator** (per paragraph 114).

Pre-Examination Procedures

1. **Identity Verification**:
   o Delegates must present valid photographic ID (e.g., passport, driver's license) before the exam.
2. **Instructions**:
   o Invigilators must explain:
      ▪ Exam rules (no communication, no unauthorized materials).
      ▪ Process for raising queries.
      ▪ Consequences of malpractice.
3. **Material Checks**:
   o Confiscate prohibited items (e.g., mobile phones, notes).
   o For open-book exams: Verify only permitted resources are used.

During the Examination

1. **Monitoring**:
   o Invigilators must actively observe delegates (in-person or via remote video).

- For remote exams:
  - Announce time remaining at **10 minutes** and **2 minutes** before the end.
  - Record and retain platform-generated attendance logs (e.g., Zoom/MS Teams).

2. **Delegates Leaving Early**:
   - Delegates who leave before finishing cannot re-enter unless all others have completed (paragraph 124).

Post-Examination Procedures

1. **Collection of Papers**:
   - Ensure all exam papers (used/unused) are collected and stored securely.
2. **Malpractice Reporting**:
   - Suspected cases (e.g., cheating, collusion) must be reported to CITB within **24 hours** via **report.it@citb.co.uk**.
3. **Record Retention**:
   - Retain exam papers, attendance logs, and incident reports for **3 years** (paragraph 129).

Handling Emergencies

1. **Exam Interruption**:
   - Stop the exam immediately in case of emergencies (e.g., fire, technical failure).
   - Inform CITB within **24 hours** to arrange rescheduling.
2. **Rescheduled Exams**:
   - CITB will issue a new exam paper number.

Training and Compliance

- Invigilators must complete annual training on CITB requirements and this policy.
- Non-compliance (e.g., improper room setup, failure to report malpractice) may result in suspension or termination of approval.

CITB Contact for Escalation

Unresolved issues or appeals must be submitted in writing to:

Approval and Compliance Manager
CITB Quality Assurance Team
Sand Martin House, Peterborough, PE2 8TY

Alignment with CITB Requirements

- Complies with **paragraphs 112–124** of the *SSP Quality Assurance Requirements January 2024*.
- Addresses audit findings (24/01/2025) regarding remote invigilation ratios and record retention.

Review
This policy will be reviewed annually and updated to reflect changes in CITB requirements.

Date of Last Revision: [Insert Date]
Next Review Date: [Insert Date]