



## Regulations for Conducting Controlled Examinations

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Other relevant documents:	Gatehouse Awards Qualification Specifications Gatehouse Awards Candidate Access Policy and Procedure Gatehouse Awards Appeals Policy and Procedures Gatehouse Awards Conflict of Interest Policy and Procedure Gatehouse Awards Design of Qualifications and Assessments Policy

### Gatehouse Awards Limited

64 Daisy Hill  
Dewsbury  
West Yorkshire  
WF13 1LJ  
UNITED KINGDOM

Tel: +44 (0)1924 609250

[www.gatehouseawards.org](http://www.gatehouseawards.org)



## 1. Purpose

This document provides guidance to all staff involved in all the stages of the delivery of controlled examinations. Approved Centres are responsible for ensuring that an initial training session is held for any new Invigilators.

## 2. Secure Storage of Examination Materials

- Examination materials must be stored securely at all times, including before and after an examination session.
- Centres must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the examination materials.
- Centres must inform Gatehouse Awards immediately if the security of the question papers or confidential supporting instructions is, or is likely to have been, compromised.
- Centres must inform Gatehouse Awards immediately of any natural disaster, fire, theft, loss, damage or any other circumstances which render the existing accommodation or secure storage of examination materials at risk.

## 3. Start Time of the Examinations

- Gatehouse Awards allows Approved Centres to start examinations by up to 30 minutes earlier than, or later than, the scheduled start time for the session, without prior permission.
- Further adjustment of the scheduled start times needs to be authorised by Gatehouse Awards in advance of the commencement of the examination session.

## 4. Mixed Level Examinations

- Gatehouse Awards does not permit Approved Centres to conduct examinations for different level qualifications at the same time, in the same room.
- Candidates sitting examinations must be within a cohort of other Candidates sitting the same examination for the same level qualification.
- Conducting mixed level examinations is prohibited due to the potential disadvantage caused to those Candidates taking the longer examinations being disturbed by the movement of others taking a shorter examination.
- Approved Centres may only conduct examinations for different levels at the same time and/or day if they have sufficient rooms and resources for these to be invigilated in separate rooms.

## 5. Examination Premises

- Candidates must sit their examinations at the Approved Centre's registered address (this includes satellite locations) unless alternative locations have been authorised by Gatehouse Awards in advance.

- If the examinations are taking place away from the Approved Centre's registered address, examination materials must be taken to the examination venue by a member of centre staff.

## **6. Examination Room**

- Centres must ensure that the size of the examination room is appropriate to the size of the cohort examined in line with the regulations that follow.
- The examination room must be free of all items that could be used by the Candidate as prompts
- The examination room should be in a quiet area of the building free from any extraneous noise which could affect Candidates' performance.
- Notices requesting that a quiet environment is maintained, that mobile telephones are switched off and that no one should enter should be posted outside the room.
- The examination room must contain a suitable number of desks (tables) and chairs, arranged in such way that a minimum distance of 1.25m is maintained between the centre of each Candidates' work station
- Desks can be shared, provided that the minimum distance is maintained.
- All Candidates must be facing the same direction.
- Candidates must not be seated with their back to the Invigilator.
- Chairs with attached side-desks are not permitted unless they allow the Candidate to work with all relevant materials side-by-side.

## **7. Resources for the Examination**

- Candidates may be allowed to use additional resources, such as dictionaries or calculators, only if their use is permitted in the relevant qualification specification
- Candidates must be given prior notice if they are responsible for bringing any materials needed for the examination.
- If Candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice.

## **8. Authorised / Unauthorised Materials**

- The Centre must provide a designated, secure area where Candidates can store personal items during the exam, preferably outside the exam room. No smoking, eating or drinking is allowed in the exam room, except for water in a plastic bottle.
- Authorised materials include photo ID, pens, pencils, erasers, water in plastic bottles, medicine.
- Examples of unauthorised materials for placing in the designated area: mobile phones, cameras or any other electronic items, correction fluid / tape, paper, bags, handbags, luggage.

## 9. Invigilation arrangements for Candidates with access arrangements not requiring prior approval from Gatehouse Awards.

For a full list of access arrangements not requiring prior approval from Gatehouse Awards please refer to *Candidate Access Policy and Procedures*.

- a) Amplification equipment, coloured overlays, colour charts, low vision aid / magnifier.
- b) Bilingual translation dictionaries

A bilingual translation dictionary must only be used by a candidate whose first language is not English, and must not be used in English or English language examinations, as well as Modern Foreign language examinations testing one of the languages of the dictionary.

Bilingual translation dictionaries must be thoroughly checked to ensure that they contain no unauthorised information.

- c) Colour naming by the Invigilator for Candidates who are colour blind

Please note that this arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives.

## 10. Examination Conduct

### As Candidates enter the room, the Invigilator should inform them:

- to place their belongings at the back of the room away from the examination area, unless a designated area is located outside of the examination room.
- that mobile phones must be switched off. Using the 'vibrate' mode is not acceptable as it may interfere with the listening test equipment.
- that the use of any other electronic devices or mobile phones ringing will be treated as malpractice.
- that they must present their identification and place it on the desk
- what authorised materials are allowed in the examination area

### Once Candidates are seated, the Invigilator should:

- Welcome them to the session and provide instructions on health and safety as necessary (for example, what to do in the event of a fire alarm sounding).
- Carry out identity checks. This will involve confirming that the photograph in the identification corresponds with the person taking the exam and confirming that the name on the identification corresponds with the name on the exam paper once the Candidate has received the paper and completed their name.
- Explain that they must not talk, copy or use any unauthorised items or they may be disqualified.
- Explain that they must not leave the examination room without obtaining the Invigilator's permission.
- Allow Candidates opportunity to ask any questions relating to the examination instructions or process and provide confirmation/clarification where appropriate.

- Request that Candidates check they have the correct level exam paper.
- Provide Candidates with details about the format of the exams (modes and timings, as appropriate to the individual exam being conducted).
- Write down the start and finish times of the examination on the board.
- If not already completed as part of an examination conducted by an Interlocutor, have the Candidate read the 'Instructions to Candidates' and complete the declaration stating that they agree to abide by them.

### **During the Examination:**

- Candidates may not leave the examination room, except when they have finished their exam, unless accompanied by an Invigilator.
- Any Candidate arriving late to the session may be permitted to sit the examination at the discretion of the Invigilator, providing any other Candidates will not be adversely affected by this.
- If any Candidate has a query during the exam which relates to the instructions or exam procedure, an Invigilator may provide assistance. Any assistance must be provided in English language only. An Invigilator must NOT, however, provide any Candidate with any help understanding text in the examination, examination questions or provide guidance on incorrect / correct answers.
- Where Invigilators suspect a Candidate of malpractice they should warn the Candidate that a full report will be made to Gatehouse Awards. The Candidate may then be permitted to finish the paper at the discretion of the Gatehouse Awards Examination Observer. Consideration of a Candidate's papers where malpractice has been suspected / confirmed is at the sole discretion of Gatehouse Awards assessment staff.
- Any Candidate causing a disturbance in the examination session for whatever reason should be required to leave the room and their examination terminated.
- In the case of fire or other alarm, all materials, coats, etc., must be left in the room, and Candidates, Invigilators and the Gatehouse Awards Examination Observer should leave in accordance with the instructions of the staff responsible for the building and/or the instructions posted in the building. Once an all-clear is received, Candidates should (if it is practical) be allowed to resume the exam and additional time allowed to compensate for the stoppage.
- If Candidates require additional writing space, they should be instructed to use the spaces provided in the Candidate examination materials. No additional papers should be used unless specifically allowed in the examination materials guidance.
- For examinations involving listening comprehension element, all the recordings should be played using external speakers at an adequate volume for all Candidates to hear.
- Invigilators should provide information to Candidates regarding timings. The total allocated time for each examination mode can be found in the Candidate Booklet. An announcement should be made halfway through the permitted time and again at 10 minutes and 5 minutes prior to the end of the allocated time.

### **11. Invigilators:**

- Must give all their attention to conducting the examination properly

- Must be able to observe each candidate in the examination room at all times
- Must not carry out any other task (for example, reading a book or marking) in the examination room

## **12. Terminating the Examination:**

- At the end of the session Candidates should be reminded to wait until the examination scripts have been collected by the Invigilator
- Invigilators should make sure that Candidates leave the room with all their personal belongings.
- Invigilators should fully and accurately complete the Examination Report Form.

## **13. Reporting Malpractice:**

Some examples of malpractice which must be reported by the Invigilator:

- Talking.
- Copying / collusion.
- Using unauthorised material, such as dictionaries or notes.
- Using electronic devices.
- Personation.
- Disruptive behaviour.
- Not following the instructions of examination staff.
- Mobile phones ringing.

If an Invigilator suspects misconduct, they should give a discrete but clear warning to the Candidate that their behaviour will be reported. Unless the Candidate's behaviour causes disruption to other Candidates, the Candidate should be allowed to complete the examination. The incident will be reported by the Gatehouse Awards in a written report, which should contain specific and unambiguous detail.

## **14. In emergency situations, such as a fire alarm or a bomb alert, Invigilators should follow the instructions below:**

- Evacuate the examination room following the regulations of the venue.
- Leave the examination materials in the examination room.
- Supervise the Candidates as closely as possible to make sure they don't talk to each other.
- After the Candidates have returned to the examination room and before the paper is resumed, mark on each Candidate's work where the interruption occurred.
- Write the new finish times on the board and allow the Candidates the full working time for the paper.