

## **Internal assessment/exam invigilation procedure**

### **Internal assessment/exam invigilation preparation**

- No noise or other disturbance to the candidates will be permitted in the vicinity of the room in which the assessment is taking place.
- Signs will be posted on the assessment room door and in the close vicinity to inform others that an assessment is in progress.
- Candidates must not enter the assessment room until an invigilator invites them to do so.
- Entry to the assessment room will only be permitted to candidates, invigilators, representatives of SQA and the MCA, or centre staff in case of emergency.
- The invigilator will satisfy themselves of the identity of each candidate. If the candidate is not known to the invigilator, official identification will be required.
- Candidates will be permitted to enter the room ten minutes before the commencement of an assessment. No candidate may enter the room later than 30 minutes after the assessment begins. Candidates arriving late will not be allowed any additional time.

### **Conduct of students/Instructions for candidates**

- Mobile phones will be surrendered to the invigilator prior to the commencement of the assessment. All bags, coats and any material not related to the assessment will be placed at a designated place in the assessment room, out of reach of the candidates.
- Candidates may only have on their desk the relevant materials designated for the assessment. Any instruments required for the assessment should be clearly visible and checked by the invigilator prior to commencement of the assessment.

### **During the internal assessment/exam**

- A clock will be clearly visible to all candidates in the assessment room, and the start and finish times of the assessment will be clearly stated on the board.
- Prior to the commencement of the assessment, the invigilator shall ensure that all candidates are aware of the contents of the NAFC Academic Misconduct and Malpractice policy and of the invigilator procedures contained within this document.
- All queries during the assessment should be addressed to the Invigilator.
- No candidate may leave the assessment room during the first hour of an assessment, except in the case of illness or emergency. Invigilators will inform candidates when there are 15

minutes remaining - no candidate may leave the room after this point. Invigilators will also inform candidates when there are 5 minutes remaining in the assessment.

- All candidates must hand their assessment paper, exam script and workbook(s) to the Invigilator before leaving.
- A candidate who becomes ill (or requires a toilet break) during an assessment and is obliged to leave the room should be permitted to return to the assessment, provided he/she was supervised during the period of absence. The candidate will not be permitted to leave the room with any of the assessment related materials. Candidates who have been absent from the room will not be allowed any additional time.

### **Guidance for Invigilators**

- Invigilators should be on the alert for candidates suspected of attempting to bring unauthorised material into the assessment room, aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.
- Where a candidate is found in possession of unauthorised material or is suspected of copying, his/her assessment script will be withdrawn. Any unauthorised material will be confiscated. Immediately following the assessment, the Invigilator will give a full account of the incident to the Academic Quality Manager and the procedures contained within the NAFC Academic Misconduct and Malpractice procedure will be followed.
- If the fire alarm sounds during an assessment, the candidates will be escorted to the muster station by the Invigilator who will supervise them, ensuring that they do not communicate with each other or any external parties.
- All assessment paperwork must be handed directly to the assessor following the assessment, or placed in a pre-arranged secure area for them to collect.