

Examination and Invigilation End Point Assessment Policy and Procedure

iPET Network recognises it is imperative for any persons involved in conducting invigilation of assessment components conducts them in line with the end-point assessment plan, under sufficient assessment conditions of an Apprenticeship Standard. When carrying out remote assessments the assessments must be carried out to replicate the original assessment strategy as close as possible without causing advantage or disadvantage to the apprentice.

This policy should also be read in conjunction with the *Examination and Invigilation End Point Assessment Guidance*

1. Scope

This document outlines iPET Networks policy and procedure for the administration, conduct and invigilation of examinations for End Point Assessments. For clarity purposes, this policy will use the following terms:

- a) 'Knowledge Test' refers to an assessment that requires a test of knowledge, either through written responses, or completion of a multiple-choice test. These are usually always administered and supervised by an Invigilator and the result is confirmed by iPET Network.
- b) 'Practical Assessment' refers to all other forms of assessment that are usually practical in nature, for example, a skills test, a professional discussion, or an interview. These are usually not invigilated but are rather assessed by Independent End Point Assessors. In these cases, it is the Assessor's responsibility to ensure that the conditions of the assessment are controlled and in line with this policy and procedure.

2. Purpose

The purpose of this document is to:

- a) Establish a clear set of rules that address security and control risks regarding the setting and delivery.
- b) Outline individual responsibilities in ensuring that examinations are administered in a way which is compliant with this policy.
- c) Establish resource and space requirements regarding the conduct of examinations.
- d) Establish quality and delivery arrangements of examinations to maintain the confidentiality and integrity of iPET Network.
- e) Ensure that all apprentice's have an equal opportunity to demonstrate their abilities.
- f) Maintain the security and confidentiality of the examination and assessment material at all times.
- g) Prevent possible apprentice / assessor / invigilation malpractice.
- h) Prevent possible administrative failures.
- i) Ensure apprentice identification requirements are adhered to.
- j) Support apprentices in the technical aspects of accessing their examination

3. Written Tests

Paper-Based Examinations

- 3.1 Where paper-based knowledge tests are printed by iPET Network, they will be delivered to Training Providers via a secure courier. The package containing examination material must be signed for by a Training Providers representative upon receipt. Paper-based examinations are sent to the Training Provider's main site address, unless a specific site has been requested when the examinations are ordered. Paper-based test papers will be stored in a locked cupboard until the scheduled time of the test.
- 3.2 Upon receiving the package, the examination materials must be taken to a secure room for inspection. Only personnel authorised by iPET Network to handle examination material should conduct this check. Organisations are required to promptly notify iPET Network of any identified issues, which may include:
 - a) Signs that the parcel was tampered with during transit.
 - b) Significant damage to the material during transit.
 - c) Discrepancies or errors with the assigned assessment materials (without reviewing the actual content of the examination papers).
 - d) Suspicions of a breach in the security of the examination material.
- 3.3 As soon as the checks in 3.2 have been completed, the sealed package must be securely stored, unopened, at all times to ensure confidentiality, in line with the requirements of 3.1.

Return of Examination Papers

- 3.4 Training Providers must ensure that test papers and associated materials are packaged appropriately immediately after the test has concluded. This must be completed by an individual who has had prior authorisation from iPET Network to handle examination material.
- 3.5 The authorised individual who packages the material must ensure that any unused knowledge test papers are returned along with the completed papers, response sheets are placed into a sealed package and returned to iPET Network. The package must be stored securely at all times while a courier service to iPET Network is arranged.
- 3.6 iPET Network must receive, within 2 working days of the examination, the sealed package containing all knowledge test papers using a trackable method such as recorded delivery or courier. The Training Provider must keep records of the courier and tracking numbers, in case of any issues with their delivery. If a Training Provider is unable to return the papers within 2 working days of the test date, they must confirm this in writing to epao@ipetnetwork.co.uk as soon as possible, explaining the reason for the delay and the expected date of receipt.
- 3.7 Where knowledge test papers are consistently not returned in the required period, iPET Network may relinquish the agreement to invigilate in-house.

Online Examinations

- 3.8 iPET Network is responsible for ensuring rigorous and secure administration and invigilation of all tests without exception.
- 3.9 For online knowledge tests, the training provider will receive a mock test with ample time before the final assessment. The final test will be available on the scheduled day and time of the assessment. Whenever feasible, the test should commence at the originally booked time with iPET Network. iPET Network acknowledges that there may be circumstances necessitating a delayed start to tests.
- 3.10 The Centre/Training Provider must ensure that apprentices are familiar with the test instructions provided by the online testing platform before they start. Training Providers must also ensure that invigilators are familiar with the systems used prior to invigilating an online test. and that technical support is available throughout all online tests in case of malfunctioning equipment or software.
- 3.11 Where online tests are administered and invigilated by a third party, iPET Network test platforms must be controlled by the authorised person within the EPAO.
- 3.12 The apprentice will receive the results of the knowledge test within 5 working days via email.

4. Invigilator Role and Responsibilities

- 4.1 iPET Network knowledge test's must be invigilated by an individual who has not prepared the apprentice, including the apprentice's Tutor/Trainer or Assessor. These individuals must not have access to test papers for the Apprenticeship Standard they deliver, unless this is a requirement stated in the Apprenticeship Standard or Assessment Plan, they are allowed access to the mock.
- 4.2 The Invigilator is the appointed person (or software) who has the responsibility for conducting the test session, usually in the presence of an apprentice(s). Invigilators have a key role in upholding the integrity of the examination process and therefore must be suitably experienced and trained persons.
- 4.3 In the case that a Training Provider invigilates scheduled knowledge tests they must manage any potential conflict of interest regarding their Invigilators. Invigilation cannot be carried out by a person related to the individual sitting an examination, or an individual who has a personal interest in the examination result. If an actual, or potential, Conflict of Interest is identified after an apprentice has completed an examination, the Training Provider must notify iPET Network in writing to epao@ipetnetwork.co.uk.
- 4.4 Reference can also be made to section 2 and 5.

5. Invigilation of Paper-based and Online Knowledge Tests

Knowledge Test Invigilation

Paper-based Knowledge Tests

Invigilators will ensure the guidelines set out below are adhered to when conducting any type of examination with a cohort of apprentices.

- 5.1 One invigilator is allowed to invigilate a maximum of 10 apprentices at any time.
- 5.2 An invigilator must be able to summon help without disturbing the apprentices taking the exam.
- 5.3 Apprentices should be seated 1.25 meters apart, when preparing the room invigilators must consider this.
- 5.4 Apprentice's may only take pens into the examination room, unless otherwise stated in the End Point Assessment Plan.
- 5.5 Ideally apprentices should be seated and ready to the exam 5 minutes prior to the planned start time.
- 5.6 A clock should be visible on the wall.
- 5.7 The Invigilator must ensure that all unauthorised display material which could assist a learner/apprentice with the skill or knowledge being tested (such as maps, diagrams, wall charts and projected images etc.) are not visible in the examination room.
- 5.8 The start and end time should be clear and displayed throughout the exam.
- 5.9 The invigilator must read any necessary guidance aloud prior to the start of the exam.
- 5.10 Once the exam has started talking must cease unless in exceptional circumstances e.g illness.
- 5.11 Invigilators must not talk or distract the apprentices taking the exam.
- 5.12 Invigilators must remain in the room at all times unless in exceptional circumstances e.g emergency situation.
- 5.13 If an apprentice wishes to leave the room, an invigilator must accompany them, seeking assistance to invigilate the rest of the cohort.
- 5.14 Apprentices who arrive upto/less than 15 minutes must sit near the exit.
- 5.15 Apprentices who arrive 15 minutes or later will be refused entry to complete the exam.
- 5.16 If malpractice is suspected the invigilator should remove the apprentice from the test, the End Point Assessment Lead will be informed.
- 5.17 Invigilators must remind the apprentice/apprentice's when there is 15 minutes of the exam time remaining.
- 5.18 Once the exam time has elapsed the invigilator will instruct the apprentice to stop writing.
- 5.19 Exam papers will be collected immediately, the learner details will be checked by the invigilator before the apprentices leave the room.

5.20 Exam papers must be stored in a locked environment prior to and after the exam takes place.

5.21 The invigilator must complete an exam attendance form, the form should record the following information:

- A) The examination title
- B) The time and date of the exam
- C) The location the exam took place
- D) Attendees
- E) Seating plan
- F) Exceptional circumstances
- G) Apprentice and the invigilator's signature

Remotely Invigilated Using an Online Exam Platform

iPET Network may choose to vary the method of remote invigilation between live invigilation and record and review. Invigilators will be trained to conduct each option with the knowledge to prevent and identify malpractice.

The Training Provider will be responsible at the point of planning the end-point assessment that the apprentice has access to the equipment and resources necessary to complete a remote assessment. This may include:

- A) Mobile device / Laptop
- B) Sufficient internet connection
- C) A valid form of ID (driver's license/passport or other Government Approved photographic identification)

It is the Training Provider's responsibility to identify the learner's suitability for a remote invigilation examination and arrange alternative assessment methods where required e.g. paper-based

If a learner does not have an original copy of photographic identification at the time of the examination, iPET Network reserves the right to cancel the examination and the relevant charges may apply. Should you wish to discuss alternatives, please contact epao@ipetnetwork.co.uk

Invigilation Checks to Complete Before the Test

At the start of the session, both the apprentice and the Invigilator will join the session using the chosen exam platform software.

The invigilator must support the apprentice through the invigilation and confirm each step is conducted sufficiently to validate the invigilation checks required to ensure the integrity of the assessment is upheld.

This should include checking:

- A) The area behind a monitor.
- B) For any sort of audio device that the apprentice is wearing (hearing aids are permitted, ear buds or headphones are not permitted)

- C) The area around the computer is clear.
- D) Any scrap paper is blank (if the test allows)
- E) Test the sound quality to ensure both the apprentice can be easily heard
- F) Confirm the test will not be disturbed.

If the invigilator identifies any unauthorised materials or equipment, they must ask the apprentice to remove them from the room, failure to comply by the apprentice will result in the test not taking place.

6. Question Types and the Definition's

Multiple choice Questions - Multiple choice questions (MCQs) are a widely used format for knowledge tests due to their efficiency in assessing a broad range of information quickly. On a knowledge test platform, MCQs are typically marked automatically, providing instant feedback to the apprentice. Each question presents several answer options, with only one correct answer. The platform records the selected responses and compares them against the correct answers stored in its database.

Extended Answer Questions - Extended answer questions (EAQs) require apprentices to provide their responses in a number of ways. The response may provide detailed explanations, solutions or they may select from predefined options with a wider range of options. These responses are typically longer and more comprehensive, allowing individuals to demonstrate deeper understanding and critical thinking skills. When marked on such platforms, these answers are still marked on the knowledge test platform unless the apprentice is completing the test in the paper option. This method ensures a thorough evaluation of the apprentice knowledge and ability to articulate complex ideas, offering a more nuanced assessment compared to multiple-choice questions.

Scenario Based Questions - Scenario-based questions (SBQs) on knowledge test platforms present apprentices with real-world situations or hypothetical scenarios, requiring them to analyse and apply their knowledge to make decisions or solve problems. These questions often include multiple-choice options that reflect different possible outcomes or actions. They are manually marked on the platform based on the selection made by the apprentice, a marking scheme is followed with correct answers typically aligning with the most appropriate response according to established principles or best practices in the field being tested. This format not only tests factual knowledge but also assesses the ability to apply knowledge in practical situations, making it valuable for evaluating critical thinking and decision-making skills in various educational and professional contexts.

7. Adverse circumstances

In the event of either the apprentice or the IEPAs device or software malfunctioning both the apprentice and the IEPA should ideally have a backup device available. If the assessment cannot

continue due to technical issues this should be recorded by the IEPA and kept on record for 3 years. The assessment will then need to be rescheduled.

8. Reasonable Adjustments

It is the Training Provider's responsibility to ensure that if an apprentice is eligible for a reasonable adjustment this is requested prior to the submission of the gateway. iPET Network will liaise with the IEPA to discuss the needs of the apprentice. Please refer to the **Reasonable Adjustments and Special Considerations End Point Assessment Policy**

9. Monitoring of the Centre/Training Provider Examination and Invigilation

- 9.1 As part of its policy and procedure for monitoring invigilation practices, iPET Network may conduct both announced and unannounced visits to monitor practices regarding the security and invigilation of examinations.
- 9.2 Where this occurs, iPET Network will provide A representative with an ID badge, or a letter of authority, to identify themselves to the Centre/Training Provider. Centres/Training providers must ensure that they co-operate, failure to provide access to the iPET Network may result in the Centre/Training Provider no longer having authority to invigilate the tests in-house.

10. Malpractice

The invigilator must be vigilant for any apprentice malpractice. Please refer to the Malpractice and Maladministration Policy and Procedure.

11. Access Arrangements

The Reasonable Adjustment and Special Consideration policy and procedure should be read in conjunction with this document. The person responsible for ensuring that all requests for reasonable adjustments received have been through the review process and where sufficient evidence has been provided, iPET Network will confirm if approved and what suitable adjustments have been approved. In cases where additional support is required to facilitate access arrangements, the person responsible for ensuring that invigilators and those facilitating access arrangements, such as readers, scribes and sign language interpreters, understand their role and responsibilities. All involved must be trained appropriately in their role.

If apprentices are booked in for 'in-person' invigilation, we will provide the resource pack to the invigilator (which includes test delivery guidance, report form and appropriate materials). This will be provided upon receipt of the booking being made in ACE360. We will ensure that any reasonable adjustment access arrangements requested for apprentices are considered, applied, and confirmed within the ACE360 system. All reasonable adjustment access requests will be logged within the EPA Management System (ACE360).

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9/7/2024	2	Annual Review, question types and the definition added.