

## Regulations for Conducting Controlled Exams

### 1. Document Overview

This document provides guidance to all staff involved in all the stages of the delivery of paper based controlled exams.

Approved centres are responsible for ensuring that an initial training session is held for any new invigilators.

Invigilators:

- must confirm the identity of all candidates attending the exam session
- must record the outcome of the ID checks in the exam *Report Form*
- must give all their attention to conducting the exam properly
- must be able to observe each candidate at all times
- must not carry out any other task (for example, reading a book or marking) whilst invigilating and exam session.

Where groups of candidates are taking paper-based assessments together, the ratio of candidates to invigilator must not exceed 12 to 1. This means that one invigilator can supervise no more than 12 candidates.

Spoken assessments should be conducted by an Interlocutor with two candidates at a time.

### 2. Secure Storage of Exam Materials

- Exam materials must be stored securely at all times, including before and after an exam session.
- Centres must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the exam 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 exam materials at risk.

### 3. Start Time of the Exams

- GA allows approved centres to start exams up to 30 minutes after the scheduled start time for the session, without prior permission. Please note that exams are NOT permitted to start any time before the scheduled start time of the session.
- Further adjustment of the scheduled start times needs to be authorised by Gatehouse Awards in advance of the commencement of the exam session. Please note that failing to adhere to this regulation may lead to the candidates' results being withheld

## 4. Mixed Level Exams

- Gatehouse Awards does not permit approved centres to conduct exams for different level qualifications at the same time, in the same room.
- Candidates sitting exams must be within a cohort of other candidates sitting the same exam for the same level qualification.
- Conducting mixed level exams is prohibited due to the potential disadvantage caused to those candidates taking the longer exams being disturbed by the movement of others taking a shorter exam.
- Approved centres may only conduct exams 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. Exam Premises

- Candidates must sit their exams at the approved centre's registered address (this includes satellite locations) unless alternative locations have been authorised by Gatehouse Awards in advance.
- If the exams are taking place away from the approved centre's registered address, exam materials must be taken to the exam venue by a member of centre staff.

## 6. Exam Room

- Centres must ensure that the size of the exam room is appropriate to the size of the cohort examined in line with the regulations that follow.
- The exam room must be free of all items that could be used by the candidate as prompts, e.g. word lists, posters etc.
- The exam 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 exam 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 (unless partitions are used)\*
- Desks can be shared, provided that the minimum distance is maintained.
- All candidates should 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.
- Centres should maintain a record of the seating arrangement for each exam session.

### **\*Use of partitions during regulated exams**

If partitions are used, the following conditions apply:

- partitions must be of sufficient size to effectively prevent candidates from seeing each other's work.
- each candidate must be given sufficient desk space to be able to see all the relevant exam materials and work comfortably.
- each candidate must be able to see a clock or have a watch – this must not be their mobile phone.
- the candidates do not all have to face the same direction, but the invigilator must assure themselves that they are able to effectively monitor for any signs of possible malpractice in the form of candidates accessing unauthorised materials.
- we strongly discourage an arrangement where the candidates' desks are facing the wall and the invigilator is only able to see their back during the exam, particularly during the writing assessment.

## **7. Resources for the Exam**

- 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 exam.
- If candidates have any unauthorised material in an exam (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) 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. Invigilation arrangements for candidates with access arrangements requiring prior approval from Gatehouse Awards.

### Managing Additional Time

Where a candidate has been approved for additional time as a reasonable adjustment, the candidate may sit the exam in the same room as other candidates.

Centres should follow the procedure below:

- All candidates must begin the exam at the scheduled start time.
- When the standard exam time has expired, the invigilator must instruct candidates without additional time to stop writing.
- The invigilator must collect the scripts of candidates without additional time.
- Once their scripts have been collected, those candidates must leave the exam room quietly.
- The candidate receiving additional time must remain in the exam room and continue the exam under continuous invigilation until their extended time has expired.

Where the exam consists of more than one unit:

- Exam papers must be issued one unit at a time.
- After the extended time period has ended, the invigilator must invite the other candidates back into the exam room.
- The invigilator must then issue the papers for the next unit.
- All candidates must begin the next unit at the same time.

## 11. Exam Conduct

### As candidates enter the room, the invigilator should inform them:

- to place their belongings at the back of the room away from the exam area, unless a designated area is located outside of the exam 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 exam 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 exam room without obtaining the invigilator's permission.
- Allow candidates opportunity to ask any questions relating to the exam 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 exam on the board.
- If not already completed as part of an exam 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 exam:

- Candidates who need to leave the room during the exam (e.g. for a toilet break) must be accompanied by an invigilator or authorised member of staff and must not communicate with other individuals or access any materials.
- Any candidate arriving late to the session may be permitted to sit the exam 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 exam, exam 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 exam 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 exam session for whatever reason should be required to leave the room and their exam 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 exam 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 exam materials. No additional papers should be used unless specifically allowed in the exam materials guidance
- For exams involving a listening comprehension element, all the recordings should be played using external speakers at an adequate volume for all candidates to hear. Alternatively, candidates should be provided with Bluetooth or wireless headphones that are connected to a single audio source controlled by the centre staff.
- Invigilators should provide information to candidates regarding timings. The total allocated time for each exam mode can be found in the candidate Booklet (Exam Paper). 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.

## **12. Terminating the Exam:**

- At the end of the session candidates should be reminded to wait until the exam 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 exam 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 (unless specifically permitted) or notes.
- Using personal electronic devices.
- Personation.
- Disruptive behaviour.
- Not following the instructions of exam 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 exam. 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, invigilators should follow the instructions below:**

- Evacuate the exam room following the regulations of the venue.
- Leave the exam materials in the exam 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 exam 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.

<b>Document Specification:</b>	
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