

# Regulations & Instructions for Invigilators: Conducting GA First Aid Examinations

## 1. Purpose

This document provides guidance to all staff involved in all the stages of the delivery of examinations relating to the Gatehouse Awards (GA) suite of First Aid qualifications.

Approved Centres are responsible for ensuring that an initial training session is held for any member of staff who will act as an Invigilator for these examinations.

Invigilators:

- must give all their attention to conducting the examination 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 an examination 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.

## 2. Secure Storage of Examination Materials

- Examination materials must always be stored securely, 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 GA immediately if the security of the examination papers or confidential supporting instructions are, or are likely to have been, compromised.
- Centres must inform GA 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.

Centres should refer to the *Maintaining Confidentiality of Assessment Materials Policy* for full details of how to ensure the security of all assessment materials.

## 3. Start Time of the Examinations

- GA allows Approved Centres to start the multiple-choice First Aid examination at any point during the classroom-based contact hours.
- Candidates may complete the multiple-choice examination in more than one sitting. In such cases, the Centre must retrieve the candidate examination papers and store them securely until they are next required.

## 4. Examination Premises

- Candidates must sit their examinations at the Approved Centre's registered delivery address (this includes satellite locations) unless alternative locations have been authorised by GA in advance. These may include Assessment Venues routinely used by the Centre as a training and assessment delivery location, or 'one-off' venue, e.g., an employer's premises.
- If the examinations are taking place away from the Approved Centre's registered delivery address, e.g., for use at an employer's premises, the examination materials must be taken to the examination venue by a member of Centre staff.
- Examinations are permitted to be sat within the same room that training delivery has taken place, providing that any notes written and displayed around the room, for example, on a smart board or white board are covered/removed prior to the examination commencing and all rules/instructions for Invigilators and Candidates are adhered to.

## 5. Examination Room

- Centres must ensure that the size of the examination room is appropriate to the size of the cohort examined (maximum 12 Candidates to 1 Invigilator).
- The examination room must be free of all items that could be used by the Candidate as prompts, e.g., word lists, posters etc.
- The examination room should be in a quiet area of the building free from any extraneous noise which could affect Candidates' performance.
- Notices should be posted outside the room requesting that a quiet environment is maintained, that all electronic devices, e.g. mobile phones, are switched off and that no one should enter as an examination is in progress.
- 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 (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.

### \*Use of partitions during examinations

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 examination materials and work comfortably.
- each Candidate must be able to see a clock.
- 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 examination.

## 6. Resources for the Examination

- Candidates are not permitted to use additional materials during the examination, such as dictionaries, worksheets or First Aid reference books, as specified in the instructions to candidates.
- If Candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice.

## 7. Authorised / Unauthorised Materials

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

## 8. Invigilation arrangements for Candidates with access arrangements not requiring prior approval from GA

Centres are permitted to provide the following reasonable adjustments without seeking prior authorisation from GA:

- 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 is not permitted where the ability to identify specific colours forms part of the assessment objectives).

For a full list of access arrangements not requiring prior approval from GA please refer to the *GA Candidate Access Policy and Procedure*.

## 9. 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 electronic devices, e.g. mobile phones must be switched off.
- that the use of any electronic devices or mobile phones ringing will be treated as malpractice.
- that they must present their identification and place it on the desk (if the ID of each candidate has not previously been checked by the Invigilator, e.g., at the start of the training session).
- 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 may have been completed at the start of the day/training session where the Invigilator is also the Trainer). This involves confirming that the photograph in the identification corresponds with the person taking the examination and confirming that the name on the identification corresponds with the name on the examination 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 examination paper against the specific First Aid course they are attending.
- Provide Candidates with details about the format of the exams (numbers of questions and timings, as appropriate to the individual examination being conducted).
- Write down the start and finish times of the examination on the board.
- Have the Candidate read the 'Instructions to Candidates' and complete the declaration stating that they agree to abide by them, signing on the front of the examination paper.

### During the Examination:

- Candidates may not leave the examination room during the examination, unless accompanied by an additional 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 examination which relates to the instructions or examination 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 GA and record all details on the Invigilation Report Form. The Candidate may then be permitted to finish the paper.
- Any Candidate causing a disturbance in the examination session for whatever reason should be told 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 and Invigilators 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 examination 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.

- Invigilators should provide information to Candidates regarding timings. The total allocated time for each examination can be found on the front of the examination 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.

## 10. Terminating the Examination

- At the end of the session Candidates should be reminded to wait until the examination papers have been collected by the Invigilator.
- Invigilators should collect the examination papers, fully and accurately complete the Invigilation Report Form and seating plan.

## 11. Reporting Malpractice

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

- talking
- copying / collusion
- using unauthorised material, such as course books or notes
- using personal 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 to GA in the Invigilation Report Form, which should contain specific and unambiguous detail.

## 12. Emergency Situations

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 remaining time for the paper.

### IMPORTANT NOTE

**Examination papers must be kept securely at all times. Following marking of the examination papers, they must be made available to the GA EQA (External Quality**

Assurer) for External Moderation and submitted along with the Candidate Assessment Booklets (inclusive of observation records and detailing any oral questioning used), and the relevant internal moderation documentation.

Centres must refer to the document 'General Upload Facility Instructions' for details of how to submit these documents.

Document Specification:	
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Links to Ofqual GCR:	G4, G6, G7, G8, G9
Other relevant documents:	<ul style="list-style-type: none"> <li>Gatehouse Awards Qualification Specifications</li> <li>Gatehouse Awards Candidate Access Policy and Procedure</li> <li>Gatehouse Awards Appeals Policy and Procedures</li> <li>Gatehouse Awards Conflict of Interest Policy and Procedure</li> <li>Gatehouse Awards Design of Qualifications and Assessments Policy</li> <li>Gatehouse Awards CASS and General Moderation Policy</li> </ul>