



International Bible Training Institute

Impact the nations with your vocation

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EXAMINATION AND INVIGILATION POLICY AND PROCEDURES

Policy and procedures:	Examination and invigilation policy
Approved By:	Board of Directors
Approval Date:	30.04.2019
Next review Date:	30.04.2020
Policy Holder:	IBTI

1. Introduction¹

The assessment of students and the integrity of our examination process is of great importance to our Bible College. Examination invigilators help to ensure that security is maintained and examinations are conducted in a fair and appropriate manner and all students are able to sit examinations in a suitable environment. With this in mind, invigilators should not cause any unnecessary disturbance in the examination rooms. Any discussions between invigilators and students should be conducted in a whisper and kept to a minimum. Invigilators should not read (other than if directly related to the examination), smoke, eat or engage in activities which may distract them from carrying out their duties or disturb candidates. Following each examination, invigilators can be asked to report on the invigilation arrangements.

Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situations should be dealt with in a sympathetic and supportive manner which minimises any adverse effect on other candidates and maintains security of the examination.

2. Scope of the Policy

This policy is provided for learners and IBTI tutors who are using or delivering the modules that IBTI offer. The policy is available for all tutors, staff members and learners to access.

3. Communication of the policy

It is important that staff involved in the management, delivery, assessment and quality assurance of IBTI qualifications and learners undertaking these qualifications, are fully aware of the contents of the policy.

4. Location of the Policy

All invigilators are required to familiarise themselves with this document and with the IBTI Assessment Policy as well as the Student's General Handbook which lists the examination conditions (A copy of these documents is accessible in the college library or a request of copies may be made to our admission office on +44 (0)1444 248383 or by e-mailing admin@ibt.org.uk).

5. Responsibilities of invigilators

¹ ASIC requirement: B.6.2: Written procedures for the conduct of assessments, including invigilation arrangements



An approved ASIC & NCFE Centre



REGISTERED CHARITY
No. 1173899

- a) Photocopy or collect examination papers from the senior invigilator.
- b) Ensure that candidates are constantly and appropriately supervised during the examination.
- c) Prepare the examination room 30 minutes before the starting time of the examination.
- d) Ensure papers and material are distributed appropriately (according to the seating plan if more than one examination is taking place).
- e) The examination question paper may be read only when every candidate has received his/her paper. Any questions can be asked of the invigilator before commencing to write.
- f) The name of the candidate and other details are to be entered on the special top sheet given to each candidate for each examination.
- g) Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- h) Make announcements to candidates as necessary.
- i) Invigilators should be positioned so as to ensure a clear view at all times.
- j) Be responsible for following the correct procedure should a candidate become ill, distressed or behave in a way perceived to be misconduct.
- k) Ensure that all candidates are familiar with the fire exits in the room in which you are invigilating - this information is displayed on a poster in the study center entrance.
- l) Collect, package and deliver completed scripts to the senior invigilator.
- m) Report any matters of concern to the senior invigilator.

6. Examination procedure

6.1 Before the Examination Begins

6.1.1. Distribution of Papers

The Invigilator will distribute the examination question papers any additional material. If there is more than one examination taking place in the room, papers must be distributed according to a seating plan. Place one question paper, face down, on each desk.

6.1.2. Authorised Material

The tutors will inform the invigilators whether bibles, books or notes are permitted or excluded for the examination(s). The use of bilingual dictionaries (e.g. French-English, English-German etc.) is permitted in all examinations other than those in which language translation itself is the skill being assessed. It is the responsibility of each candidate to supply themselves with a bilingual dictionary, if they so wish. Such dictionaries must not have been annotated in any way. The use of electronic dictionaries, planners or diaries is not permitted.

6.2 The Start of the Examination

6.2.1. Admitting the Candidates

Candidates must assemble in examination room as soon as the first bell rings – 10 minutes before examination time.

The invigilator will announce the rules and conduct of the examination as shown in the Student's General Handbook.

Invigilators should then ensure that any bibles or dictionaries which the candidates have brought for use in the examination are permitted. Any unauthorised equipment should be removed from the candidate and returned to them at the end of the examination.

6.2.2. Mobile Phones

Mobile phones must be completely inactive and are not to be used as clocks or alarms during the exam.

6.2.3. Starting the Examination

The invigilator should start the examination at the advertised time. If there has been a delay in starting the examination, the corresponding amount of time will be added on to the published finishing time.

6.3 During the examination

6.3.1. Conduct of Invigilators

All activities carried out during the examination should be conducted as quietly and discretely as possible. If it is necessary to approach a student for any reason, communication should be calm and supportive.

6.3.2. Candidates Arriving Late

No candidate may enter the examination room more than 30 minutes after the examination has begun. If the invigilator is approached by a student arriving more than 30 minutes after the start time, refer the student to the administrator. A candidate who arrives late (but within 30 minutes) **will not be allowed extra time at the end of the examination to account for their late arrival.**

6.3.3. Supervising Candidates

As early as possible during the course of the examination, invigilators should check translation dictionaries or other authorised material for notes or annotations. Unobtrusive patrolling should be carried out periodically and any suspicious behaviour reported. All invigilators are expected to remain in the examination room for the entire duration of the examination.

Occasionally an invigilator must leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible senior invigilators should stay in the room and instruct an assistant invigilator to get the required information.

6.3.4. Irregularity or Misconduct

Assessment irregularities in an exam room usually involve the introduction of unauthorised notes or conferring with another student. If an invigilator suspects a candidate of being in possession of unauthorised notes, he/she must inform the candidate of the nature of the suspected misconduct, and that a report will be made immediately after the examination to the senior invigilator. The invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script to indicate the point at which unauthorised notes have been taken away. The candidate will be permitted to continue the examination.

Candidates who are seen conferring, or exchanging notes or items, must immediately be warned of their behaviour. If the same candidates are seen conferring for a second time the invigilator will follow the above procedure. The invigilator must pass the confiscated material on to the senior invigilator.

6.3.5. Problems with Examination Questions

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the senior invigilator should be informed in all cases. The senior invigilator will then notify the tutor who will obtain the necessary information. **Invigilators must not advise on meaning or interpretation of questions.**

6.3.6. Supplementary Paper

If a candidate requests additional paper, sheets of official examination paper should be supplied as quickly as possible. Please ensure all unused supplementary paper is collected at the end of the examination before the candidates leave the examination room.

6.3.7. Disturbances

In the event of noise or other external factor causing a disturbance in the room, please notify the senior invigilator immediately. It is essential that any incident or condition which could potentially cause disturbance or discomfort to candidates is reported.

6.3.8. Illness

If a candidate becomes ill during an examination and must leave the room as a result, the senior invigilator must be informed. **A candidate who becomes ill may leave the room for a short time then return to complete the paper. Extra time may be allowed at the discretion of the senior invigilator.**

6.3.9. Toilet Arrangements

Candidates who request a toilet visit during the examination can leave the examination room only when all the other students are in the examination room. Students are not allowed to take any papers or notes out of the room during the examination.

6.3.10. Eating and Drinking

Eating is prohibited. Candidates may take a drink and a small packet of sweets or mints into the examination room but should be asked to cease any activity which causes a disturbance e.g. rustling papers.

6.3.11. Fire Alarm

The fire assembly point for each examination room is listed on the poster at the entrance of the study center. In the event of an emergency all candidates should be instructed to stop writing, leave all papers and answer books and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise. Invigilators should keep candidates together and proceed to the fire assembly point as quickly as possible.

6.3.12. Leaving Early

Without the special permission of the invigilator **no candidate may leave the examination room until 30 minutes of the examination period has elapsed.** Any time after that they may leave quietly, after handing in their paper to the invigilator. Each paper should be marked with the time when the candidate leaves.

6.4 After the Examination

6.4.1. Ending the Examination

The invigilator shall announce the time when there are 15 minutes remaining and again 5 minutes before the end of the examination. The examination should end at the advertised time unless extra time has been added due to a delay in starting or exceptional circumstances.

6.4.2. Collection and Administration of Completed Scripts

Collect examination papers and any other material. It is very important that all examination papers and supplementary sheets (whether used or not) are collected from each candidate before he/she leaves the room. In no circumstances are candidates allowed to take any paper provided for the examination from the examination room. Candidates may keep question papers unless otherwise specified in the special instructions.

6.5 Guidelines for oral group presentations and oral examinations

6.5.1. Introduction

This guidance is intended for examiners and sets out good practice in terms of the conduct of oral examinations. It is normally the college administrator who arranges the date, time and place of the oral examination. The Principal is available for consultation, although not normally present during the Oral Examination. The Principal may however, at the invitation of the examiners, attend all, or part of the Oral Examination

6.5.2. Before the oral examination

The internal/external examiners are required to prepare the examination room 30 minutes before examination time. The oral examination is a formal occasion, and the room should be appropriately laid out.

A list with the order of the students and the corresponding time is to be displayed on the board in the main hall.

The examiner should select the right order in which to ask the questions. In order to encourage candidates to talk, it can be helpful to raise relatively uncontroversial/factual issues at the start and then proceed to ones which are likely to be more difficult/conceptual.

The candidate should be told in advance, whether he/she may consult with their notes throughout the oral examination or not.

6.5.3. At the oral examination

The examiner should welcome the candidate and (if present) introduce assistant examiners.

As many candidates will not have previously undertaken an oral examination, it can be helpful to explain the process to them. This involves the examiners asking questions about the studied subject or a prepared work, listening to a presentation and asking supplementary questions based upon their presentations and answers.

Taking notes during the oral examination is advised.

Candidates can be extremely nervous, and it is important to try and settle them down at the start of the oral examination.

Examiners can then start the questions or allow the candidates to begin their presentations.

Examiners should recognise that candidates may need time to answer. Particularly when asked general or open questions, candidates may need some time to gather their thoughts together and produce a coherent answer. Examiners need to recognize this and encourage candidates to reflect, eg. by telling them to 'take your time'.

Examiners should give candidates a chance to recover from a poor answer. When candidates give a poor answer, this may be through misunderstanding or nerves. Rephrasing a question and asking it again gives the able candidate the opportunity to recover the position or may confirm the inability to respond of a weaker one.

After the examiner has gathered the relevant evidence, he/she should indicate this to the candidate, thank him/her for answering the questions and ask whether there are any concluding comments which he/she wishes to make.

6.5.4. After the oral examination

After reviewing the oral examination, examiners have to decide upon a mark and write a feedback form on the examination. Residential examiners can give the feedback forms to the students personally. Non-residential examiners can send the feedback forms back to the college and the Internal Quality Verifier (IQV) will return them to the students.

7. Review of the policy

IBTI will review the policy annually and revise it as and when required. The review process includes analysis of monitoring data, consultation with and feedback from tutors, learners, changes in practices or actions required by the Awarding Body. Our review will ensure that our procedures continue to be consistent and are applied properly and fairly in arriving at judgements. This policy must be adhered to at all times.

8. Mechanisms for Feedback

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to the IBTI's Data Protection Officer at policies.data@ibti.org.uk.