

Invigilation Procedures & Guidance

All individuals involved in the invigilation process for an EPA element must read the MA Conflict of Interest Policy and declare any and all conflicts or perceived conflicts at the earliest opportunity. Failure to do so may invalidate the test for the apprentice and may result in malpractice investigations.

Procedure for onsite/ remote invigilation of exam conditions EPA elements:

- Scenario Case Studies
- Knowledge Test (Multiple Choice Questionnaire - online test)

For the above-named EPA elements, exam conditions must be maintained for the duration of the test. Please see below guidance and instructions for invigilators supporting these assessments in the following scenarios:

- a) Marshall Independent Assessor (IA) at employer site invigilating a written Case Study test
- b) Employer Registered Assessor (ERA) or nominated person from employer site invigilating written Case Study test with Marshall IA remote (on Teams platform)
- c) Nominated person from employer site invigilating online MQC test with Marshall IA remote (on Teams platform).

The nominated invigilator should ensure that the apprentice is aware of the date / time / location of the test. They should ensure appropriate stationary is available and that for the duration of the test, the apprentice will not be disturbed by ensuring a suitable room is available and managing any avoidable interruptions.

Apprentices should be able to see a clock and if more than one apprentice is sitting the test, adequate space must be available to ensure where they are seated, they cannot see each other's work.

Before the start of any exam conditions test for scenario a, b or c, apprentice's bags and belongings should be stored at edge of room. Mobile phones and smart watches should be switched off.

Standard practice for all tests:

- Apprentices will be warned 30 minutes and again 5 minutes before the end of the test by the Marshall IA.
- Invigilators must supervise the apprentice(s) throughout the whole time the test is in progress and give complete attention to this duty at all times.
- Invigilators **must** be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or apprentices who may be feeling unwell. Any irregularities **must** be flagged to the Marshall IA if scenario b or c.
- Apprentices will be informed by the Marshall IA when the exam time is up.
- Apprentices will be reminded to check their papers for names and other required information.
- Papers should be collected by the Marshall IA in circumstance a) and the invigilator in circumstance b), and the specific instructions for each scenario followed as outlined below. These instructions will also be provided to the nominated invigilator as part of the assessment pack.

Procedure for evacuation during a test.

The apprentice(s) will follow standard evacuation processes for the building regulations in which the test is being held. Apprentices must be accompanied by the invigilator at all times and will not be permitted to communicate with anyone or access telephones.

The test can be resumed if the invigilator and Marshall IA is confident that the apprentice(s) have not had communication with any other person or looked at their notes, and extra time will be allowed for completion of the test if it can continue. If there this cannot be confirmed, then the test will be terminated until a new set of test papers is provided.

Scenario a) Independent Assessor (IA) at employer site invigilating a written Case Study test.

The Marshall IA will have the written test papers, sealed in a tamper evident pack, with them on the day of the assessment ready to present to the apprentice at the agreed start time of the test. The IA will ensure the room is suitable, the apprentice has a clear desk, no unauthorised materials are present, all electronic devices, smart phones, watches etc. are removed from the vicinity of the apprentice. The Marshall IA will start the test and will keep time giving a 30 minute and a 5 minute warning before the end. The Marshall IA will explain the rules of the test and that exam conditions must be adhered to. At the end of the allowed time, the apprentice will be asked to stop work and hand all assessment materials – answer booklet, additional sheets and the Case Study scenario back to the Marshall IA. No paperwork should leave the room with the apprentice at the end of the test. The IA must check before the apprentice leaves that the answer booklet is signed, and any additional sheets all have the apprentice's details on.

Scenario b) Employer Registered Assessor (ERA) or nominated person from employer site invigilating written Case Study test with Marshall IA remote (on Teams platform).

A Teams link will be sent to the nominated invigilator for the agreed start time of the test. Prior to the start date of the test, an assessment pack will have been sent Special Delivery to the confirmed address / contact at the employer site and confirmation sent to Marshall when this has arrived.

The assessment paperwork will be sealed in a tamper evident bag with a signed seal and this must remain in-tact until the start of the test. The assessment pack should be kept securely until the day of the test in a locked drawer or cabinet. At the agreed start time, the Marshall IA on Teams will firstly ask the onsite invigilator to do a pan of the room where the apprentice will be taking the test to ensure no other personnel are present. The apprentice will be asked to show their ID to the camera which will be captured as part of the recorded Teams session (which will record the duration of the test session). The Marshall IA will ensure the room is suitable, the apprentice has a clear desk, no unauthorised materials are present, all electronic devices, smart phones, watches etc. are removed from the vicinity of the apprentice and will explain the rules of the test and exam conditions. The Marshall IA will then ask the nominated invigilator to show the signed seal to the camera before opening the pack and presenting the assessment papers to the apprentice.

The apprentice will be given a 30 minute and again a 5 minute warning before the end of the test. At the end of the allocated time, the apprentice will be asked to stop work and hand all assessment materials – answer booklet, additional sheets and the Case Study scenario back to the invigilator.

The invigilator, while in view of the camera, must seal the Case Study scenario immediately in the new provided tamper evident bag. They will then be asked to scan the completed answer booklet directly to the Marshall IA's email address. The answer booklet and sealed Case Study should then be sealed into the provided pre-paid Special Delivery envelope and taken to the post office. If there is any delay in this happening, the envelope should be kept in a locked drawer / cabinet until such time as it can be taken to the post office to be scanned in.

Scenario c) Nominated person from employer site invigilating online MQC test with Marshall IA remote (on Teams platform).

A Teams link will be sent to the apprentice for the agreed start time of the test. The apprentice will be asked to log into the online Assessment platform (Rogo) in preparation for starting the test. The onsite invigilator will need to ensure the room is suitable, the apprentice has the correct computer hardware they need and that they will not be disturbed.

At the agreed start time, the Marshall IA (on the Teams link) will start the recording of the session which will record for the duration of the test session. When the apprentice is ready to begin, the Marshall IA will begin with a series of mandated questions which must be responded to on the online platform before the actual test can be released. They will ask the apprentice to show their ID which will be captured as part of the recorded Teams session. The apprentice will be asked to do a pan of the room and their desk space with the webcam to show a clear desk and that no other persons are present other than the nominated invigilator. The rules of the test will be explained to the apprentice and exam conditions explained. Once these questions are completed, the test will be released to the apprentice. The apprentice will be asked to share their screen on the Teams link so their activity on screen can be monitored and captured in the recording. The online platform will monitor the time and a 30 minute and again a 5-minute warning will be given by the Marshall IA. At the end of the allocated time, if the apprentice has not submitted their completed paper, the system will lock allowing them no further access to the test. The Teams session will be terminated.

Information for Candidates to be relayed by invigilator before exam:

- Mobiles phones and any other electronic device including SMART watches are not permitted. Please ensure they are turned off completely and stored with other personal belongings at the edge of the room.
- All other belongings must be stored at the edge of the room.
- Apprentices may have drinks on their desks as long as they are in an unlabeled bottle.
- Apprentices must not communicate with each other in any way during a test
- Apprentices may not leave the room during a test unless they are accompanied

Information for apprentices prior to attending exam conditions tests. (highlighted sections only apply to written Scenario Case study tests)

You must:

- arrive on time. If you are late, you may not be permitted to sit the test if other apprentices are also taking the test.
- not bring your mobile phone to the exam. If it is in your bag it must be completely turned off.
- write in black ink

- write your name and ULN as it appears on provided answer booklet on any additional sheet(s) used for your answers.
- write your answers in the designated sections of the answer booklet;
- not communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;

You must not use:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens in your answers (**although you may use them to highlight questions within the question paper or sections in the scenario for the case study tests**);
- gel pen or pencil to write your answers
- calculators
- mobile phones
- any other electronic devices