



Exams and Invigilation Policy

Prometheus will follow the relevant awarding body's examination procedure., however, the purpose of this policy is also to ensure that:

- The planning, administration and management of examinations are conducted in the best interests of learners
- All examinations are conducted in line with national and examining body regulations
- All those involved in all aspects of examinations are familiar with their roles and responsibilities. The policy is intended to ensure that examination systems and procedures at the Rapid Security support learners in being fully prepared for external examinations and that their potential for success is maximised.
- As part of their timetabled programs, all learners will have opportunities to practice for external examinations. Advice and information on the structure, format and timing of examinations will be given to all learners.
- All learners will have opportunities to register and sit for the examinations upon meeting the required criteria.
- Centre Manager, through the respective assessor and IQA, is overall responsible for the effective implementation of this policy.

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Procedure for conduct of examination

Before the Examination

- All learners should be fully briefed about their programme and how they will be assessed on the programme. In addition, an examination schedule must be displayed on the learners' notice board till the end of the examinations.
- The standard instructions for examinations, issued by the respective awarding bodies, these instructions must remain displayed on the learners' notice board till the end of the examinations.
- The venue/ room must be ready at least one working day prior to the examination date.
- The centre manager is to ensure the availability of the required number of male and female invigilators at least 3 working days before the examination date.
- The centre manager is to ensure the availability of administration facilities i.e. arrangements for seating, warning, and other notices, required stationery, clock, water etc.
- The centre manager is responsible for preparing lists of learners appearing in the examination for attendance at least one working day in advance of the examination start date.
- The centre manager is responsible to ensure that the examination question papers received from the awarding body are kept in a locked safe in the custody of the Director/Centre Manager.
- The Centre Manager is to ensure that he/she has the keys to the Venue/rooms and the offices and safe of the Director.
- The centre manager is to coordinate with the concerned person to ensure that the venue opens one hour before the start of the examination time.

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- The centre manager is to ensure effective invigilation during the examination. In this regard, proper instructions are to be issued to all invigilators at least one day before the examination.

During the Examination

SIA Identification check

- In relation to the SIA ID check requirements, a full check is carried out at the start of the exam. It is the invigilator's responsibility to check the identification documents presented to him/her thoroughly and that these documents are in date and valid. The invigilator will also ensure that the candidates' details are identical to their registration and examination documents. The invigilator must also check that the photograph is a true likeness of the candidate and that the signature on the ID check form matches that of their identification document.
- Give each learner an answer sheet, ID form and pen/pencil. Ask candidates to have their ID documents and photograph ready
- Candidates should complete their answer sheets using a pen/pencil. Also, the invigilator should complete all documentation using a pen
- Explain to the candidates how to complete their details on the ID form and answer sheet
- Check each candidate in turn: (this can be done using the attendance sheet and list of SIA-acceptable forms of ID)

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For each candidate:

- Check that the ID provided is sufficient as per the list, that the ID is in date and that the photograph in each ID is a true likeness of the candidate.
- The candidates' forenames and surnames should be recorded on the attendance sheet.
- Ask the candidates to sign the ID form. Please check their signature on the ID form
- The candidates' forename, surname, date of birth and signature on the answer sheet/ID check form/attendance register should match that of the candidates' Ids. Discrepancies (e.g. Chris/Christopher are not acceptable. Any discrepancies of such kind or spelling mistakes can cause the results to be delayed/withheld or the SIA licence application to be delayed or refused.
- Please check that the photographs have been fixed correctly to the ID check form (should the candidates have been instructed to fix their photographs) and are a true likeness of the candidate)
- Once the invigilator is satisfied with all details, please sign and date the ID check form and mark the candidate present on the attendance register
- The invigilator should also check that the correct examination has been ticked on the ID check form

Once the ID check for all candidates has been completed, the examination can proceed.

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Exam Invigilation instructions

Invigilators may read the following to candidates.

- Please put away your identification documents
- Please check that you do not have any unauthorised items on you, including mobile phones, I players/ MP3 players, bags etc.; any such items must be handed in now. (Items can be stored in the corner of the examination room if require
- If any candidate is found to have any unauthorised item with you, even if it is not intended to use, this will be reported to the relevant awarding body. In such circumstances, zero marks will be awarded for the examination, and you could be disqualified from all of your examinations
- Please check that all your details are correct and you have your answer sheet, pen and id form
- The Invigilator can now open the question papers envelope and distribute these among the candidates.
- Please ask candidates not to open their question papers until told they may do so.
- Explain to candidates how to mark their answers on the answer sheet. Please mark your answers like this (demonstrate on the board) if you have to make any corrections do this. (Demonstrate on the board) do not (demonstrate on the board); complete your answer sheets in pen/pencil only
- Please read all questions carefully and answer all questions
- You have hours/minutes (the actual time will be on the Question paper) minutes; the exam starts at (please write time on board) and finishes at (please write time on board). I will remind you 10 minutes before the exam ends.
- Please do not communicate in any way with another candidate. Please neither ask nor offer any help to another candidate.
- Please raise your hand to attract my (the invigilator's) attention
- Exam conditions will be applicable.

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- In the unlikely event of a fire alarm of the fire, please be seated and wait for the invigilator's instructions.
- You may start now...

Please remind candidates when there are 10 minutes left in the exam time. If a candidate finishes before the end time, they may be allowed to leave at the invigilator's discretion after 50% of the exam time has been completed but not in the last 10 minutes. Other candidates must not be disturbed. Candidates should raise their hands to attract the invigilator's attention. Please remind candidates to double-check their answers. The invigilator should collect all their papers before the candidates leave the room.

Varying the time of the examination

The examination must be held in the specified room and at the time that was declared in the exam booking form. In the unlikely event of an emergency such as flood, unsuitable conditions etc you must advise the relevant awarding body with full details of alternative arrangements.

The centre, at its discretion, may change the exam start time up to half an hour before or after the stated exam time without having to advise the relevant awarding body.

At the end of the exam

- Please ask candidates to stop writing
- Collect all the question papers, answer sheets, and ID check forms before candidates are allowed to leave the examination room
- Check that there are answer sheets and ID check forms for every candidate marked as present on the attendance register

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- Check that both candidates and invigilator have signed were required and that all the details have been completed on the answer sheets, ID check form and attendance register.
- Check that the names on the answer sheets scripts are exactly the same as the details on the attendance register
- Put the ID check forms, and answer sheets in the order shown on the attendance register
- Check that candidates have used their correct centre and candidate numbers
- Hand in the attendance sheet, answer sheets and ID check forms to the person responsible for despatching them to the relevant awarding body.
- Give the question papers to the relevant person so that it can be destroyed accordingly. This is should also be recorded accordingly.
- The answer sheet scripts should be always kept secure until they are despatched to the relevant awarding body
- All examination documentation must be securely kept after the examination and sent for marking to the relevant awarding body preferably no more than two working days after the exam date. All documentation should be sent to the relevant address

Candidates who are taking multiple SIA licence-linked examinations.

- If a candidate is taking an SIA licence linked examination/s immediately afterwards e.g. unit 2 and 3 etc
- Please ensure that their ID check form from the first examination is available. Check that it is the correct candidate and sign/ complete as appropriate.
- If a candidate has already sat an SIA licence-linked examination but this was on another day the full Identification procedure must be followed.

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