



# EXAMINATION AND INVIGILATION POLICY AND PROCEDURES

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Policy Holder:	IBTC

## 1. Introduction

The assessment of students and the integrity of our examination process is of great importance to International Bible Training College (IBTC)<sup>1</sup>. 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), eat or engage in activities which may distract them from carrying out their duties or disturb candidates.

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 invigilators, learners and IBTC tutors who are using or delivering the modules that IBTC offers and 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 IBTC qualifications and learners undertaking these qualifications, are fully aware of the contents of the policy. All invigilators are required to familiarise themselves with this document and with the IBTC plagiarism policy. Examination rules are also included in the Student's Handbook.

## 4. Location of the policy

This and other related policies are available in the college library and via the IBTC website.

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<sup>1</sup> In all the following text International Bible Training College (IBTC) is referred to as IBTC. The college's trading name is IBTI.

## **5. Responsibilities of invigilators**

- a) Print examination papers emailed to you by the senior invigilator.
- b) Ensure that candidates are constantly and appropriately supervised during the examination.
- c) Allow sufficient time before the exam to prepare the room.
- d) Ensure papers and material are distributed appropriately (according to the seating plan if more than one examination is taking place).
- e) Students must write their name, subject and date at the top of the first sheet of paper used plus their name on every remaining piece of paper. All answer paper must have a left-hand margin.
- f) The examination question paper may be read only when every candidate has received his/her paper. Any queries about the meaning of exam questions can be asked of the invigilator before commencing to write.
- 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) Collect, package and deliver completed scripts to the senior invigilator.
- l) Report any matters of concern to the senior invigilator.

## **6. Examination procedure**

### **Before the examination begins**

#### **6.1.1. Distribution of papers**

The invigilator should distribute examination question papers and any additional material. If there is more than one examination taking place in the room, ensure the correct question paper is given to each student 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 are permitted or excluded for the examination. 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 and invigilators are required to inspect them prior to the commencement of the exam. 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 the examination room 10 minutes before examination time.

The invigilator may announce any rules they feel are necessary prior to the exam starting. 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 switched off or on silent mode and are not to be used as clocks or alarms during the exam. They must be placed in the designated mobile phone box provided before the beginning of the exam and placed outside the exam room to minimise potential noise.

### **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 and the academic manager must be informed if a student tries to enter after this time. 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 dealt with according to this policy as detailed below. All invigilators are expected to remain in the examination room for the entire duration of the examination. If an invigilator requires assistance they should use their phone to send a message to a colleague. The exam room should not be left unattended except in an emergency.

### **6.3.4. Irregularity or misconduct**

Assessment irregularities in an exam room usually involve the introduction of unauthorised notes or conferring with another student.

#### **Unauthorised notes**

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 apparently illicit material which is 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.

#### Conferring Between Candidates

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 remove any notes involved and annotate the script to indicate at which point this incident occurred and what type of misconduct occurred. The invigilator must pass the confiscated material on to the senior invigilator.

#### **6.3.5. Problems with examination questions**

The examination paper may be read only when every candidate has received his/her paper. Any queries about the meaning of exam questions can be asked of the invigilator before commencing to write.

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the senior invigilator should be informed in all cases after the examination. The senior invigilator will then notify the tutor. Students should refer to their dictionaries for help with the meaning of words. Invigilators must not provide a translation of exam questions into students' own languages. Similarly, other students must not be asked to translate for their fellow classmates.

#### **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, the invigilator should notify a colleague by phone message asking for the cause of the disturbance to be eliminated. It is essential that any incident or condition which could potentially cause disturbance or discomfort to candidates is reported to the tutor.

#### **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 after the examination. 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 invigilator.

#### **6.3.9. Toilet arrangements**

Candidates who request a toilet visit during the examination can leave 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**

Students are made aware of the fire assembly points at the beginning of the year in the fire induction and reminded during practice fire drills. In the event of an emergency all candidates should be instructed to stop writing, leave all papers 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**

Candidates may leave the examination room once they have completed their paper and handed it into the invigilator. Each paper should be marked with the time when the candidate leaves. Candidates may not return to the examination room once they have left until after the exam has finished.

### **6.4. After the examination**

#### **6.4.1. Ending the examination**

The invigilator shall announce the time when there are 30 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 are collected from each candidate before he/she leaves the room. Candidates may keep question papers unless otherwise specified in the special instructions.

### **6.5. Guidelines for oral group presentations and oral assessments**

#### **6.5.1. Introduction**

This guidance is intended for assessors and sets out good practice in terms of the conduct of oral assessments. It is normally the administrator who arranges the date, time and place of the oral assessment in conjunction with the assessor and the internal verifier.

#### **6.5.2. Before the oral examination**

The assessors 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.

If requested by the assessor, a list with the order of the students and the corresponding time is to be displayed on the board in the main hall.

The assessor should think through the right order in which to raise his 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. During the oral examination**

The assessor should welcome the candidate and (if present) introduce any assistants or if it is an NCFE accredited subject, introduce the internal verifier who will be present to collect evidence of the assessment.

As many candidates will not have previously undertaken an oral examination, it can be helpful to explain the process to them. This involves the assessor 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.

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

Assessors 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. Assessors need to recognise this and encourage candidates to reflect, eg. by telling them to 'take your time'.

Assessors 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 or may confirm the inability of a weaker one to respond.

After the assessor 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, assessors grade the work and complete a feedback form on the examination. Internal assessors can give the feedback forms to the students personally. External assessors can send the feedback forms back to the college and they will be returned to the students.

### **7. Review of the policy**

IBTC 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 IBTC's Data Protection Officer at [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk).