



Examination and Invigilation Policy and Procedure

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1. Introduction

AS2Educate is committed to upholding the integrity, fairness, and accessibility of all internal and external examinations. This policy outlines the procedures for conducting exams and invigilation within the Provision, ensuring compliance with relevant awarding body standards (e.g., JCQ) and the individual needs of our students.

We recognise that many of our students may have experienced barriers to formal assessments and aim to create a calm, supportive, and equitable examination environment.

2. Scope

This policy applies to:

- All internal and external assessments and examinations
- All staff involved in organising or invigilating exams
- All students undertaking exams at AS2Educate
- Any external professionals supporting exam delivery

3. Aims

- To conduct examinations securely and fairly in line with national guidelines
- To provide trauma-informed, student-sensitive invigilation procedures
- To implement reasonable adjustments and access arrangements where required
- To minimise exam-related anxiety and ensure a positive experience for all students

4. Examination Environment

AS2Educate ensures that:

- Exam rooms are **quiet, well-lit, and free from distraction**
- Seating is appropriately spaced and labelled
- Students are given clear instructions and reassurance before and during exams
- Appropriate signage is displayed ("Silence: Exam in Progress")

5. Invigilation Procedure

5.1 Before the Exam:

- Invigilators arrive at least 30 minutes prior to the exam start time
- Exam papers are checked and set out securely
- Seating plans are finalised and displayed where required
- Attendance registers are completed before the exam starts
- Mobile phones, smartwatches, and other unauthorised items are collected

5.2 During the Exam:

- Invigilators remain alert, mobile, and unobtrusive
- They do not engage in conversation unless to support clarity or regulation
- Students needing breaks (to regulate or self-soothe) are supported discreetly
- Any disruptive behaviour or concerns are logged and reported post-exam

5.3 After the Exam:

- Papers are collected and stored securely for submission
- Any irregularities are logged and reported to the Provision Manager
- Students are supported to decompress and reflect where needed

6. Access Arrangements and Reasonable Adjustments

AS2Educate supports learners with specific needs through:

- Extra time
- Rest breaks
- Scribes or readers
- Modified materials (e.g., coloured paper, large print)
- Separate or quiet room supervision

Requests are submitted and supported by the SEND team, based on student profiles, EHCPs, or professional recommendations.

7. Malpractice and Exam Irregularities

Any suspicion or evidence of malpractice (e.g., cheating, use of unauthorised materials) must be:

- Immediately reported to the Provision Manager



- Recorded in full detail, including student and invigilator accounts
- Handled sensitively, with student support provided

Incidents will be reviewed internally and, if required, reported to the awarding body in line with their procedures.

8. Contingency and Emergency Procedures

If an exam is disrupted due to illness, fire alarm, behavioural incident, or technical failure:

- The Provision Manager will be notified immediately
- Students may be relocated or paused according to JCQ guidance
- All actions and timings will be documented in an incident log

Alternative arrangements (e.g., re-scheduling, use of special consideration forms) will be explored where needed.

9. Results and Certification

- Students will be informed when results are expected and how they will be issued
- Certificates will be distributed and, where applicable, retained securely until collection
- All results and certificates will be logged and tracked

10. Confidentiality and Data Protection

- All exam data and candidate information will be stored securely and only accessed by authorised staff
- Any sharing of data (e.g., with awarding bodies) will comply with AS2Educate's Data Protection Policy

11. Review and Monitoring

This policy is reviewed annually to ensure it remains up to date with current national regulations and the evolving needs of our students.

12. Final Statement



AS2Educate is committed to delivering exams in a way that is **secure, inclusive, and supportive**. Our goal is not just compliance, but ensuring that each student feels safe, capable, and valued as they demonstrate their learning and progress.