

# Invigilation Practice Training

Are you confident in your invigilation practice? Would you know how to respond to unexpected scenarios during an exam situation?

## Session Content

This training programme will support you and your exams team to develop your invigilation practice and ensure that it meets the JCQ standards and requirements. Our short, sharp online workshops will give your staff the confidence to deal with any situation presented when invigilating controlled assessments and exams.

## What the courses involves:

The full course is delivered as a 1-day online workshop.

## What does the training involve?

The course consists of 5 units for those involved in 'Face to Face Invigilation' and will include:

### Understanding Invigilation and the Role of the Invigilator

To introduce the role of the invigilator and explain why invigilation is required covering the language and terminology of examinations and indicate some of the regulating and governing bodies, which control examinations.

### Preparing for an Examination

How to prepare for the invigilation of examination. Specifically, learners will understand how to set up and resource an examination room in accordance with the requirements of examination regulators. Additionally, learners will understand how to maintain the security of examination papers.

### Invigilating the Start of an Examination

Develop an understanding of how to start, monitor and end an examination. It will aid with understanding the procedures to follow leading up to the start of an examination and the appropriate security procedures and record keeping relating to this.

### Invigilating During an Examination

This unit will develop learners understanding of how to manage the behaviour and conduct of all parties during the examination session. Additionally, the learner will understand the procedures to follow when handling unexpected situations including emergencies and suspected malpractice.

### Invigilating the End of an Examination

This unit will develop learners understanding of how to end an examination. Specifically, the learner will understand the procedures to follow leading up to and including the end of an examination. Additionally, the learner will understand the procedures to follow when candidates finish an examination before others.





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## The course is assessed by the following method:

Each unit consists of knowledge assessments. The knowledge is assessed by the completion of a multiple-choice question test at the end of each unit.

## Who would benefit from his course?

- Exams officers and teams working in organisations where assessments are delivered to JCQ standards.
- Those employed on a casual basis as Invigilators.

## Time

### Invigilation Practice Training

Daytime session: 10:00am-4:00pm with breaks

Twilight session: 6:00pm-9:00pm

**Cost £60.00 per person**

## The cost includes:

- Highly qualified tutors
- Taught sessions
- Course materials
- Online support
- Registration and certification
- Postage of certificates

For more information on dates and to book a place, please [click here](#)