

# **Crystal&Co Examination and Invigilation Policy and Procedure**

## **1. Purpose**

The purpose of this policy is to ensure that all examinations and assessments conducted by Crystal & Co. are carried out in a fair, transparent, and secure manner. This policy outlines the procedures that must be followed by learners, trainers, and invigilators to maintain the integrity and quality of the examination and assessment processes.

## **2. Scope**

This policy applies to all learners, assessors, trainers, and invigilators involved in examinations and assessments at Crystal & Co., covering both theoretical and practical assessments for all training programmes.

## **3. Training and Assessment Approach**

### **3.1 Preparation for Examination and Assessment**

All learners are provided with clear guidance and information regarding the nature and format of the examination or assessment at the start of the training programme.

Training content is aligned with the required standards of the awarding body and focuses on preparing learners for assessment through structured teaching and learning activities.

Assessors and trainers will ensure that learners receive sufficient support to understand the expectations and requirements for both theoretical and practical assessments.

### **3.2 Assessment Criteria**

Assessments are based on predefined criteria in accordance with the standards set by the awarding body.

Both formative and summative assessments will be used to evaluate learners' understanding and competencies throughout the training period.

For practical assessments, learners will be evaluated based on real-time application of skills within a controlled environment, following health and safety protocols.

## **4. Examination and Invigilation Procedure**

### **4.1 Examination Procedure**

#### **1. Before the Examination:**

- Learners will be informed of the examination schedule, format, and duration well in advance of the assessment date.
- The invigilator is responsible for preparing the examination room, ensuring that it is free from any unauthorised materials or distractions.
- All examination materials, including question papers, answer sheets, and any necessary equipment, will be prepared and distributed in a secure manner.

Document Reference	Document Title	Latest Update	Revision Number	Next Review Due
Crystal&Co/022	Crystal&Co Examination and Invigilation Policy and Procedure	03/09/2024	1.0	03/09/2025

- Learners must arrive at least 15 minutes prior to the scheduled start time of the examination.
- 2. Identification and Entry:**
- Learners must present valid identification (e.g., photographic ID) before entering the examination room.
  - The invigilator will verify the identity of each learner and ensure that only authorised learners are present.
- 3. During the Examination:**
- The invigilator will oversee the examination process, ensuring that learners adhere to examination rules.
  - Learners are prohibited from bringing any unauthorised materials (e.g., mobile phones, notes) into the examination room.
  - The invigilator will ensure that the examination environment remains conducive to focus and concentration.
  - Any suspicion of cheating or misconduct will be recorded and reported immediately to the Centre Coordinator.
- 4. Completion and Submission:**
- At the end of the examination, learners must stop writing immediately when instructed by the invigilator.
  - The invigilator will collect all examination materials and ensure they are securely stored for marking.
  - All materials will be handled in a confidential manner, and marking will be conducted by qualified assessors.

#### **4.2 Invigilation Protocol**

##### **1. Roles and Responsibilities of the Invigilator:**

- The invigilator is responsible for maintaining the integrity of the examination process.
- They must monitor the learners throughout the examination and ensure adherence to all rules and guidelines.
- Any disruptions or irregularities must be documented in the Invigilator Report, which will be reviewed by the Centre Coordinator.
- Invigilators must remain present throughout the entire examination and avoid engaging in activities that could distract them from their responsibilities.

##### **2. Monitoring of Learners:**

- The invigilator will monitor learners to prevent any form of cheating or malpractice.
- If a learner requires assistance during the examination, they may raise their hand, and the invigilator will approach them without disturbing others.
- Should a learner need to leave the examination room for any reason, they must be escorted by an invigilator, and their exam time will not be extended.

Document Reference	Document Title	Latest Update	Revision Number	Next Review Due
Crystal&Co/022	Crystal&Co Examination and Invigilation Policy and Procedure	03/09/2024	1.0	03/09/2025

## **5. Assessment Feedback and Results**

- Learners will receive constructive feedback on their assessments, with a breakdown of their performance in relation to the assessment criteria.
- Results for theoretical examinations will be communicated within 10 working days, while practical assessment results will be delivered within 15 working days.
- In the event a learner fails to meet the required standards, they will be provided with further training and guidance on areas of improvement before a re-assessment opportunity is offered.

## **6. Examination and Assessment Security**

- All examination materials, including papers and completed scripts, will be securely stored before, during, and after the examination process.
- Crystal & Co. ensures the confidentiality of learner data and assessment results in compliance with the Data Protection Policy.

## **7. Malpractice and Maladministration**

- Any malpractice or maladministration detected during the examination or assessment process will be investigated according to Crystal & Co.'s Malpractice and Maladministration Policy.
- Learners and staff found to be involved in malpractice may face disciplinary actions, including the invalidation of examination results.

### **Approval**

The undersigned certifies that this policy has been reviewed and approved for implementation within Crystal&Co.

### **Managing Director**

**Signature:** .....*Ramona Marcu*.....

**Name:** Ramona Marcu

**Date:** 03/09/2024

Document Reference	Document Title	Latest Update	Revision Number	Next Review Due
Crystal&Co/022	Crystal&Co Examination and Invigilation Policy and Procedure	03/09/2024	1.0	03/09/2025