

# Invigilation Policy

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## Purpose

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession.

CIPFA organises, sets and runs professional assessments to enable our members to attain high levels of competence in the field of public finance.

This policy sets out the approach to the invigilation of students during CIPFA invigilated assessments.

## Scope

This document sets out the policy pertaining to Invigilation for CIPFA assessments and as a point of reference for invigilators, students, colleagues and stakeholders.

## Malpractice and maladministration

Invigilators must ensure that all assessments are conducted in compliance with our requirements and should refer to our Malpractice and Maladministration Policy for further information.

Plagiarism involves presenting someone else's work or ideas as the student's own without proper attribution and is a breach of academic integrity. Any work presented in the examination must be the student's **own** work. Any unauthorised materials, use of Artificial Intelligence or collusion with other individuals is strictly prohibited. It is the responsibility of the student to read and be familiar with CIPFA's Assessment Offences and Generative Artificial Intelligence policies. Any breach of academic regulations or misconduct during an examination will be managed through CIPFA's Assessment Offences process. Cases may be referred to the Disciplinary scheme.

## Assessment delivery

All CIPFA assessments are delivered online through an e-assessment platform. Students are expected to take their assessments using a remote invigilator through the e-assessment platform. Local invigilation will only be permitted for exceptional circumstances set out in the Reasonable Adjustments and Extenuating Circumstances Policy or for students in pre-approved external exam centres (ATPs).

## Remote invigilation

Remote invigilation takes place entirely online, using the service of an online invigilation provider which is organised through the e-assessment platform. Full details of this method of assessment delivery are contained in the Assessment Regulations.

Students struggling to find a suitable location such as at work or at home, British Council offices are recommended wherever available; local colleges, universities or educational organisations can be used in the absence of the British Council. The responsibility is on the student to organise their assessment location and ensure that the facilities are appropriate to take exams

with remote invigilation.

## Local invigilation

Local invigilation will no longer be a standard option for all students. Local invigilation will only be available for students in pre-approved exam centres (external ATPs) or for students approved in accordance with the Reasonable Adjustments and Extenuating Circumstances policy on the website: <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>

Local invigilation must be approved by CIPFA's Assessment and Compliance team in advance of the assessment. Any student that selects local invigilation without an approved application or prior arrangement with CIPFA will be rejected for local invigilation and their exam will be automatically transitioned to online invigilation.

Reasonable adjustments and extenuating circumstances can be applied via the website and will be reviewed by the Assessment and Compliance team.

If a student is approved for local invigilation, their approved invigilator must be one of the following:

- A member of HR.
- A line manager who is from another department.

No other individuals will be able to invigilate.

All information including the time zone of assessment, invigilator name and email address must be updated on the e-assessment platform by the student more than 48 working hours prior to the exam. All arrangements are subject to CIPFA's approval.

## Assessment requirements

### ID Verification

Students must bring valid photographic ID to the assessment and show it to the invigilator when requested. Additionally, those sitting their assessment via remote invigilation, the e-assessment platform will take a photograph of the student ID.

Acceptable forms of photographic student identification:

- Passport
- Work access card with a photo
- National ID card
- Driving licence

### Conduct during the assessment

All students must conduct themselves appropriately throughout e-assessment in accordance with the CIPFA Assessment Regulations. Failure to abide by assessment regulations may lead to the student being referred to the Disciplinary Scheme and may involve disqualification. CIPFA will not tolerate any action which compromises assessment security. Both students and invigilators should be familiar with guidance listed below;

- Complete silence must be observed throughout the assessment.

- Remote invigilators can only be contacted through the provided chat box on the remote invigilation system. If an assessment is being locally invigilated, students who wish to attract the attention of the invigilator must do so by raising their hand. Students must not call out.
- Students must not communicate with anyone or talk out loud except for the reasons of communicating with the invigilator as part of the assessment.
- Students must ensure that they are in quiet and private room where they (and if relevant, their approved local invigilator) are the only occupant and will be free from interruption.
- The assessment room should be well-lit.
- If students perceive an error or some other issue with an assessment question, they should make an appropriate assumption, state it in their script, and carry on. In such circumstances, students should not seek the advice of the invigilator. Students should submit a Special Consideration application after their examination. Full details on the Special Considerations Policy and the relevant form are published on the CIPFA website - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>
- Background sounds such as from music, television or other people are not permitted.
- Other computers or similar technology must not be operating in the background, this also includes smartphones.
- Students must only access webpages and applications that are approved for their CIPFA assessment. No other webpages or applications should be accessed, open or running immediately before or during their assessment.
- Mobile phones must be switched off and out of reach during the assessment, it is not sufficient to place it on silent or vibrate.
- Students must not attempt to copy any of the assessment materials shared with them during the live online assessment, nor are they permitted to audio or video record parts of the assessment.
- Students being remotely invigilated must face the computer screen in clear view of the webcam during the assessment – nothing must cover the webcam at any time during the assessment.
- Students being remotely invigilated must have their webcam and microphone enabled and running at all times throughout the assessment.
- At all times students are required to act in a professional manner in the same way as they would be expected to if undertaking assessment in a traditional setting. For example; no smoking (including the use of e-cigarettes or electronic vapes), eating or drinking (unless from a clear bottle of water, with labels removed).
- Students must follow invigilators instructions at the start, during and at the end of the assessment session.
- Invigilators will have discretion to remove students from the assessment for unreasonable or disruptive behaviour.

CIPFA staff may access the online assessment without prior notification.

## Permitted and unpermitted materials during the exam

### Calculators

Students may use either their built-in computers calculator, or a handheld device (scientific or non-scientific). Students may bring more than one calculator into the exam. The following requirements apply:

Calculators *must* be:

- of a size suitable for use on the desk

- either battery or solar powered
- noiseless and cordless

Calculators must *NOT* be designed or adapted to offer any of these facilities:

- language translators
- communication with other machines or the internet
- be borrowed from another student during an assessment for any reason
- be the calculator function on a mobile telephone, smart-watch, tablet, or other computing device
- programmable

Students are responsible for their calculator's power supply and working condition. Calculator cases and any instruction leaflet are not allowed in the assessment.

The decision of the invigilator on any matter to do with the use of calculators or other aids is final.

## Mobile phones

Students found to be using a mobile phone during the assessment will be referred to CIPFA's Disciplinary Scheme.

The invigilator will record the full details of the incident and time of the incident.

## Authorised materials and software

Students are allowed to bring into the exam:

- 4 clean sheets of blank paper (8 pages)
- Pens, pencils and an eraser
- Calculators that are not programmable and do not have internet access
- Advanced Materials (if applicable)

## Unauthorised materials and software

The items that are strictly not permitted during the exams are listed below:

- Hats, caps and sunglasses with the exception of religious headwear
- Mobile phones, tablets, smart watches or headphones
- Screens that are not attached to the assessment are allowed in the room but must be switched off and out of arms reach.
- Any laptops or computer devices that are not authorised for use within the live exam
- Unauthorised materials such as books, CIPFA workbooks, dictionaries, notepads, magazines and post it notes.
- Unauthorised web pages (search engines etc..) web extensions or software.
- CIPFA Learning or VLE pages must not be open during the exam.
- Smoking, including the use of e-cigarettes or electronic vapes, is always strictly forbidden in the assessment room.

## Requirements for invigilators

All invigilators must be able to evidence annual training on invigilation and assessment conditions and be able to manage situations arising from potential malpractice and maladministration during CIPFA invigilated assessments.

Invigilators must be familiar with the online software system or have training in it prior to the assessment.

Invigilators provided by third parties must be able to produce evidence to CIPFA of their training or they will not be able to invigilate on behalf of CIPFA.

### Checklist for invigilators

1. Students may not leave the assessment during the first 30 minutes or the last 15 minutes of the assessment time if locally invigilated.
2. If students need to leave the room during the assessment for any reason, they should attract the invigilator's attention by raising their hand, or using the chat function in remote sessions. If they are permitted to do so by the invigilator, the assessment time will not stop on the computer during the break.
3. If students do not intend to return to the assessment room, they must raise their hand or use the chat function and inform the invigilator before leaving.
4. Students sitting an assessment via local invigilation (pre-approved) should consider other students and leave the assessment room in silence.

The Joint Council for Qualifications (JCQ) Invigilator Checklist ( as recommended to invigilators for reference) can be found here: <https://www.jcq.org.uk/exams-office/ice-instructions-for-conducting-examinations/jcq-invigilator-checklist-2/>

### Submission of documentation to CIPFA for inspection

To protect the integrity of assessment it is essential that assessment conditions are maintained by local invigilators.

Prior to the exam, all local invigilators are required to complete an online 'Pre-Exam – Local Invigilation Form' to confirm the student details of those sitting exams and to agree they abide by the CIPFA rules and regulations. A local invigilator can be responsible for up to 20 students. Pre-Exam – Local Invigilation Form: <https://forms.office.com/e/crwB948JBK>

Within 48 hours after the exam, all local invigilators are required to complete an online 'Post Exam – Local Invigilation Form' to confirm if there were any issues, incidents or disruptions in the exam. The form should be completed even if there were no issues.

Post Exam – Local Invigilation Form: <https://forms.office.com/e/B6Yjd11cP3>

### Conflicts of Interest

No person who has given prior instructions to a learner or acted as an author, moderator, marker or assessor for any of the learners in the subject of the assessment may act as an invigilator. No person with a vested interest in the student(s) may invigilate; this would include direct line managers.

### Assessment conditions

We make reference to the Invigilator Checklist and Instructions for the Conduct of Exams (ICE) published by JCQ. [https://www.jcq.org.uk/wp-content/uploads/2020/10/ICE\\_20-21\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2020/10/ICE_20-21_FINAL.pdf). Additionally, our internal policies on Assessment offences and Disciplinary Scheme detail our stance on student behaviour during assessment.

## Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	1.2
Update	September 2023
Approval	SMB 05 September 2023
Policy review date	September 2024

## Regulatory references

<b>Ofqual General Conditions of Recognition</b>
Condition G4: Maintaining confidentiality of assessment materials
Condition G6: Arrangements for Reasonable Adjustments
Condition G8: Completion of the assessment under the required conditions
Condition G9: Delivering the assessment