

Invigilation Policy and Assessment Conduct Regulations

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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 and assessments to enable our members to attain high levels of competence in the field of public finance.

This policy sets out our approach to the invigilation of students during e-assessment.

Scope

This document is intended as reference for all students and Accredited Training Providers as well as internal CIPFA staff. CIPFA runs two main and two resit assessment sessions each year and this policy operating in conjunction with the Instructions for Invigilators document, ensures that all invigilators abide by the same standards across the globe.

Malpractice and maladministration

Accredited Training Providers (ATPs) must ensure that all assessment is conducted in compliance with our requirements and should refer to our Malpractice and Maladministration Policy for further information.

Assessment delivery

All CIPFA assessments are delivered online through an e-assessment platform and students can take their assessments using a remote or local invigilator.

Remote invigilation

Remote invigilation takes place entirely online, using the service of an online proctoring service. Full details of this method of assessment delivery are contained in the Assessment Regulations.

British Council offices are recommended wherever available; local colleges, universities or other educational organisations can be used in the absence of British Council.

All information including the location of assessment, invigilator name and email address must be updated on the student's MyCIPFA page. All arrangements are subject to CIPFA's approval.

Pre-approved CIPFA venue

CIPFA venues are only available to those who are unable to sit the exam entirely remotely. These arrangements must be approved by CIPFA Assessment team in advance of the exam registration.

Reasonable adjustments

Students with particular assessment requirements are advised to contact CIPFA at least three months in advance of their assessment to make sure that there is sufficient time to provide for and approve their needs where this is reasonable. Please refer to our Reasonable Adjustments Policy for full details.

Applications for Reasonable Adjustments are reviewed before the assessment. Only those arrangements considered and approved by CIPFA in advance of the assessment will be honoured. Invigilators do not have any discretion to award reasonable adjustments.

If a student has been granted extra time or other reasonable adjustments and this is recorded on the student record, CIPFA will tell the Invigilator as early as possible prior to the assessment.

If students have been granted reasonable adjustments, the confirmation letter from CIPFA will be provided in advance of the exam. Invigilators will also have a copy of the letter.

Students sitting their exam via online invigilation that require a female invigilator to check their identification must notify CIPFA 15 working days in advance of the assessment.

Please note that it became CIPFA policy that from June 2010, time out of the assessment for prayer will not be allowed.

Assessment requirements

ID Verification

Students must bring valid photographic ID to the assessment and show it to the remote proctor when requested. Additionally, the e-assessment platform will take a photo of the student ID.

Acceptable forms of photographic student identification:

- Passport
- National ID card
- Driving licence

Conduct during the online assessment

All students must conduct themselves appropriately throughout e-assessment. Failure to abide by assessment regulations will lead to being referred to the Student Disciplinary Panel and may involve disqualification.

- Complete silence must be observed throughout the assessment
- Students who wish to attract the attention of the invigilator must do so by raising their hand. Students must not call out.
- Remote invigilators can only be contacted through the provided chat box on the remote invigilation system.
- If students perceive an error or some other problem 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.
- 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
- Mobile phones must be switched off completely 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
- The student must not communicate with anyone or talk out loud except for the reasons of communicating with the invigilator as part of the assessment
- The student 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
- The webcam and microphone must be enabled and running at all times
- There may not be any other people in the room at the same time as 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 e-assessment for unreasonable or disruptive behaviour
- Lighting must be daylight preferably or well-lit if this is not possible

As part of our monitoring CIPFA staff may visit the online assessment without prior notification to ensure that assessment conditions are adhered to.

CIPFA will not tolerate any action which constitutes cheating, including communicating with others in speech or text, bringing prohibited information to the exam, or any other action which compromises assessment security.

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). 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

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 Committee.

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)
- A pen, pencil and rubber

Unauthorised materials and software

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

- Smart watches.
- Monitors and screens that are not attached to the assessment are allowed in the room but must be switched off and out of arms reach.

- Unauthorised materials. Books, dictionaries, notepads, magazines, post it notes must be removed from the exam space.
- 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 the potential for malpractice and maladministration during online exams

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

Invigilators provided by proctoring companies must produce evidence of training or they will not be able to invigilate for our students.

Checklist for invigilators

1. Students may not leave the assessment during the first 30 minutes or the last 15 minutes of the assessment time
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. The invigilator will record all instances of students leaving the room
3. If students do not intend to return to the assessment room, they must raise their hand and inform the invigilator before leaving
4. When leaving the assessment after the finish time, students should consider other students (some of them may have extra time) and leave in silence

The JCQ Invigilator Checklist 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 after the assessment

To protect the integrity of assessment it is essential that assessment conditions are maintained by invigilators. Invigilators must present the following documents to CIPFA at studentsupport@cipfa.org within 48 hours of the assessment having taken place.

- Invigilator report
- Attendance record

Conflicts of Interest

No invigilator who has given prior instructions to a learner or acted as an assessor for any of the learners in the subject of the assessment may act an invigilator. No relative or person with a personal interest in the learners may invigilate.

Assessment conditions

We make reference to the 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

Additionally, our internal policies on Assessment offences and Student Disciplinary detail our stance on student behaviour during assessment.

Special Consideration

CIPFA Special consideration policy applies to mitigating circumstances that happen very close to or on the day of the exam when a student could not be aware of the possible complications.

If extenuating circumstances occur immediately prior to or during the assessment, an application for special considerations can be made within 10 days of the exam.

Full details on the Special Considerations Policy and the relevant form are published on the CIPFA website.

Policy version and owner

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| Policy owner | Head of Qualifications & Membership |
| Version | 1.0 |
| Update | March 2020 |
| Approval | SMB 04 March 2021 |
| Policy review date | March 2021 |

Regulatory references

| Ofqual General Conditions of Recognition |
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| 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 |