

# Instructions for Online Invigilators

September 2023

## BEFORE THE ASSESSMENT

All remote invigilators must have the following documents available in advance of the assessment:

- Guidance for remote invigilators (this guidance)
- A copy of the CIPFA Assessment Regulations available from the CIPFA website - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>
- A copy of the Invigilation Policy available from the CIPFA website - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>

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 exams.

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

Invigilators and invigilation companies must be able to produce evidence of training, when requested, or they will not be able to invigilate for our students.

Please note that details pertaining to names and numbers of students sitting an examination will be available via the eAssessment Platform

Remote invigilators must be online and logged into the Rogo platform at least 15 minutes before an assessment is due to start.

Students should also be allowed into the assessment room 15 minutes beforehand to enable exam pre-checks to be carried out in a timely manner.

Remote invigilators must validate ID for all students.

If the ID is not clearly displayed students should be asked to provide an alternative that enables identity to be confirmed. It is essential that all IDs are current and valid e.g. a passport or driving licence has not expired.

*Suggested script: Please can you provide an alternative form of ID as the ID provided cannot be clearly captured for verification purposes.*

All students should be asked to provide a 360 degree room scan view to ensure:

- They are alone in the room
- Operating from a single screen
- Any non-permitted materials are identified and removed

In accordance with the Assessment Regulations, authorised and unauthorised materials and software are shown below:

## 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 - For the Developing Strategy and Data Analysis Exam and the Strategic Case Study students are allowed to bring a copy of the Advanced Materials. This should be a clean copy with no notes written on it. These are also attached to the examination as an exam level exhibit)

## 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.

Invigilators should be aware that 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.

*Suggested script: For your assessment you must be alone in the room. Please ensure any third party leaves the room immediately.*

*Suggested script: You are only permitted to take your assessment using a single screen. Please ensure any second screen is removed or disconnected immediately.*

*Suggested script: Any non-permitted materials must be removed from your assessment room immediately.*

***The examination should not commence until all pre-checks have been successfully completed.***

Using the chat box feature, the remote invigilator should:

- Welcome students to the assessment
- Confirm their name and invigilator role

*Suggested script: Welcome to your CIPFA Assessment. My name is \_\_\_\_\_ and I will be your invigilator today.*

## DURING THE ASSESSMENT

The remote invigilator should rotate their view between a maximum of 6 students.

Particular attention should be paid to spotting and immediately notifying students of any unauthorised behaviour or conduct.

Some examples of behaviour to look for include:

- Any non-permitted audio sounds that suggest the student is not alone in the room
- Eyes shifting away from the screen or from left to right suggesting use of any non-permitted material or devices
- Any exit or re-entry from the exam room for a non-permitted reason

*Suggested script: Please ensure you are alone in the assessment room.*

*Suggested script: Please refrain from using any non-permitted materials and/or devices*

*Suggested script: You are not permitted to leave and re-enter the assessment room without consent*

The Assessment Regulations should be referred to for matters such as leaving the assessment room and breaks and food and drink during the examination.

## AFTER THE ASSESSMENT

Remote invigilators must check that all students have submitted their exam answers before they are authorised to end the assessment.

The eAssessment Platform will record all information pertinent to each individual student for CIPFA to review as necessary.

Remote invigilators can contact Eintech before, during or after an assessment through the usual contact channels.

If there is a requirement to contact CIPFA this should be via Eintech in the first instance.

### Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	1.1
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