POLICY

Policy title	IMI – Invigilation
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Policy owner	Principal

Status	Approved
Summary of changes	Reviewed and updated to reflect change to current guidance

Approval date	1 September 2025
Approval authority	Board of Trustees
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Introduction

The purpose of the invigilation policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of the candidate
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff
- To comply with the requirements of relevant Awarding Organisations

DEFINITION OF an INVIGILATOR

The invigilator is the person in the exam room that is responsible for conducting a particular examination session in the presence of the candidates.

Invigilators have a key role in upholding the integrity of the external examination process.

INVIGILATOR ROLE

The role of the invigilator is to ensure that the examination is conducted in accordance with instructions in order to:

- Ensure the security of the exam before, during and after the exam
- Prevent possible candidate malpractice
- Prevent possible administrative failures or errors

Invigilators MUST:

- Be familiar with relevant IMI guidelines in relation to exams
- Give all their attention to conducting the exam properly
- Be able to observe the candidates within the exam room at all times

Candidate identity

The Hastings Academy will take all reasonable precautions to identify the candidate so that security is maintained and that the correct exams are taken by the correct candidate for the relevant qualification that they are enrolled on.

Candidate registration / enrolment numbers are to be used for this purpose.

SECURITY MEASURES

The Hastings Academy will take all reasonable precautions to so that security is maintained and exams are conducted in a fair and appropriate manner.

Unauthorised copying of the exams is not permitted and will be considered as malpractice if identified.

EXAM ROOM REQUIREMENTS

The examination room guidelines for invigilators are:

- There must be suitable heating, lighting, ventilation and lack of noise
- A clock must be visible to the candidate
- No helpful material is to be displayed within the room
- Candidates to be seated in such a way as they cannot see each other's work
- Electronic equipment which could aid the candidate must be held by the invigilator, this includes phones, tablets, smart watches or any other device which may assist the candidate*.

***Except IMI MOT DVSA Qualifications, as these are classed as 'Open book'.**

In line with the IMI Operating manual section 8.1 -
The online assessments for the IMI Level 2 Awards in MOT Testing (classes 4 and 7 – Light vehicle or classes 1 and 2 – motorcycle) or Level 3 Award in Test Centre Management are 'open book'. For the purpose of clarity, an open book assessment allows candidates to refer to approved reference materials during the assessment.

Candidates should have access to the MOT Testing Guide, Special Notices, Guide to MOT Risk Reduction, MOT Site Assessment Calculator, Site Assessment Risk Scoring Guide and the MOT Testing Manual for the category of vehicles they are being assessed on. The available documents can be found on:

- https://www.gov.uk/mot-testing-service
- https://www.gov.uk/topic/mot

RATIO

The Hastings Academy will aim to conduct invigilation activities with candidates to a manageable level. A 15:1 ratio will not be exceeded where on-screen tests are being taken.

There will be instances where some exams are conducted on a 1:1 basis.

REASONABLE ADJUSTMENT / SPECIAL CONSIDERATION

It is the responsibility of The Hastings Academy to make a request on behalf of its candidates to the IMI in advance (as detailed in Section 1.6 of the IMI operating manual) of any examination taking place.

The Hastings Academy will conduct the necessary checks and gain supporting evidence in advance of an application to the IMI.

Invigilators will follow the IMI's own operating manual to carry out the proper process and requirements in line with any authorised use in this area.

RECORD OF INVIGILATION / INVIGILATION RECORDS

It is the responsibility of the invigilator to record the examination event and to keep these records available for IMI audit at their visits to the centre.

The invigilation record should contain the following details:

- Centre name and number

- Invigilator details (name and IMI PIN)
- Confirmation of room number or location
- 2nd Invigilator details (name and IMI PIN) - where ratio of 15:1 is exceeded
- Candidate name and IMI registration number
- Candidate ID checked
- Computer ID / number or clearly labelled seating plan
- Exam unit number being taken
- Start time of exam
- Mark awarded (percentage score)
- Any disturbances (if applicable – where there are not any, write 'none')

APPEALS

The Hastings Academy will follow their complaints and appeals procedure should any candidate wish to appeal against their examination mark / score or anything in relation to the exam taking place that could have affected their ability in completing the exam e.g. disturbances.

The appeals procedure is discussed with the candidate prior to the exam taking place.

RECORD KEEPING

The Hastings Academy will keep records of invigilation in line with IMI and regulatory requirements and for a minimum period of 6 years.

Remote invigilation

The Hastings Academy will keep records of remote invigilation in line with IMI and regulatory requirements and guidance found here Centre Remote Invigilation Guidance

POLICY REVIEW

The Hastings Academy review their policies and procedures on an annual basis and the next review is scheduled for:

- 01 September 2026

Issue Number	Effective Date	Amendments	Reasons
1	1.9.2025		