ISSUED BY: AO Director Caroline Walton	Awarding Organisation Policies and Procedures	**ISSUE DATE:** September 2026 **REVIEW DATE:** September 2027
	Invigilation Policy **-Face to Face-**	**ISSUE:** V7

Scope and Purpose

This policy applies to all apprentices undertaking Apprenticeship Assessment with Explosive Learning Solutions (ELS).

Apprentices should ensure that they are familiar with the rules within this document before taking an assessment. AO staff will be comprised of Independent Apprenticeship Assessors and ELS Apprenticeship Assessment Team who will also be trained on and familiar with these rules and should ensure the apprentice has read through and understood the information.

Confirmation receipt and agreement to these rules is required before starting any assessment. Failure to comply with these rules may mean that the apprentice is disqualified and their result is voided.

Equipment Needed

Prior to the Apprenticeship Assessment date, an equipment check will need to be undertaken. This is a check over the equipment intended to be used for assessment.

A member of the Apprenticeship Assessment Team will go through the equipment requirements with the apprentice and/or training provider.

Exam ID Checks

At minimum an additional 15 minutes must be added to the normal assessment time so the necessary personal identity and environment checks can be carried out. The trained invigilator or Apprenticeship Assessors will check the apprentice's acceptable types of identification. These are:

- Passport
- Photographic driving licence
- National ID card

If the above forms of identification are not available, please speak to the ELS Scheduling Team to discuss options.

Exam Room Regulations

Dress Code

Apprentices should be appropriately dressed for their assessment. This includes any attire necessary for practical demonstrations to be conducted safely and appropriately (e.g. PPE).

For classroom-based assessments, no hoodies should be worn. No hats or sunglasses are permitted, and the apprentice's eyes should be clearly visible. If the apprentice wears a head scarf, they will be required to show their ears during the environment check but will not be required to remove it.

Smoking / Vaping

Smoking or vaping is forbidden during the assessment.

Food and Drink

Food and drink are not normally permitted during an assessment, but a bottle of water may be taken in. The bottle cannot have any labels.

Noise

In the case of a knowledge test:
Once the assessment starts, complete silence must be observed throughout. Mobile phones (unless being used to record the assessment), tablets, watch alarms and smart watches must be turned off and stored outside the room for the duration of the assessment. The only reason for speaking to the invigilator is in the case of a malfunction of the examination, to report a reason to pause or to abort the assessment e.g. fire alarm.

Leaving the examination

Apprentices will be expected to complete their assessment without a break, unless specified as acceptable in the assessment plan or previously agreed with ELS via an application for a reasonable adjustment. Please see Reasonable Adjustment Policy. However, should the apprentice need a break during the assessment time, it will be recorded that the apprentice has taken temporary leave.

Please note: The clock will not stop whilst the apprentice is absent from the assessment, so taking a break will reduce the amount of time the apprentice has to complete the assessment. However, if due to an unexpected event, fire drill or technology issues, assessment timing will be paused until the apprentice returns. An apprentice may also be asked to carry out a further environmental scan on return to ensure that the assessment environment has not been compromised.

If the apprentice is seeking a reasonable adjustment and expects to need a break during the assessment time, the apprentice/employer or training provider must inform ELS of this at the time of booking the assessment so provisions can be made. Under no circumstances are any kind of notes to be removed from the room or brought back into it following a break. If this is done, the assessment will be reviewed and stopped and the apprentice's result declared void.

Ending the assessment
The assessment cannot overrun the allocated timeslot, unless specified as flexible in the assessment plan.
If an apprentice finishes the assessment before the designated time slot has ended, they may finish the exam, as long as they are happy with the answers/performance they have provided and have nothing more to add.

For any appeals, please follow the ELS Apprenticeship Assessment Appeals procedure listed in the AO Appeals Policy.

Breaches

Any breach of the rules contained within this document will be investigated by ELS and may result in action being taken against the apprentice. Examples of a breach may include:

- Being in possession of a mobile phone (not being used for recording the assessment), smart watches, tablets, earphones, notes, books or any other papers at any time during the assessment, other than those specified in advance by ELS.
- Contacting, communicating, talking to, or copying from any other person/source during the assessment.
- Helping or receiving help from another person/source during the assessment.
- Leaving the room without permission.
- Consulting with materials or people outside the room during periods of authorised absence, while the assessment is in progress.
- Behaviour that is considered inappropriate or abusive to the remote invigilator.
- No valid ID provided, and any person taking or submitting an assessment on another apprentice's behalf.

Where the assessment is recorded and reviewed, the video will be reviewed after the assessment, and any breach of the rules will be reported. Action may include the assessment being voided.

Contact Information

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Review and Version Control

ELS is committed to ensuring all policy documentation is subject to document control and reviewed annually.

RELATED DOCUMENTS:-	**APPROVED BY:-** Caroline Walton, AO Director