**Invigilator Checklist**

**NCFE End-Point Assessment**

**All end-point assessment tests**

INVIGILATION PACK

**IMPORTANT:**

No partner may be appointed to act as sole invigilator for an end-point assessment (EPA) involving apprentices they have trained or internally quality assured during the on-programme activity of the apprenticeship. They can act as an additional invigilator only.

Please ensure all invigilators are familiar with the **NCFE Regulations for the Conduct of End Point Assessment**, which can be downloaded from EPA Resource Library or the NCFE website.

**This checklist must be completed for every invigilated assessment session and returned with the invigilation paperwork.**

|  |  |
| --- | --- |
| **Training Provider or Employer:** |  **Location of assessment:**  |
| **Standard (full title):** |  **Invigilator name(s):**  |
| **Date of assessment:** |  **Time of assessment:**  |
| **Location of assessment:** |  |
| **Invigilator name(s):** |  |
| **Time of assessment:** |  |

|  |  |  |
| --- | --- | --- |
|  **Invigilator Conditions:**  | **Tick** | **Comments** |
| I have received suitable invigilation training and there is a record of my training available on request.  |  |  |
| I have read and understood the invigilator requirements set out in the NCFE Regulations for the Conduct of End-Point Assessment. |   |   |
| I have not been involved in any aspect of the ‘on-programme’ journey for any apprentices involved in this assessment. |   |   |

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| --- | --- | --- | --- |
|  **Prior to assessment**  | **Yes** | **No** | **Comments** |
| I confirm that all assessment materials have been securely stored. |   |   |   |
| I confirm that the sealed assessment papers or digital tests have not been opened prior to the assessment. |   |   |   |
| I am aware and familiar with the process of any special considerations or reasonable adjustments required for the assessment. |   |   |   |
| I have checked the details on the assessment paper(s) against the details of the assessment, to ensure the correct assessment papers have been provided. |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completion of End-Point Assessment** | **Yes** | **No** | **Comments** |
| I have checked all apprentices have completed their details correctly. |  |  |  |
| Any rough notes used by apprentices been collected and securely destroyed. |  |  |  |
| I have ensured that all required documentation is fully and accurately completed before returning to NCFE. |  |  |  |
| I have ensured that the offline assessment has been uploaded to the server for marking **(only applies to offline exams)**. |  |  |  |

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| **I CONFIRM THIS IS A TRUE RECORD** |
| **Name:**  |  |
| **Signature:** |  |
| **Date:** |  |

**If you do not have an internal invigilation pack, the following instructions should be read out at the beginning of each invigilated assessment:**

 **Instructions for the invigilator to read out before starting the invigilated assessment:**

* I am your Invigilator for this assessment, do not begin your assessment until I instruct you to do so.
* You must check the details of the assessment on the front page to ensure you have been issued with the correct exam for the apprenticeship (and pathway, if appropriate) you are completing. If you think this is wrong, bring this to my attention prior to starting the assessment.
* Please complete ALL your details on the front of the paperwork/activity (if any of these details are missing, NCFE may not be able to credit you with the correct grade).
* Read the “instructions for apprentices” in the assessment paper and make sure that you understand them.
* Read each activity/question carefully and attempt to complete all parts of the activity/questions as instructed.
* Please ensure that your answers are clear and legible.
* You must not have any notes, textbooks or other information with you unless it is specifically allowed by the rules of the assessment.
* You must not ask anyone for help or copy from anyone else.
* Mobile phones, smart phones, iPods, tablets and Kindles or any other means of electronic communication are not allowed in the EPA room.
* You must not communicate with anyone other than me in any way. If you have any problems and need to speak to me, please raise your hand to attract my attention. Don’t make a noise or distract other apprentices.
* Check that you have all the resources you require to complete the EPA.
* If you require additional paper, please raise your hand and it will be brought to you. This must be labelled clearly and securely attached to your assessment paper.
* You must not take any paperwork relating to the assessment out of the assessment room.
* You must sign the apprentice declaration on the front of your assessment paper (If applicable)
* As this is a formal assessment, you must not upload or share any work or evidence on any social media sites, or discuss with anyone after the assessment.
* By starting the assessment you are agreeing that you have understood and accepted these rules. Any breach of these instructions may be considered malpractice.