



Bill Rogerson Safety Services Ltd

Unit 8 Kincaig Business Park, Kincaig Rd, Blackpool, Lancs, FY2 0PJ

Registered in England No: 3727410

www.billrogersonsafety.co.uk

E.Mail: enquiries@billrogersonsafety.co.uk

Telephone: 01253 852951



Invigilation of Exams

At Bill Rogerson Safety Services Ltd, all course examinations and assessments will be invigilated to prevent discussion etc between delegates. Our invigilator will be the course tutor or an external person who is adequately trained and aware of the invigilation process.

The Invigilation process will be quality assured on a regular basis ensuring that all Invigilators are checked at least once per year.

All quality assurance of Invigilators will be recorded

Prior to the exam, the invigilator will make the delegates aware of the following:

- They must not communicate with anyone other than the invigilator during the examination
- To communicate with the invigilator they must raise their hand.
- To change any answers they must cross out their incorrect entry, make a further entry and initial the new answer.
- There must not be any eating, drinking or smoking during the examination.
- All electronic devices must be switched off prior to the exam commencement.
- Once the examination has started, delegates cannot leave the room until its completion. Except in extenuating situations that affect the group.
- If a delegate leaves the examination prior to its completion, they will not be permitted to re-enter the room until the final delegate has finished and they are invited back in by the invigilator.

The invigilator is responsible for setting up the room and may ask delegates to leave the room while this is completed.

Examinations rooms must:

- Be suitably quiet in an undisturbed location.
- Have adequate lighting and ventilation.
- Have a minimum of 1.25m between delegates.
- Have a clean desk policy.
- Have a clock visible to all delegates.

Signed

Bill Rogerson

Bill Rogerson (Managing Director)

December 1st 2022

