William College

Examination and Invigilation Procedures

© 2025-26 William College. All rights reserved

Document Version Control	
Document Title	Examination and Invigilation Procedures
Version	1
Reviewing Committee	N/A
Approving Committee	Academic Board
Policy Lead	Assessment Officer
Date of Last Review	April 2026
Date of Approval	May 2026
Date Effective from	September 2026
Date of Next Review	September 2028

© 2025-26 William College. All rights reserved

William College

Table of Contents

1. Introduction 2
2. Purpose 2
3. Scope: 2
4. Definitions: 2
5. Policy Statement: 3
6. Responsibilities 3
7. Procedures 4
    7.1 General 4
    7.2 Non-Attendance 4
    7.3 Invigilation Procedures 4
    7.4 Alternative Arrangements 4
    7.5 Application and Approval Process 4
    7.6 The Start of the Examination 5
    7.7 Conduct of students 6
    7.8 Academic Misconduct 7
    7.9 Verbal Warning 7
    7.10 Second verbal warning and a red mark on the student paper 7
    7.11 Final Warning 7
    7.12 Emergencies During the Examination 7
    7.13 Students Feeling Unwell 7
    7.14 Fire Alarm 8
    7.15 At the End of the Examination 8
    7.16 Secure storage of examination papers 10
8. Compliance and Monitoring 10
9. Training and Communication 10
10. Review and Revision: 11
11. Related Policies and Documents: 11

© 2025-26 William College. All rights reserved

1. Introduction

This policy applies to all summative examinations administered by William College. It establishes the framework for examination management, invigilation, and the conduct expected from staff and students to ensure assessments are fair, consistent, and academically sound.
William College recognises examinations as a critical component of the student assessment process. Maintaining the integrity and security of these assessments is essential to ensuring student achievement reflects genuine performance.
The procedure within this policy aligns with guidance from the Office for Students (OfS), the Department for Education (DfE) and is informed by guidance from the Quality Assurance Agency (QAA), Bath Spa University, and other partner institutions.

2. Purpose

The purpose of this policy is to:

- Maintain academic standards through secure and consistent examination processes.
- Safeguard the integrity of assessments and ensure compliance with OfS and DfE expectations.
- Provide clear procedures for the management, conduct, and invigilation of examinations.
- Ensure all students are assessed under equitable conditions.
- Outline the College's approach to reasonable adjustments, misconduct prevention, and incident management.

3. Scope:

This policy applies to:

- All summative written, practical, or online examinations conducted by William College.
- All students enrolled on credit-bearing programmes, including those in partnership or collaborative delivery.
- All staff, examiners, invigilators, and administrators involved in preparing, delivering, or supervising examinations.
- Examinations held on-campus, online, or at approved external venues.

4. Definitions:

Term	Definition
Examination	Any formal, timed, summative assessment designed to test a student's knowledge, understanding, or skills.
Invigilator	A trained staff member or authorised person responsible for supervising the conduct of examinations.
Academic Misconduct	Any act intended to gain unfair academic advantage (e.g., plagiarism, cheating, impersonation).
Alternative Arrangements	Reasonable adjustments made to ensure equitable assessment for students with disabilities or long-term health conditions.
Assessment Period	The official time frame within which all summative examinations are scheduled.

© 2025-26 William College. All rights reserved

5. Policy Statement:

William College is committed to upholding rigorous academic standards while ensuring a fair and equitable assessment environment for all students. This policy outlines the procedures for examination administration, invigilation, and the management of alternative arrangements to accommodate students with specific needs.

William College upholds the highest standards of academic integrity and fairness in its examination processes.

Examinations must be administered in a manner that:

- Ensures equality, consistency, and reliability across all programmes.
- Maintains confidentiality and security in handling exam materials.
- Supports students requiring reasonable adjustments, in line with the Equality Act 2010.
- Provides clear accountability and reporting mechanisms for incidents or irregularities.
- Meets the expectations of OfS Condition B4 (Assessment and Awards) and DfE regulatory guidance on assessment integrity

All staff and students must adhere to this policy. Breaches, including failure to follow procedures or academic misconduct, will be dealt with under the College's Academic Regulations and Student Disciplinary Procedures.

6. Responsibilities

Department/ Individual	Responsibilities
Office of Academics	Overall oversight of examination quality, scheduling, and compliance.
Registry Team	Production of examination timetables, seating plans, and result recording.
Invigilators	Ensuring examinations are conducted according to procedure and reporting any incidents.
Programme Leaders	Approving examination content and marking processes.
Students	Familiarising themselves with regulations and behaving in accordance with this policy.
Student Wellbeing and Inclusion Team	Coordinating reasonable adjustments and supporting affected students.

Policy Responsibility Matrix	
Responsible	Academic Quality Officer Responsible for ensuring the policy meets all regulatory and internal requirements and is reviewed for effectiveness at set intervals. Provides assurance reports to the 'Accountable' person, usually the Policy Lead.
Accountable	Dean Ultimately accountable for effective policy implementation. Receives reports from the 'Responsible' person to decide on necessary actions.
Consult	Programme Leaders, Registry, Student Support, Invigilators To be consulted during the policy review process. This should include all end-users to gather feedback and ensure continuous improvement.

© 2025-26 William College. All rights reserved

Inform	All Staff and Students To be informed of the policy principles and any changes over time. Note that whenever a new version of the policy is issued**, communications should be sent to everyone** in the 'inform' category to keep them updated on the changes.

7. Procedures

7.1 General

- Examination periods for each semester will be published at the start of the academic year.
- Students are responsible for checking the timetable and being available for the full examination period.
- The timetable will be made available at least 2 weeks in advance via email and the VLE.
- Adjustments for religious observances will be made where feasible; students must inform the Assessment Team at the start of the academic year.

7.2 Non-Attendance

- Students unable to attend due to illness or unforeseen circumstances must contact the Wellbeing and Registry Teams immediately.
- Failure to attend without approved extenuating circumstances will result in the student being deemed to have failed the examination.

7.3 Invigilation Procedures

- Invigilators must arrive 30 minutes before the start of the examination.
- Ensure the examination room is arranged according to seating plans and College guidelines.
- Verify student identification and check for compliance with examination regulations.
- Monitor students during the examination, ensuring no unauthorised materials are used.
- Record and report any incidents of misconduct or irregularities immediately to the Assessment Team.
- Collect and securely submit completed examination papers at the end of the session.

7.4 Alternative Arrangements

Students with long-term disabilities, health conditions, or specific learning difficulties (SpLD) may be eligible for alternative assessment arrangements in accordance with the Learning Support Policy and the Reasonable Adjustments Policy (RAP). These arrangements are designed to ensure equitable access to assessment and to meet the institution's obligations under the Equality Act 2010.
Approved alternative arrangements may include, but are not limited to:

- Additional time and/or rest breaks during assessments
- Access to specialised equipment, adapted materials, or assistive technology
- Use of a computer in examinations
- Separate examination rooms or modified seating arrangements

7.5 Application and Approval Process

Requests for alternative arrangements must be submitted at the start of the academic year, or as soon as practicable following a change in circumstances, in line with the Learning Support Policy. Decisions regarding reasonable adjustments are made in accordance with the RAP, taking into account appropriate supporting evidence.

© 2025-26 William College. All rights reserved

Once approved, all agreed arrangements are recorded in a Student Learning Support Agreement (SLSA). The SLSA is communicated to relevant academic and assessment teams and will apply to all applicable assessments and examinations unless formally reviewed or updated.

7.6 The Start of the Examination

Students should arrive at the examination room in good time before the scheduled start time. Students may not enter the room until instructed to do so by the invigilator.

The identity of the students will be checked near the start of the examination. All students must bring their Student ID Cards which should be placed on the desk where it is clearly visible to the invigilator. Any candidate whose face is veiled for religious reasons may have their ID checked in private before the start of the exam.

Where a student is not able to present their William College Student ID Card, an alternative form of official photographic identification (such a passport) can be used. Students without ID cards will be permitted to sit the examination, but the invigilator must inform the Assessment Team to confirm the identity of the student as soon as possible.

The impersonation of examination students is a serious offence. Students must not allow themselves to be impersonated. Any instances of suspected impersonation must be reported immediately by the invigilator to the Assessment Team who will take appropriate action.

Examination conditions apply from the moment of entering the room, silence must be maintained (apart from communicating with the invigilator). Students must not communicate or attempt to communicate with other students by any means.

Students must follow any instructions given by the invigilator. On entering the room, students should leave bags, coats, books and papers, laptop and other personal items, including watches earphones and mobile phones, in the designated area before taking their seat as instructed by the invigilator. Only coverings required for medical or religious reasons may be worn in examinations.

If students are found to have any prohibited items with them, this may be a breached of the academic misconduct rules. The invigilator will confiscate such items and log it in a formal report.

The following items are **not** permitted:

- Any books, papers, files or any other printed or handwritten materials, except those explicitly permitted, notified to the students in advance and listed in the examination paper instructions
- All portable or wearable devices capable of storing data or connecting to the internet or sending or receiving communications must be removed from the student's person and clothing. These include, but not limited to, mobile phones, fitness tracker, smart watches.
- Earphones
- Food or drink apart from a clear bottle of water with the label removed. Food or drink required for medical reasons is permitted.

The **only** items which students may have on their desk or person are:

- Student ID card.
- A clear bottle of water with the label removed.
- a clear, transparent pencil case or a clear plastic bag containing writing implements.
- Calculators are permitted **only** where the examination paper instructions explicitly state that they are allowed. It is the students' responsibility to bring their own.

© 2025-26 William College. All rights reserved

- Dictionaries are not generally permitted unless it is permitted via the particular assessment.

Students will be admitted up to 30 minutes after the start of the examination. Any candidates arriving after the start must report to the invigilator. Students arriving late will not be allowed to additional time at the end of the examination but must finish at the scheduled time.

No students will be allowed to leave during the first hour or the last 30 minutes of the examination.

Examination conditions remain in place until students leave the room at the end of the examination. They must not talk or attempt to communicate with any other candidate, pass any item between them or share equipment or materials.

In the case of paper-based examinations, students must write legibly. All writing must be in the answer booklet including any rough notes. Rough notes should have a line drawn through the page to indicate they should not be marked.

Any mistakes should be crossed out. No correction fluid or tape may be used.

Students must not leave their seats during the examination but should attract the attention of the invigilator by raising their hand if they have any problems or queries, wish to leave the room for a toilet break, feel unwell or require more paper. Toilet breaks are discouraged, but, if necessary, students must be accompanied by a member of staff (not the invigilator). The Invigilator will mark in the answer book with a “T” to indicate the point when the student leaves for a toilet break, allowing for a point of observation should any obvious change in content can be recognised.

Only one student and invigilator will be allowed to leave the room at a time.

Any student who leaves the examination room without the prior permission of an invigilator is deemed to have withdrawn from the examination and cannot be re-admitted. The answer booklet will be graded.

Invigilators are not permitted to answer students’ enquires relating to the content of the examination paper. Any queries concerning possible errors in the examination paper must be referred to invigilators. If an error, ambiguity or omission in the paper is identified, all students taking the examination at all locations will be clearly informed of the question will be removed from the exam and will not impact their grade.

This removal can only be decided if proposed by the relevant Module Leader, Programme Leader and approved by the head of assessment function. Such anomalies will need to be formally reported to the Academic Registrar.

7.7 Conduct of students

If any student is considered to behave in an improper manner or disruptive way, the invigilator may issue the student a warning. If the student persists in behaving in this way after a warning, the invigilator may ask the student to leave the exam room. Should the student refuse to leave, the invigilator should not enter into a disagreement but call for assistance. Students can be forcibly removed from an exam.

Such behaviour can include ignoring the instructions of the invigilators, using unacceptable or aggressive language, or any behaviour which is disturbing other students or adversely affect the smooth running of the examination.

If students wish to leave the exam early (before the last 30 minutes), they must raise their hand to alert an invigilator. In the case of paper-based exams, students should ensure that the required information

© 2025-26 William College. All rights reserved

is filled in on the cover sheet. The answer booklet will be collected by the invigilator and the student permitted to leave.
In the case of computer-based exams, students should submit and close the submission area and log out from the assigned computer.

Under no circumstances will they be permitted to re-enter the room.

7.8 Academic Misconduct

All instances of suspected academic misconduct will be investigated following the procedures set out in the Academic Integrity and Misconduct Policy.

In the event of suspected academic misconduct, the following procedures will be applied:

7.9 Verbal Warning

If an invigilator becomes aware that a student has unauthorised material or equipment, the invigilator will warn the student verbally and confiscate such materials. Where this involves the possession of unauthorised notes, books, mobile phones or other electronic devices. Taking a photograph may be appropriate, for example if the student has writing on their hand or arms.

If the student communicates or attempts to communicate with another student or anyone outside the room via oral, electronic or written means, copies or attempts to copy from another student or attempts to gain assistance from another student, the invigilator will intervene to stop such communication and will inform the student that they are suspected of academic misconduct.
In all cases, the invigilator will submit a concise and factual report to the Assessment Team.

7.10 Second verbal warning and a red mark on the student paper

If a student is found again to attempt to commit academic misconduct, the student will be warned verbally again, and a red mark is added to the front of their paper as well as a mark at the point of the exam paper (next to the relevant question/section) where the incidence occurred.

7.11 Final Warning

If the student is found again to have attempted or has committed academic misconduct, the student is allowed to complete the exam, but their paper will reported to the Academic Misconduct Panel. They will investigate the case and may call the student into an academic misconduct meeting.

7.12 Emergencies During the Examination

7.13 Students Feeling Unwell

A student who becomes unwell during an examination should alert an invigilator. The student may leave the room for a short time, accompanied by an invigilator. If the student then feels well enough to continue with the examination, they may return to complete the paper, as long as they have continuously accompanied by an invigilator. The student's answer book will be signed, noting the time the examination was interrupted and its recommencement. The student will not receive extra time to compensate for the absence from the exam.

If the student continues to feel unwell after a short period of outside the examination room, they may need to leave the examination. A First Aider should be contacted if appropriate, and an invigilator stay with the student until the first aider arrives.

© 2025-26 William College. All rights reserved

The invigilator will sign the student's answer booklet stating the time at which the student left the examination.
If the student appears seriously ill, a First Aider and/or the emergency services should be called immediately.

Any student who leaves the examination early due to illness, should submit an extenuating circumstance request following the examination, together with a medical certificate from a qualified medical practitioner and submit it as a part of the request to their Programme Leader within 5 working days.

7.14 Fire Alarm

In the event of a fire alarm sounding during an examination or other emergency making the evacuation of the room necessary, the invigilator will tell students to stop writing, to leave the exam papers and answer booklets on the desk, leave the personal belongings in the room and to exit in an orderly fashion and where to assemble. Examination conditions will apply until told otherwise. The invigilators will guide students to the assembly point.

If the fire alarm goes off during the examination, the remaining students will be dismissed from the examination. The Assessment Team will determine when to reschedule the examination and inform all relevant students of what course of action will be taken as soon as possible. Whatever decision is made, a major concern will be to make every attempt to ensure that no student has been disadvantaged. The resit examination will be a new test of equal challenge, and grades will be uncapped.

For any students that had finished the summative exam and left the room prior to the raising of any alarm, their exam will be considered complete, their papers will be marked as normal, and they will not be required to attend a resit, unless the student has not achieved a pass mark (Academic Regulations apply).

In the case of disturbance or a fire alarm drill (i.e. no evacuation required), the exam will continue if the disturbance is no longer that 30 minutes. The event will be recorded by the Lead Invigilator and accommodations may be made when marking.

If the disturbance occurs for longer than 30 minutes, the exam will be cancelled, and another date will be arranged.

7.15 At the End of the Examination

A warning will be given by the invigilator when 15 minutes of the examination remain. Students are not permitted to leave the examination room during this period.

At the end of the examination the appropriate announcement will be made by the invigilator. Students must stop writing immediately when the invigilator makes the announcement.

Students are responsible for making sure that the details on the cover sheet have been filled in.

Students must remain seated and silent and not attempt to communicate with other students by any means until all the examination scripts have been collected and counted, and the invigilator announces they may leave.

No examination answer booklets or paper, used or unused, may be taken out of the examination room.

© 2025-26 William College. All rights reserved

Students should collect all personal belongings and leave quietly, especially when other examinations may still be taking place nearby.

© 2025-26 William College. All rights reserved

7.16 Secure storage of examination papers

All exam papers are stored for the set duration of one year post graduation or end date of studies.

The exam delivery process is secure and access to exams papers is restricted. Only the Academic Manager, Programme Lead, and Head of Exams have access to the exam papers.

Exam papers, whether paper-based or computer based, are provided by the relevant partner and stored by William College in a secure-access folder by the assessment team.

Access to the soft copy of the exam paper is given 48 hours in advance of the exam to allow printing on site.

Printed copies are stored in a secure cupboard on each campus until being distributed to lecturers on the assessment day.

Invigilators must collect their exam scripts 20 minutes before the start of the exam from assessment team. Invigilators are responsible to check the number of examination papers is appropriate for the expected number of students per each room.

All completed exam scripts are to remain on William College campus premises and signed by the invigilator upon returning the exam scripts.

For computer-based exams, the exam paper is made available on the digital platform used to conduct the exam (for example, the VLE) at the start of the exam. Lecturers and invigilators bear no responsibility in this process.

Access to the exam paper requires login with William College credentials via a desktop computer (in a William College computer lab). Browser functionality is locked so that candidates are only able to access the programme or application needed for the exam.

All digital exams are on timed-constrained, with access restricted promptly at the end of the exam period. Candidates are given timed alerts to manage this.

8. Compliance and Monitoring

- HR and the Assessment Officer are responsible for monitoring compliance.
- Regular audits of invigilation processes and examination administration will be conducted.
- Breaches or incidents will be investigated in line with College disciplinary procedures.
- Reports on compliance will be submitted to the Academic Quality and Governance Officer annually.

9. Training and Communication

- **Staff**: All invigilators and academic staff will receive mandatory training on examination procedures and misconduct reporting.
- **Students**: Students receive guidance on examination rules during induction and via the VLE.

© 2025-26 William College. All rights reserved

- Updates and changes will be communicated via email, VLE announcements, and student bulletins.

10. Review and Revision:

- This policy will be reviewed biennially or sooner if regulatory requirements change.
- Operational responsibility lies with HR and the Assessment Officer.
- Approval of revisions rests with the Academic Quality and Governance Officer and the Governing Body

11. Related Policies and Documents:

- Student Disciplinary Policy
- Academic Regulations
- Reasonable Adjustments Policy
- Policy on the Retention of Data and Records

© 2025-26 William College. All rights reserved