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<b>Policy Name</b>	Examinations and Invigilation
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<b>Recent Review Date</b>	December 2024	<b>Next Review Date</b>	December 2025
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### 1. Scope

This policy outlines the procedures for administering and monitoring controlled assessments and examinations at NXT GEN Education Ltd, ensuring that the integrity of qualifications is maintained. The policy applies to all staff involved in the delivery of exams, including centres, tutors, and learners.

### 2. Purpose

This policy aims to:

Establish guidelines for securely handling, storing, and distributing exam papers.

Define responsibilities for exam administration and invigilation.

Ensure the confidentiality and integrity of assessment materials.

### 3. Material Confidentiality

NXT GEN Education Ltd is the sole provider of secure exam materials, which must be stored securely at the centre.

Exam papers are to be accessed via a secure platform or by recorded delivery.

Staff who have not prepared learners for the exam (i.e., tutors or assessors) must not access exam papers before the exam.

Changes to exam papers or unauthorized access will result in penalties.

### 4. Examination Setup

**Paper-Based Examinations:** Exam materials are delivered by secure courier and must be handled only by authorized personnel. The package must be kept in a locked, secure location until the exam.

**Online Examinations:** Access to online exams is restricted to authorized staff only. The exam platform and related materials are available two working days before the exam.

### 5. Invigilator's Role

The invigilator is responsible for ensuring exams are conducted according to NXT GEN Education Ltd's requirements and ensuring a fair and secure environment.

Invigilators must be trained and must not have any conflicts of interest with the learners.

They must monitor students throughout the exam, prevent misconduct, and ensure that exam conditions are maintained.

#### 6. Examination Environment

Exam rooms must be suitable for the examination, with adequate space between desks to ensure that students cannot see each other's work.

The invigilator must ensure that no unauthorized materials are accessible and that the room meets hygiene, noise, and temperature standards.

A seating plan must be prepared and available during the exam.

#### 7. Online Exams

For remote exams, NXT GEN Education Ltd uses proctored services provided by awarding bodies to ensure security. Students must have access to a reliable internet connection, a webcam, and microphone.

Also, for online exam, NXT GED Education LTD uses invigilators to monitor the exam via online during the exam.

Technical support must be available for any issues during the exam.

#### 8. Examination Integrity

All exam materials must be securely handled, and any suspected malpractice or breach of exam procedures must be reported immediately.

Centres must report any changes to exam schedules, locations, or any issues regarding the examination process.

#### 9. Malpractice and Monitoring

NXT GEN Education Ltd will conduct regular visits to centres to monitor exam practices and material security.

Centres must adhere to all security protocols, and any failure to comply may result in penalties.

#### 10. Documentation and Review

This policy is reviewed regularly by the Quality Assurance Team to ensure it is up-to-date and compliant with regulations. Any queries regarding this policy should be directed to the team via **[quality@nxtgenedu.co.uk](mailto:quality@nxtgenedu.co.uk)**.