



IHCD FIRST PERSON ON SCENE (FPOS) AWARDS PROCEDURE FOR THE INVIGILATION OF EXAMINATIONS

PLEASE NOTE THAT THIS PROCESS MUST BE FOLLOWED FOR ALL KNOWLEDGE ASSESSMENTS (REFER TO FPOS RULES AND REGULATIONS SECTION 4).

1. Candidates should be seated with a reasonable gap between them.
2. No materials other than those allowed are permitted into the examination room.
3. It is suggested candidates are seated ten minutes before the start of the examination.
4. The printed guidance to candidates relating to the exam must be read out prior to the commencement of the examination.
5. The envelope must be opened immediately before the start of the examination, in the presence of the candidates and be recorded on the IHCD FPOS Examination Log.
6. Once the examination has started no questions must be answered from candidates in relation to the examination except for exceptional personal circumstances, such as need for the toilet.
7. Any issues of ambiguity as identified by the candidate must be recorded on the IHCD FPOS Examination Log and returned to IHCD. These issues must NOT be addressed with the candidates at the time of the examination.
8. No requests for help from candidates in relation to the exam can be dealt with during the examination.
9. No candidate should be allowed to leave the examination room unaccompanied.
10. Candidates arriving late for the examination should be seated near to the door and the disturbance to other candidates kept to a minimum.
11. Late candidates must not be allowed entrance to the examination room if more than fifteen minutes late. In such cases, a FAIL should be recorded.
12. Under no circumstances must the tutor that has prepared the candidates for the examination be the sole invigilator.

13. Where there is a sole invigilator he/she must have the facility to summon help without disturbing candidates taking the examination.
14. A clock must be visible to candidates at all times.
15. The start and finish times must be written up clearly for all to see.
16. Candidates must be reminded verbally when there are only ten minutes of the examination remaining.
17. At the end of the examination the candidates must be told to stop writing and ensure that their examination papers are correctly marked with their candidate number.
18. Papers must be collected in immediately at the end of the examination and put into an envelope and then sealed.
19. The sealed envelope containing the papers must be returned to the secure area prior to marking.
20. No papers must be changed, checked or altered in any way between the time of collection and marking.
21. Where the Centre has an issue with a question that is considered inappropriate or incorrect, this should be reported on the IHCD FPOS Examination Log and the answer to that question not considered. The marks should then be prorated accordingly.

**ADHERENCE TO THIS PROCESS WILL BE CHECKED AT
EXTERNAL VERIFICATION VISITS.**