

Instructions for Local Invigilators

Rogo Exams

June 2023

ROGO – CIPFA’S NEW E-ASSESSMENT PLATFORM

Throughout 2023, CIPFA will be transitioning from Calibrand, our current exam platform, to Rogo our new e-assessment platform.

Individuals who have been nominated by a CIPFA student to act as their local invigilator, will receive a Rogo email confirming their nomination 14 days prior to the exam.

Reasonable adjustments and extenuating circumstances can be applied via the website and will be reviewed by the Assessment and Compliance team.

If a student is approved for local invigilation, their approved invigilator must be one of the following:

- A member of HR.
- A line manager who is from another department.

No other individuals will be able to invigilate.

Nominated invigilators will also receive a reminder email 48 hours in advance of the exam.

Rogo notification emails are being issued from the following email address: **'no-reply@rogo.email'**.

This email address has an SPF (Sender Policy Framework) record. It is authenticated in order to support delivery of Rogo emails to an organisation's mail server. In some cases, an organisation's IT department may hold the email until it is approved by the recipient as a legitimate sending address.

Invigilators are requested to notify organisational IT support contacts of the email address stated above. This will help facilitate delivery of Rogo emails.

BEFORE THE ASSESSMENT

All local invigilators must have the following documents available in advance of the assessment:

- Guidance for remote invigilators (this guidance)
- A copy of the CIPFA Assessment Regulations available from the CIPFA website - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>
- A copy of the Invigilation Policy available from the CIPFA website - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>
- 4 blank sheets of paper per student
- Attendance list showing the subject, date, students' names and numbers

Prior to the exam, all local invigilators are required to complete an online 'Pre-Exam – Local Invigilation Form' to confirm the student details of those sitting exams and to agree they abide by the CIPFA rules and regulations. A local invigilator can be responsible for up to 20 students.

Pre-Exam – Local Invigilation Form: <https://forms.office.com/e/crwB948JBK>

Within 48 hours after the exam, all local invigilators are required to complete an online 'Post Exam – Local Invigilation Form' to confirm if there were any issues, incidents or disruptions in the exam. The form should be completed even if there were no issues.

Post Exam – Local Invigilation Form: <https://forms.office.com/e/B6Yjd11cP3>

All invigilators must be able to evidence annual training on invigilation and assessment conditions and be able to manage situations arising from potential malpractice and maladministration during exams.

Invigilators must be familiar with the online software system or have training in it prior to the assessment.

Invigilators provided by invigilation companies must be able to produce evidence to their invigilation company of training or they will not be able to invigilate for our students.

Local invigilators must arrive at the assessment venue at least 30 minutes before an assessment is due to start.

The invigilator must ensure that the room is set out satisfactorily in classroom style, ensuring each student has their own desk.

Students should bring their own computer / laptop for the exam and should log in to their equipment when instructed to do so by the invigilator.

Students are only permitted to access one computer screen during their exam unless reasonable adjustments have been granted by CIPFA.

Students should be allowed into the assessment room 15 minutes before the assessment is due to start.

Before the assessment starts, invigilators must familiarise themselves with fire exits and inform students of the protocol in case of an emergency situation.

In accordance with the Assessment Regulations, authorised and unauthorised materials and software are shown below:

Authorised materials and software

Students are allowed to bring into the exam:

- 4 clean sheets of blank paper (8 pages)
- Pens, pencils, ruler and an eraser
- Calculators that are not programmable and do not have internet access
- Advanced Materials (if applicable - For the Developing Strategy and Data Analysis Exam and the Strategic Case Study students are allowed to bring a copy of the Advanced Materials. This should be a clean copy with no notes written on it. These are also attached to the examination as an exam level exhibit)

Unauthorised materials and software

The items that are strictly not permitted during the exams are listed below:

- Hats, caps and sunglasses with the exception of religious headwear
- Mobile phones, tablets, smart watches or headphones
- Screens that are not attached to the assessment are allowed in the room but must be switched off and out of arms reach.
- Any laptops or computer devices that are not authorised for use within the live exam
- Unauthorised materials such as books, CIPFA workbooks, dictionaries, notepads, magazines and post it notes.
- Unauthorised web pages (search engines etc..) web extensions or software.
- CIPFA Learning or VLE pages must not be open during the exam.
- Smoking, including the use of e-cigarettes or electronic vapes, is always strictly forbidden in the assessment room.

AT THE START OF THE ASSESSMENT

The local invigilator should welcome students to the assessment and confirm their name and invigilator role.

The following statement should be read out verbatim:

Bags and other personal possessions must be left at either the back or front of the room away from your desk.

Mobile phones must be switched off and cannot be left in pockets or on desks. Students found using mobile phones or accessing any data (apart from the assessment test) during the exam will be subject to CIPFA's disciplinary scheme.

Watches, smart watches and any other devices that can store data or connect to the internet should be placed in bags or left at either the back or front of the room away from your desk.

Photo ID must be placed on your desk for identification. Suitable forms of ID include your passport, national ID card, driving licence or work access pass with photo.

Any student who has been granted a reasonable adjustment should make their confirmation letter received from CIPFA available on their desk for inspection.

Fire exits are located [specify location relevant to the assessment venue]. In the case of an emergency, please evacuate the room quickly and orderly and make your way to the designated assembly point.

If you have any questions during the exam or need to go to the rest room, please raise your hand and I will come to you. Please note that no extra time is allowed – for example if you use the rest room – unless agreed under CIPFA's Reasonable Adjustments policy.

If you finish your exam earlier than the finish time, please raise your hand and I will come to you. Please remain seated until permission is given to leave. Please leave quietly so other students are not disturbed.

You will not be allowed to leave in the first 30 minutes or last 15 minutes of the assessment.

The following materials are permitted: A pen, pencil, eraser, ruler; 4 clean sheets of blank paper and scientific calculator.

Students are not permitted access to any device connected to the internet; food; any proformas, formulae sheets or any other written notes; reference books, dictionaries, notes, pages or bi-lingual dictionaries unless permitted by a special consideration.

Make sure you have completed and exited your test correctly and have finished the assessment before you leave.

Please ensure your belongings are now in the designated area for bags, switch on your computers and login to the eAssessment Platform and place your ID and/or reasonable adjustment confirmation letter on your desk ready for inspection.

Attendance and ID Check

Local invigilators should now check the ID of each student sitting the exam. The photo ID must show the same person sitting at the desk and be valid e.g. the ID should not have expired.

If there are any women attending the exam wearing religious clothing covering their face, they should be escorted to a private room with a female invigilator to check their identity. If there are no female invigilators present, a female member of staff from the assessment venue may carry out the identity check.

Any discrepancies in ID verification must be recorded on the Invigilator's Report.

Students who are not on the attendance list should not be allowed to sit the exam unless they can provide an admission letter, valid photo ID and there is space to accommodate them. Details of students not on the attendance list should be included on the Invigilator's Report.

Reasonable Adjustments Check

Any letters granted for a reasonable adjustment should be checked and validated to ensure they apply to the exam the student is sitting.

Equipment Check

Local invigilators should ask students to login to their laptop/computer.

Any non-permitted materials should have been removed or stored away in personal belongings as appropriate.

The invigilator should check that students are not accessing – or have any other windows or applications open – other than the Rogo eAssessment Platform.

Students should be instructed to start the exam once all relevant information has been provided and **all checks completed**. Students should be told how long they have for their exam. Rogo will grant access to the exam at the student's allocated start time. The start time is identified in all Rogo notification emails to students and invigilators. A reminder should be given students when the final 15 minutes of the assessment are remaining.

DURING THE ASSESSMENT

The invigilator should sit at the back of the exam room to ensure that students' screens are always visible; and must attempt to avoid or stop any activity which is likely to affect the concentration of students adversely.

A record of the student number and time should be logged in the Invigilator's Report of the following:

- Any student admitted within the first 30 minutes of an exam starting
- Any student who sought admittance after arriving late (after the first 30 minutes of an exam starting) but was not admitted
- Any student wishing to leave the room early and not intending to return
- Any student who left the room for a rest room break
- Any student who has attempted to or accessed any non-permitted materials
- A fire alarm activated that resulted in leaving the room
- An emergency that would render completion of the assessment impossible – the invigilator should contact the Assessment and Compliance Team at CIPFA immediately on 020 7543 5600 for advice
- Any incident that caused the assessment for one or more students to be stopped early
- Any technical issues experienced by one or more students
- Any comments or complaints made by a student during the assessment
- Any clarification of an assessment question or queries made by a student on an exam which they feel could be an error – invigilators, exam venue staff and tuition providers must not give advice, or their interpretation of questions, or stop the assessment – instead the student should be asked to make their own assumption and to add an explanatory note to the examiner on their answer box and continue the exam

AFTER THE ASSESSMENT

Any loose paper, including written notes, should be collected and destroyed.


Students are not permitted to take any paper out of the assessment room with them.

Local invigilators must ensure all paperwork is shredded or disposed of in a confidential waste disposal.

Invigilators must ensure the following form is completed within 48 hours after the exam. All local invigilators are required to complete an online 'Post Exam – Local Invigilation Form' to confirm if there were any issues, incidents or disruptions in the exam. The form should be completed even if there were no issues.

Post Exam – Local Invigilation Form: <https://forms.office.com/e/B6Yjd11cP3>

Forms must be completed as they may be used in evidence in an application for special considerations, assessments appeal or disciplinary hearing.



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