

Invigilation Policy

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Purpose

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession.

CIPFA organises, sets and runs professional assessments to enable our members to attain high levels of competence in the field of public finance.

This policy sets out the approach to the invigilation of students during CIPFA invigilated assessments.

Scope

This document sets out the policy pertaining to Invigilation for CIPFA assessments and as a point of reference for invigilators, students, colleagues and stakeholders.

Malpractice and maladministration

Invigilators must ensure that all assessments are conducted in compliance with our requirements and should refer to our Malpractice and Maladministration Policy for further information.

Plagiarism involves presenting someone else's work or ideas as the student's own without proper attribution and is a breach of academic integrity. Any work presented in the examination must be the student's **own** work. Any work presented in the invigilated assessment must be the student's own. Any unauthorised materials, use of Artificial Intelligence, or collusion with others is strictly prohibited.

Students are responsible for reading and understanding CIPFA's Assessment Offences and Generative Artificial Intelligence policies. Any breach of academic regulations or misconduct will be managed through CIPFA's Assessment Offences process and may be referred to the Disciplinary Scheme.

Assessment delivery

All CIPFA assessments are delivered online via an e-assessment platform. Students are expected to complete assessments under **remote invigilation**.

Local invigilation will only be approved under the terms of the Reasonable Adjustments and Extenuating Circumstances Policy or for students sitting assessments in pre-approved external centres (ATPs).

Remote invigilation

Remote invigilation is conducted entirely online through a third-party provider and organised via the e-assessment platform. Full guidance is provided in the Assessment Regulations.

If a student cannot access a suitable location at home or work, they are advised to use a British Council office (where available) or local educational organisations. Students are responsible for arranging their location and ensuring its suitability.

Local invigilation

Local invigilation is not a standard option.

It is only permitted in two cases:

- The student is approved under the Reasonable Adjustments and Extenuating Circumstances Policy
- The student is registered at a pre-approved ATP

All local invigilation arrangements must be approved in advance by CIPFA's Assessment and Compliance team. Without approval or prior arrangement, a student will be rejected for local invigilation.

Approved local invigilators must be:

- A member of HR, or
- A line manager from another department, provided they have no direct line management or instructional role in relation to the student.

A line manager from another department is permitted only if they have not directly supervised or trained the student and have no vested interest in the outcome.

Students must update the e-assessment platform with all invigilator and time zone details at least 48 working hours before the assessment.

No other individuals will be able to invigilate.

All information including the time zone of assessment, invigilator name and email address must be updated on the e-assessment platform by the student more than 48 working hours prior to the exam. All arrangements are subject to CIPFA's approval.

Assessment requirements

ID Verification

Students must bring valid photographic ID to the assessment and show it to the invigilator when requested.

For remote invigilation, the system will also capture a photo of the student and their ID.

Acceptable forms of photographic student identification:

- Passport
- National ID card
- Driving licence

Conduct during the assessment

Students must comply with all provisions of the CIPFA Assessment Regulations. Failure to do so may result in referral to the Disciplinary Scheme and/or disqualification.

Key rules include:

- Complete silence must be observed
- Communication with others is prohibited
- Background noise or technology (e.g., smartphones, TVs, radios) is not allowed
- Students must remain in full view of their webcam
- Only permitted software/webpages may be open
- No copying, saving, or recording of assessment materials is allowed
- Webcam and microphone must be enabled throughout
- No smoking, vaping, eating, or drinking (except water in a clear bottle)
- Invigilators' instructions must be followed at all times

CIPFA may monitor assessments live or retrospectively without prior notice.

Permitted and unpermitted materials during the exam

Calculators

Permitted:

- Desktop or handheld, noiseless calculators
- Battery or solar-powered
- Non-programmable

Prohibited:

- Smart devices, mobile phones (except for mobile invigilation purposes), tablets
- Internet-connected devices
- Programmable calculators

Students must ensure calculators are working and not borrow from others.

Calculator cases and instruction leaflets are not permitted.

The invigilator's decision is final.

Mobile phones

Students found to be using a mobile phone (except for mobile invigilation purposes) during the assessment will be referred to CIPFA's Disciplinary Scheme.

The invigilator will record the full details of the incident and time of the incident.

Authorised materials and software

Students are allowed to bring into the exam:

- 4 clean sheets of blank paper (8 pages), these can be written on once the exam has started
- Pens, pencils and an eraser
- Calculators that are not programmable and do not have internet access
- Advanced Materials (if applicable).

Unauthorised materials and software

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

- Headwear (except for religious purposes)
- Phones (except for mobile invigilation purposes), tablets, smartwatches, headphones
- Unauthorised laptops or screens
- Books, workbooks, dictionaries, post-it notes
- Unauthorised web pages, extensions, software or VLE pages
- Smoking or vaping in the room

Requirements for invigilators

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 CIPFA invigilated assessments.

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

Invigilators provided by third parties must be able to produce evidence to CIPFA of their training or they will not be able to invigilate on behalf of CIPFA.

Checklist for invigilators

- Students may not leave the room in the first 30 minutes or final 15 minutes (local invigilation only)
- Students must raise a hand (or use chat box remotely) to request a break
- Time does not pause if a student leaves the room
- If a student leaves permanently, they must notify the invigilator
- Other students must not be disturbed during a departure

Staff and students may refer to the JCQ Instructions for Conduct of Examinations as a guide to good practice, where applicable. The JCQ Invigilator Checklist is recommended as a reference:

https://www.jcq.org.uk/wp-content/uploads/2024/10/JCQ-Instructions-for-conducting-examinations_2024_Print-1.pdf

Submission of documentation to CIPFA for inspection

To protect the integrity of assessment it is essential that assessment conditions are maintained by local invigilators.

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>

Conflicts of Interest

No person who has given prior instructions to a learner or acted as an author, moderator, marker or assessor for any of the learners in the subject of the assessment may act as an invigilator. No person with a vested interest in the student(s) may invigilate; this would include direct line managers.

Assessment conditions

We make reference to the Invigilator Checklist and Instructions for the Conduct of Exams (ICE) published by JCQ as suggested guidance. Our internal policies on Assessment offences and Disciplinary Scheme detail our stance on student behaviour during assessment.

Policy version and owner

Policy owner	Head of Qualifications Innovation and Development
Version	1.2
Update	September 2025
Approval	SMB 05 September 2025
Policy review date	September 2026

Regulatory references

Ofqual General Conditions of Recognition
Condition G4: Maintaining confidentiality of assessment materials
Condition G5: Registration of Learners
Condition G6: Arrangements for Reasonable Adjustments
Condition G8: Completion of the assessment under the required conditions
Condition G9: Delivering the assessment