

## Invigilation Report

An invigilation report must be completed by the invigilator(s) for all examinations that are completed online or paper-based. Section 4 of VTCT Skills' Instructions for Conducting Examinations details the centre's and invigilator's responsibilities.

The invigilation report must be retained for the time period specified in VTCT Skills' Instructions for Conducting Examinations. VTCT Skills reserves the right to request copies of these records at any time and sample them as part of external quality assurance visits.

<b>Date</b>	
<b>Venue address</b>	
<b>Examination room/venue</b>	
<b>Examination title</b>	
<b>Examination code</b>	
<b>Time examination commenced</b>	
<b>Time examination closed</b>	
<b>Invigilator name(s)</b> Please print	1.  2.
<b>Invigilator(s) role within the organisation</b>	1.  2.

<b>Seating plan</b>	<i>Complete the seating plan template and attach it to this invigilation report.</i>
<b>Learner names</b>	<i>Attach the attendance list to this invigilation report.</i>
<b>Report detail</b>	<p><i>Provide a detailed summary of events during the examination. This should include:</i></p> <ul style="list-style-type: none"><li>• <i>names of people that entered or left the examination room</i></li><li>• <i>description of the incident that has occurred (if applicable)</i><ul style="list-style-type: none"><li>- <i>time the incident occurred</i></li><li>- <i>name(s) of people involved in the incident</i></li><li>- <i>nature of the incident and the actions taken</i></li></ul></li></ul>

<b>Centre declaration</b>	<p>As the invigilator, I confirm that I have followed VTCT Skills' Instructions for Conducting Examinations, and that all reasonable steps have been taken to ensure the integrity of the examination.</p> <p>As the invigilator, I have confirmed the identity of each learner through ID checks or prior knowledge of the learner.</p>
<b>Invigilator signature(s)</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>
<b>Date</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>