



HOPES SAFETY
CONSULTANCY LLC SPC

Exam Invigilation Policy

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1. Introduction

Hopes Safety Consultancy LLC SPC is committed to maintaining the highest standards of integrity and fairness in the conduct of examinations. This Exam Invigilation Policy provides a clear framework to ensure that exams are conducted securely, fairly, and in compliance with applicable regulations and accreditation requirements.

2. Purpose

The purpose of this policy is to:

- Ensure the integrity and credibility of all examinations conducted by **Hopes Safety Consultancy LLC SPC**.
- Provide guidelines for invigilators and examinees to ensure consistency and fairness.
- Prevent malpractice and maintain a secure examination environment.

3. Scope

This policy applies to:

- All exams conducted by **Hopes Safety Consultancy LLC SPC**, including written, online, and practical assessments.
- All staff, invigilators, and examinees involved in the examination process.

4. Roles and Responsibilities

- **Invigilators:**
 - Oversee the conduct of examinations to ensure compliance with this policy.
 - Monitor examinees to prevent and report any irregularities or malpractice.
 - Ensure all exam materials are distributed, collected, and handled securely.
- **Examinees:**
 - Adhere to examination rules and instructions.
 - Present valid identification as required.
 - Avoid any form of cheating or disruptive behavior.
- **Examination Coordinator:**
 - Plan and organize the examination schedule.
 - Allocate invigilators and provide necessary training.
 - Ensure secure storage and distribution of examination materials.

5. Pre-Examination Procedures

- **Examination Preparation:**
 - Exam rooms must be prepared in advance to ensure appropriate seating arrangements and minimal distractions.
 - Exam materials must be stored securely and only accessed by authorized personnel.
- **Invigilator Briefing:**
 - Invigilators will be briefed on their roles, responsibilities, and the examination procedures prior to the exam.
- **Examinee Verification:**
 - Examinees must present valid identification before entering the exam room.
 - Attendance must be recorded for all examinees.

6. Examination Conduct

- **Exam Room Rules:**
 - No unauthorized materials (e.g., mobile phones, notes, or electronic devices) are allowed in the exam room.
 - Examinees must remain silent and follow invigilators' instructions at all times.
 - Any disruptions will result in warnings or removal from the exam room, depending on severity.
- **Invigilation Procedures:**
 - Invigilators must remain vigilant and circulate the room to monitor examinees.
 - Any suspicious behavior or incidents must be documented and reported immediately.

7. Post-Examination Procedures

- **Collection and Storage:**
 - All exam scripts and materials must be collected, counted, and stored securely immediately after the exam.
- **Reporting Incidents:**
 - Any cases of malpractice or irregularities must be reported to the Examination Coordinator using the Incident Report Form.
- **Marking and Results:**
 - Exam scripts will be forwarded to designated assessors for marking, ensuring confidentiality and fairness.

8. Malpractice Prevention and Handling

- **Preventative Measures:**
 - Clear communication of rules to examinees before the exam.
 - Random seating arrangements to minimize opportunities for cheating.
- **Reporting and Investigation:**
 - Suspected malpractice will be investigated promptly, and appropriate actions will be taken, including disqualification if necessary.

9. Accessibility and Accommodations

- **Hopes Safety Consultancy LLC SPC** is committed to ensuring exams are accessible to all individuals.
- Reasonable adjustments, such as extended time or alternative formats, will be provided for examinees with documented needs.

10. Monitoring and Review

This policy will be reviewed annually to ensure it remains effective and aligned with regulatory and accreditation standards. Feedback from staff and examinees will inform improvements.

Hopes Safety Consultancy LLC SPC is dedicated to conducting examinations in a secure, fair, and professional manner. Adherence to this policy ensures the integrity of our qualifications and fosters trust among stakeholders.

Director
Hopes Safety Consultancy LLC SPC

