

EXAM INVIGILATION POLICY

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Policy Statement:

Hope Safety Consultancy Pvt Ltd is dedicated to ensuring the integrity, credibility, and professionalism of all its examination and assessment activities. Our invigilation procedures are designed to support a secure, fair, and transparent environment in which all learners are given equal opportunity to succeed based on their own merit. This policy outlines our structured approach to exam administration and invigilation, in alignment with regulatory expectations and institutional values.

Our Commitments:

- Administer all examinations under carefully controlled conditions that guarantee the security of assessment materials, uphold procedural accuracy, and safeguard the fairness of the evaluation process.
- Establish and maintain well-defined roles, responsibilities, and operational procedures for invigilators, ensuring clarity of expectations and consistent enforcement of rules across all examination settings.
- Provide comprehensive and ongoing training to all appointed invigilators, covering examination protocols, incident handling, candidate conduct, and safeguarding responsibilities to ensure a high standard of professionalism.
- Investigate and respond swiftly to any suspected cases of malpractice, misconduct, or examination irregularities, applying transparent procedures and appropriate sanctions as required.
- Ensure full compliance with relevant regulatory, awarding, and accrediting body standards regarding exam security, candidate management, and invigilation protocols.

Objectives:

- Create and maintain examination conditions that are consistent, structured, and equitable for all learners, ensuring that assessment results genuinely reflect individual performance and achievement.
- Implement clear and preventative measures to deter and detect examination malpractice or dishonest behavior, while also protecting the rights and dignity of all candidates involved.
- Ensure that all invigilators understand their duties in detail, including pre-exam preparations, active supervision during examinations, and post-exam documentation and reporting requirements.
- Provide learners with complete and timely information about examination expectations, including rules of conduct, prohibited items, timing regulations, and disciplinary consequences for non-compliance.

Responsibilities:

- **Management** Ensure the availability of adequate human, physical, and procedural resources to deliver effective and secure invigilation, including the selection, training, and supervision of qualified invigilators.
- **Invigilators** Administer examinations with strict adherence to policies and protocols. Maintain vigilance, impartiality, and professionalism throughout, and respond calmly and effectively to any incidents or disruptions.
- **Exam Officer** Coordinate the full examination process from planning to execution. Ensure accurate record-keeping, handle any reported irregularities, and act as the central point of contact for all exam-related communications.
- **Learners** Comply fully with examination regulations, behave respectfully and honestly, follow invigilator instructions, and avoid bringing unauthorized materials or devices into the exam room.

Exam Invigilation Practices:

- Deliver clear training, handbooks, and written guidance to invigilators covering all aspects of exam setup, conduct monitoring, reporting incidents, and completing official documentation.
- Ensure active and unobtrusive monitoring throughout the duration of each examination, with sufficient staff-to-learner ratios to minimize risks and distractions.
- Log and report any observed irregularities such as suspected cheating, disruptive behavior, or equipment issues immediately and in accordance with documented reporting protocols.
- Securely store and transport all examination materials before and after assessments to prevent tampering, unauthorized access, or loss.

Continuous Improvement:


- Conduct regular reviews of exam invigilation procedures based on feedback from staff, learners, and quality assurance bodies, and implement improvements to enhance integrity and efficiency.
- Organize refresher training and professional development workshops for invigilators and exam coordinators to address emerging challenges, new regulations, and best practices in exam administration.

Communication:

- Clearly communicate exam regulations, invigilation procedures, and candidate responsibilities through multiple channels including pre-exam briefings, printed materials, and online platforms.

- Display this policy visibly at examination venues, administrative offices, and learner resource areas to ensure transparency and accessibility.
- Make this policy available on our official website (<https://hscpk.org>) to inform learners, staff, partners, and external stakeholders about our commitment to exam integrity.

Hope Safety Consultancy Pvt Ltd is fully dedicated to upholding the highest standards of integrity and fairness in its examination processes. Through rigorous invigilation procedures, trained personnel, and proactive management, we aim to ensure every learner is evaluated in a professional, secure, and ethical environment.



Director
Hope Safety Consultancy Pvt Ltd