Invigilator Register

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | **Invigilator name:** |  |
| **Standard:** |  | **Paper number:** |  |
| **Location of assessment:** |  | **Date and time of assessment:** |  |

To ensure the prompt processing of your apprentices’ assessments, please make sure you:

* indicate whether apprentices have attended the assessment
* identify any apprentices with reasonable adjustments and include reasons why in the comments box
* include any changes to apprentice’s names on this form – names written on assessment sheets will not be accepted
* for each assessment, the invigilator should print their name against the relevant apprentice(s)
* include actual assessment date and actual assessment time against the relevant apprentice(s)
* include this form, along with all assessment documentation (completed and blank) and associated material in the return envelope provided for grading.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First name** | **Surname** | **ULN** | **Attended? (Yes/No)** | **Actual assessment date** | **Actual assessment start and end time** | **Reasonable Adjustment details, if required** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Comments and Irregularities (Please use reverse of form if extra space required)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INVIGILATOR DECLARATION:** I certify that, during my presence, all of the NCFE Regulations for the Conduct of End-Point Assessment and Reasonable Adjustments were strictly complied with.  I also confirm that I have had no involvement with any of the apprentices above on-programme learning and/or internal quality assurance. | | | | | |
| **Name:** |  | **Signature:** |  | **Date:** |  |

**NEXT STEPS:**

**PAPER-BASED ASSESSMENTS**

Please return ALL answer papers, question papers and other documentation to NCFE’s EPA team by recorded courier within one working day using the return envelope provided.

**ONLINE ASSESSMENTS**

Store all invigilation document on your own system for auditing purposes. NCFE’s EPA team will conduct random spot checks to ensure records are being stored.