

Qualification Verification Criteria: guidance for centres

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We are committed to using plain language. If you have any suggestions on how we can improve, let us know at editor@qualifications.gov.scot.

Change log

Where or what?	Change
Throughout	References to 'SQA' updated to Qualifications Scotland
Throughout	Language simplified

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How to use the Qualification Verification Criteria Guide

This guide details the quality assurance criteria that will be reviewed during your qualification verification activity.

There are three categories of quality assurance criteria that apply to qualification verification:

- Category 2: Resources
- Category 3: Candidate support
- Category 4: Internal assessment and verification

For each of the above categories, we have provided key information under the following headings:

- Quality assurance criterion
- Criterion impact rating
- Why is this criterion important?
- What are Qualifications Scotland's requirements?
- How do I apply this criterion?
- Examples of evidence
- Additional support

Quality assurance criterion

This shows the category of the criterion, the number of the criterion itself and the criterion description.

Criterion impact rating

The impact rating for a criterion can be:

- high
- medium
- low

This rating indicates the level of risk to Qualifications Scotland, your centre and candidates, if you do not fully comply with or implement the criterion.

Why is this criterion important?

This section explains how the criterion ensures high standards in our approved centres and maintains the integrity of our qualifications.

What are Qualifications Scotland's requirements?

This section gives details of the specific requirements for Qualifications Scotland as the awarding body. You will need to meet the requirements in this section in the delivery and assessment of all awards and units.

How do I apply this criterion?

This section gives more details on how you can apply this criterion for different types of our qualifications.

Examples of evidence

This section describes the type of evidence you should present to the verifier. These are the examples that we commonly see during verification, but your centre might document or record information in a different way.

You can provide different evidence that reflects the actual practice in your centre, providing it meets the criterion. You might use different terms to the ones we use in our guidance.

Additional support

Links to other Qualifications Scotland guidance and external sources of support.

Category 2: Resources

The centre's procedures for managing resources must be documented, implemented and monitored to meet Qualifications Scotland's requirements.

2.1 Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification

Criterion impact rating

High

Note: If the awarding or regulatory body documents don't specify any requirements for assessors' or verifiers' occupational or subject experience or (for regulated qualifications) their continuing professional development (CPD), this criterion will be marked 'Not Verified' (NV) in the qualification verifier's (QV) report.

Why is this criterion important?

To ensure the validity and integrity of our qualifications, it is important that assessors and IVs have the appropriate qualifications and occupational competence for qualifications they are assessing or verifying.

What are Qualifications Scotland's requirements?

Assessors and internal verifiers must have occupational experience, understanding, and any necessary qualifications. You can find the qualification requirements detailed in:

- the assessment strategy
- unit specification
- operational handbook
- arrangements document
- group award strategy document

Assessors and internal verifiers for regulated qualifications must undertake, and keep records of, relevant continuing professional development activities.

How do I apply this criterion?

You must keep records of each person's relevant occupational or subject experience, their CPD records, and copies of qualification certificates for any qualifications that have specific requirements for assessors and internal verifiers.

Assessors and verifiers of regulated qualifications should achieve a relevant assessor or verifier qualification **within 18 months of starting to practise**, unless an alternative timescale is stated in an assessment strategy,

SVQs and NVQs

Assessors and verifiers are not required to re-qualify if they already have relevant qualifications such as D32 / 33 / A1 / A2 Units / TQFE or D34 / V1. They must be able to demonstrate that they are 'working in line' with current national standards in assessment or verification. Please see the ['Additional Support'](#) section.

We recommend that centres use our CPD Toolkit to record that assessors and verifiers are 'working in line with the requirements of the qualification'. This is not mandatory — you can choose to keep other records of the activities they undertake.

RQF Units

Assessors and verifiers must meet any mandatory requirements set out in the RQF unit specification.

If no mandatory requirements are set out in the unit specification, competence in assessment or internal verification can be demonstrated by:

- holding other qualifications that include relevant and sufficient assessment or verification components
- providing evidence of having successfully practised as an assessor and/or verifier of awarding organisation qualifications

HN and NQ

If qualification requirements for assessors and verifiers are detailed in HN or NQ qualification specifications, our qualification verifiers will request details of staff qualifications.

Examples of evidence for this criterion

- Copies of staff qualification certificates
- Staff CVs
- Current CPD records

- Staff training records

Additional support

- Information about working in line with the current assessor/verifier standards can be found in the Qualifications Scotland Accreditation Statement on Assessor and Verifier Competence.
- [Qualifications Scotland CPD Toolkit](#)
- Sector assessment strategies can be found by SVQ group on Qualifications Scotland website.

2.4 There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials

Criterion impact rating

High

Why is this criterion important?

You must ensure that you have sufficient resources to enable your candidates to achieve the competences defined in the qualifications you offer.

Review your resources regularly to ensure they remain relevant, current and available in quantities appropriate to the qualification requirements and candidate numbers.

What are Qualifications Scotland's requirements?

Initial reviews must take place before the assessment of a qualification begins to ensure all the appropriate resources are in place.

Ongoing reviews of resources must take place at suitable intervals thereafter, to ensure resources continue to meet the qualification requirements.

How do I apply this criterion?

Reviews must be carried out in line with your documented and scheduled procedure.

A review of resources must be part of the stages of internal verification. We recommend you use the templates in our [Internal Verification Toolkit](#) to record your reviews, but this is not mandatory. You can choose to record your reviews in another way, but you must present records to the qualification verifier (see 'example evidence' detailed below).

As part of the review process, you should ensure that all candidates have equal access to available resources across all assessment sites.

The method and time for reviews that you choose will depend on the volume of resources and the types of qualifications you offer. For example, you may choose to review resources every time a new cohort of candidates commence and / or complete a specific programme. For programmes where individual candidate enrolment and certification is continuous, you might schedule reviews at fixed times (annually).

Outwith your documented schedule, you must also undertake a review of resources if:

- We make changes to the qualifications you offer and new or additional resources are required to support the introduction of new or revised units or awards.
- You receive feedback highlighting the need to update resources — this may come from internal comments, internal verification or external quality assurance visits.

Examples of evidence for this criterion

- Initial review
- Pre-delivery checklist
- Inventory of the resources available for the course eg classroom, library, computers and software, course learning materials and other relevant resources
- Ongoing review(s)
- Schedule for review of environments and equipment
- Schedule for review of learning materials and Unit Specifications, Assessment Support Packs (ASPs)
- Maintenance records of equipment and IT
- Risk assessments and control measures
- Records of:
 - Review of assessments
 - Course/programme reviews
 - Minutes of meetings with review as a discussion item.
 - Site checklists, (or equivalent) which show reviews of assessment sites not owned or managed by your centre

Additional support

[Internal Verification Toolkit](#)

Category 3: Candidate support

Candidates are supported and guided through the qualifications for which they are entered.

3.2 Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award

Impact rating for this criterion

Medium

Why is this criterion important?

Identifying development needs, and prior achievements, helps ensure a more targeted approach is taken in helping candidates achieve their qualifications.

Qualifications Scotland's requirements

Candidates' prior achievements must meet any entry requirements set by Qualifications Scotland for the qualification. The requirements may be stated in:

- the assessment strategy
- unit specification
- operational handbook
- arrangements document
- group award strategy document

You must document your processes for identifying and addressing candidates' development needs against the requirement of the award.

How do I apply this criterion?

You must identify the prior achievements and development needs of candidates before or at the start of their qualification. Prior achievements must satisfy the qualification entry requirements.

You should determine whether any previously gained skills and knowledge provides valid evidence towards the qualification that the candidate wants to achieve.

It is also important that you identify candidates' development needs against the units and awards they want to achieve.

The outcomes from this exercise might range from 'no / very little development required' to 'significant development required'. 'No / very little development' can be appropriate, for example, where SVQ candidates have enough experience and competence to go straight to assessment for the majority or all of the units they are entered for.

In taught programmes, such as those for HN and NQ (and some VQ programmes), the general development needs of candidates are usually matched against the qualification requirements at the programme or course design stage, although you should consider the individual development needs of candidates in learning, teaching and assessment plans and progress reviews.

Examples of evidence for this criterion

- Induction programme
- Candidate guidance procedures
- APL mapping (where relevant)

SVQs

- Personal development plans,
- Action plans (development section of assessment plan)

HNs / NQs

- Learning, teaching and assessment plans
- Individual learning plans
- Progress reviews

Additional support

[Guide to Assessment](#)

[Prior Verification Guidance](#)

3.3 Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly

Impact rating for this criterion

Medium

Why is this criterion important?

It is important that assessors maintain regular contact with candidates throughout the life of their qualification so that progression can be monitored, and timely information and effective support provided.

Qualifications Scotland's requirements

You must document the processes you have in place for ensuring that candidates have regular contact with their assessors.

How do I apply this criterion?

Maintaining contact with candidates is a key responsibility for assessors. Assessors must regularly review their candidates' progress and achievement.

Effective contact will provide opportunities to help candidates understand assessments. It will also allow the assessor to provide advice and support on gathering and producing evidence.

Contact should allow for assessment plans to be adjusted or revised to ensure that the next stages in assessment remain clear. You might use other terms for assessment plans, such as assessment schedules or learning, teaching and assessment plans.

Examples of evidence for this criterion

- Assessment plans
- Timetables
- Records of progress reviews
- Contact logs
- Action plans

Additional support

Updating assessment plans is an integral part of the assessor's role as defined in Assessment Standard 9 in the [National Occupational Standards for Learning and Development](#).

Category 4: Internal assessment* and verification

The centre's internal assessment and verification procedures must be documented, implemented and monitored to meet qualifications and Qualifications Scotland's requirements.

* Internal assessment is where assessment judgements for one of our qualifications are made within the centre. Internal assessments are subject to both internal verification by the centre and qualification verification by us. This includes assessments that are externally set, but internally marked.

4.2 Internal assessment and verification procedures must be implemented to ensure standardisation of assessment

Impact rating for this criterion

Medium

Why is this criterion important?

To ensure the validity and integrity of our qualifications, it is important that assessment judgements are standardised.

Qualifications Scotland's requirements

Assessment and internal verification arrangements must be suitable for the types of qualifications being assessed and internally verified.

Your assessors and verifiers must apply your centre's assessment and verification procedures consistently, in full and effectively.

How do I apply this criterion?

Your centre's documented procedure for internal assessment and verification must include the three stages of internal verification: before, during and after.

Before assessment reviews for new qualifications, assessors and verifiers provide opportunities to agree methods (sometimes called 'instruments') of assessment, assessment approaches and assessment materials.

During assessment, and periodically throughout the life of the qualification, assessor-verifier collaboration and agreement can provide effective support for all team members — this is especially beneficial for new assessors and verifiers.

After assessment, assessors and verifiers can review and reflect on the overall effectiveness of the assessment process for a particular qualification and, if necessary, make changes or recommendations to improve practice.

These three stages provide opportunities for standardisation.

We recommend you use the templates in the Internal Verification Toolkit to record your verification activities, but this is not mandatory. You can choose to record the activities you undertake at the three stages in another way, but you must present records to the qualification verifier (see example evidence).

The qualification verifier will review your documented procedure and sample a range of assessment practice to measure how consistently you are applying it.

It is important that you use clear referencing or mapping to make evidence trackable, otherwise it can be difficult for the qualification verifier to ascertain how assessment judgements have been reached.

The qualification verifier will focus on your centre's implementation of these procedures. If they identify any concerns about your centre's assessment and internal verification policies or procedures, they will flag this up in their report so that the issue can be referred to a systems verifier to follow-up.

There are some assessment procedures that are specific to particular qualifications. They are covered under 'Conditions of assessment' at Criterion 4.4.

Examples of evidence for this criterion

Completed internal verification records, such as those provided in the IV toolkit:

- Assessor and verifier allocations
- Pre delivery meeting form
- Internal prior verification of assessment record
- Internal verification plan
- Record of internal verification activities during delivery
- Assessor monitoring record
- Record of sampling of units
- Record of sampling of candidates
- Self-assessment and evidence log

Additional support

[Internal Verification: A Guide for Centres](#)

[Guide to Assessment](#)

[Internal verification Toolkit](#)

4.3 Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair

Impact rating for this criterion

High

Why is this criterion important?

Assessment materials must be fair, yield valid assessments, and not impose unnecessary barriers. There must also be standardisation arrangements to ensure that all candidates face the same level of difficulty, and that assessments decisions are consistent between assessors and across sites.

Qualifications Scotland's requirements

Assessment instruments or methods must be selected (before assessment) and used (during assessment) appropriately.

All instruments or methods selected and used must meet our quality assurance principles by being:

- Valid — appropriate assessment methods/instruments have been applied.
- Reliable — clearly-defined standards of performance being used during assessment.
- Equitable — assessment is accessible to all candidates who have the potential to be successful in it.
- Fair — assessments have been objectively devised/selected and are free from barriers to achievement. Assessment practice must ensure all candidates have equal opportunities to succeed.
- Practicable — assessments have been carried out efficiently and effectively.

These principles are described in full in our *Guide to Assessment*.

Your centre must ensure access to the Qualifications Scotland secure website remains restricted to approved personnel only.

Assessments devised by Qualifications Scotland or centres assessments must be stored securely.

How do I apply this criterion?

Our *Guide to Assessment* describes three essential forms of assessment: observation, product evaluation, and questioning. You should refer to this guide when selecting suitable methods of assessment for the qualifications you offer.

For regulated qualifications, the range of methods that can be used in assessments are usually defined in the unit specification or assessment strategy (or both). These will also, where applicable, detail where methods such as simulation are permissible or not permissible.

The qualification verifier will check that your assessors' and verifiers' selection and use of methods is in line with the requirements of the S/NVQ/RQF qualifications being assessed.

For HN and NQ qualifications, section 5.4 of the *Guide to Assessment* provides information on the choice of assessment methods and the development of assessments. Some HN assessments are devised by Qualifications Scotland — your centre will be able to access these on our secure site under 'Assessment Exemplars/Assessment Support Packs'.

Your centre may choose to use Qualifications Scotland assessments, or your own centre-devised assessments. If you wish to use centre-devised assessments, we strongly recommended that you submit them to us for prior verification. You can find information on our Prior Verification service on our website: <https://www.sqa.org.uk/sqa/74665.11992.html>

Regardless of whether assessments are devised by Qualifications Scotland or by centres, they must be subject to your centre's system of internal verification before delivery. Similarly, if you offer regulated qualifications, your approach to assessment should be understood and agreed by all assessors and verifiers before assessment takes place.

To ensure your assessment methods and instruments are valid and reliable, your centre must select and use them in a way that ensures they are a true measure of the candidate's skills and knowledge.

Your centre's standardisation arrangements can support these assessment principles by ensuring at the outset, and on an ongoing basis, that assessors and verifiers have a common understanding of how assessments are to be applied.

It is important that your approaches to assessment do not impose any unnecessary barriers to individual candidates, and appropriate adjustments are made where possible. without affecting the integrity of the assessment.

You can find more information on making adjustments to assessments (Assessment Arrangements) on our website: <https://www.sqa.org.uk/sqa/99122.html>

Examples of evidence for this criterion

- Pre-delivery internal verification records
- Evidence of assessor/verifier standardisation
- Pre assessment checklist
- Assessment schedule
- Unit specifications

Additional support

[Guide to Assessment](#)

[Reasonable Adjustments for SVQs and related qualifications](#)

4.4 Assessment evidence must be the candidate's own work, generated under Qualifications Scotland required conditions

Impact rating

High

Why is this criterion important?

You must ensure that the evidence on which an assessment decision is made belongs solely to the candidate under assessment. Assessors are only able to make accurate assessment decisions if this is the case.

Qualifications Scotland's requirements

Your centre must have a documented procedure in place for ensuring candidates understand that the evidence they submit for assessment must solely be their own work.

How do I apply this criterion?

Your centre must have procedures in place to ensure that only the work of each submitting candidate is considered for assessment.

You should inform candidates of the requirement to provide only authentic evidence. The responsibility for providing this information could involve more than one staff-member or department.

If candidate evidence hasn't been directly authenticated through direct observation by the assessor, it should be subject to proportional authenticity checks. This could be checking against previous submissions, questioning, and witness testimony. It may also be appropriate to use plagiarism-detection software.

For some qualifications, there is a requirement to carry out identity checks prior to examinations or assessments.

Specific qualification arrangements or conditions are included in unit specifications, arrangements documents, and group award strategy documents. Where applicable, they detail the conditions of assessment. For HNs they might be supervised assessment, invigilated and other examination conditions such as open-book or closed-book assessment. There may be specific requirements for e-assessment.

For regulated qualifications, assessment conditions usually require evidence to be generated in the candidate's workplace. Conditions might also allow realistic working environments or use of

simulation. If these are allowed, it will normally be detailed in the assessment strategy or unit specification (or both).

Assessors and verifiers should apply your centre's malpractice policy and procedures if they suspect or discover evidence that is not authentic. If malpractice is suspected, your centre should take the necessary steps to resolve the situation. Malpractice includes plagiarism, copying and personation.

Examples of evidence for this criterion

- Induction checklists
- Authenticity declaration forms
- Checks on assessment conditions
- Testimonial evidence
- Use of plagiarism-detection software

Additional support

[Your Coursework](#) provides information topics such as plagiarism and collusion.

4.6 Evidence of candidates' work must be accurately and consistently judged by assessors against Qualifications Scotland's requirements

Impact rating

High

Why is this criterion important?

Accuracy and consistency in making assessment judgements not only ensures the integrity of our qualifications but also helps ensure that final assessment decisions made and communicated to candidates are fair.

Qualifications Scotland's requirements for this criterion

None in addition to the wording of the criterion.

How do I apply this criterion?

Your centre must have effective procedures in place to facilitate standardisation to ensure accuracy and consistency in assessment.

Accuracy and consistency are achieved when all assessors have the same clear interpretation of the standards they are assessing and of the type, quality and quantity of evidence that can be expected for assessments to be deemed successful or complete.

It is important to note that when an assessor or internal verifier is unqualified, their assessment decisions must be countersigned by a qualified assessor or internal verifier.

IV sampling of assessment decisions during assessment (and not just at the end of the assessment process) will help support consistent decision-making.

Whenever standardisation takes place, whether through physical meetings or by electronic means (discussion forums, email exchange, webinars, video conferencing etc), the outcomes of the process should be recorded through, for example, minutes of meetings or a continuous standardisation log.

Examples of evidence for this criterion

- Assessment and internal verification documentation that records accurate and consistent assessment decisions being made.

Additional support

There are examples of different types of standardisation exercise in [Internal Verification: A Guide for Centres](#)

[Internal Verification Toolkit](#)

4.7 Candidate evidence must be retained in line with Qualifications Scotland's requirements

Impact rating

High

Why is this criterion important?

Candidate assessment evidence must be retained for defined periods to allow verifiers the opportunity to sample optimum amounts during verification events. Sampling will focus mainly on current 'live' candidate evidence, but it may also include some past completed assessment evidence.

Candidate evidence must also be retained for defined periods in case of any queries, candidate internal assessment appeals or suspected malpractice.

Qualifications Scotland's requirements

Your centre must retain all candidate evidence for the group award and units for at least three weeks after the official completion date. However, if your centre is selected for qualification verification and is contacted by the qualification verifier before three weeks after the completion date, all candidate evidence must be retained until after the verification event.

How do I apply this criterion?

You must have documented procedures for retention of candidate assessment evidence. (These will be checked during systems verification).

Candidate assessment evidence may be in electronic, paper, video or audio formats. Whatever the format, you must provide access to all evidence requested by the qualification verifier, prior to or during the verification event.

You should not confuse this requirement with Qualifications Scotland's requirements for Retention of Candidate Assessment Records.

Examples of evidence for this criterion

- The candidate evidence selected for sampling (pre-selected by the qualification verifier or requested during the verification event)
- Candidate evidence retention arrangements

Additional support

[Evidence Retention Requirements](#)

4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice

Impact rating

Medium

Why is this criterion important?

Making the results of qualification verification known to all relevant centre staff will help to affirm what the centre is doing well, as well as highlighting areas for improvement.

Qualifications Scotland's requirements

None in addition to the wording of the criterion.

How do I apply this criterion?

You must have an effective process in place to share our quality assurance reports with staff who are involved with our qualifications.

You may use meetings to disseminate feedback and/or circulate QV reports to the relevant assessors and verifiers. Your methods of dissemination should be appropriate for the size and setup of your centre and the amount and nature of the action points and feedback given by the qualification verifier.

You should provide evidence of:

- Systematic dissemination of the feedback contained in qualification verifier reports
- Agreement on how required actions will be met and who will be responsible for taking those actions forward

Qualification verifier reports can be a useful source of information when it comes to conducting reviews of resources (see Criterion 2.4).

Examples of evidence

- Evidence of feedback being disseminated to staff, and evidence that it has been used to update or improve assessment practice
- Standardisation meeting minutes or course review reports

Appendix: Guidance on managing assessment conditions

This is additional guidance for Criterion 4.4: Assessment evidence must be the candidate's own work, generated under Qualifications Scotland required conditions.

Always follow the assessment conditions outlined in the Qualifications Scotland guidance.

Specific qualification arrangements or conditions may be included in:

- Unit specifications
- Arrangements documents
- Group award strategy documents

Roles and responsibilities for assessment conditions: Invigilator / supervisor

If your centre is approved to deliver qualifications that include specific assessment conditions, the roles and responsibilities of invigilators or supervisors must be clearly documented, disseminated and understood.

Responsibilities for managing assessment conditions

- Ensure that the centre has carried out the necessary identity/security checks at the commencement of the course and prior to the examinations.
- Ensure that each candidate knows which assessment is to be taken, and that this accords with the centre's own records.
- Check to see if any candidates are to be permitted to take the assessment under the special provisions for people with particular educational requirements.
- Ensure that the seating in the examination room is arranged in such a way that there is no possibility of collusion or interference.
- Ensure they are able to see all of the candidates at all times during the examination.
- Ensure that all displays of material that may be of assistance to candidates in answering questions are removed.
- Ensure that candidates cannot access items and/or applications that may be of assistance to them in answering questions/generating evidence; including items that have technological/web enabled sources of information such as mobile phones, smartwatches and wrist watches which have a data storage device.
- Where appropriate, ensure that the status of the internet connection is sufficient to allow candidates to access online assessments.

Checking the identity of candidates

If the candidates are not known to the invigilator or supervisor, you must make sufficient identity and security checks before the examination or assessment to ensure the candidate is who they say they are:

- a) You must ensure that candidate identity is checked against one of the following forms of photographic identification:
 - photo card driving licence
 - valid passport
 - valid identity card from within the EU
 - military identity card
 - government identity card
 - Security Industry Authority card

Other forms of identification (such as PASS card, or Young Scot card) may be considered.

- b) Candidates must be informed within their joining instructions that they must bring a permitted form of identification.
- c) A copy of the identification documentation must be retained for six months after the candidate's completion date.

Invigilating assessments

If there is a need for invigilation, your centre must appoint someone to undertake the role of invigilator.

Any assessment which is undertaken in invigilated conditions should be carried out in silence by candidates working individually.

The invigilator must:

- **Not** be involved in the teaching of the unit
- Be trained to ensure the assessment is carried out in accordance with the specified instructions.

For invigilated examinations the environment must:

- have appropriate levels of heat, light, ventilation and noise control
- have a level floor
- be without galleries
- have no displays of material that may be of assistance to candidates in answering questions
- have sufficient single desks or tables and chairs for the number of candidates stated

- have consecutively numbered seats/desks (a record must be kept of this arrangement of numbers and retained for six months)
- be organised in such a way that the invigilator can see all of the candidates at all times during the examination
- be arranged in such a way that there is no possibility of collusion or interference (where practical, candidates should be at single desks with 1.25 metres between heads)
- have a means provided to allow the invigilator to summon assistance
- have a working clock, which is clearly visible to all candidates
- have supervised access to toilet facilities for male, female and disabled candidates

Supervising assessments

Supervision is the oversight of an internal assessment being undertaken by candidates which ensures that the work is authentically their own.

You may appoint staff who have been involved in the teaching of the unit to act as supervisors, but they must not interfere or offer guidance on the ongoing assessment. In some subjects, candidates may require moving around the room and/or access materials. The supervisor is responsible for ensuring that these activities do not permit collusion or cheating by candidates.

For supervised paper-based/practical assessments, the environment must:

- have appropriate levels of heat, light, ventilation and noise control
- have a level floor
- be without galleries
- have no displays of material that may be of assistance to candidates in answering questions/generating evidence
- have sufficient single desks or tables and chairs for the number of candidates stated
- be organised in such a way that the invigilator can see all of the candidates at all times during the assessment
- be arranged in such a way that there is no possibility of collusion or interference (where practical, candidates should be at single desks with 1.25 metres between heads)
- be suitably equipped for all candidates taking practical tests
- have a means provided to allow the supervisor to summon assistance
- have a working clock, which is clearly visible to all candidates
- have supervised access to toilet facilities for male, female and disabled candidates

Digital assessments

For invigilated or supervised digital assessments the environment must:

- Have appropriate levels of heat, light, ventilation, and noise control.
- Have a level floor.

- Be without galleries.
- Have no displays of material that may be of assistance to candidates in answering questions and generating evidence.
- Prevent candidates from accessing applications that may be of assistance to them in answering questions and generating evidence.
- Have sufficient single desks or tables and chairs for the number of candidates stated.
- Have consecutively numbered seats or desks (a record must be kept of this arrangement of numbers and retained for six months after the candidates' completion date).
- Be organised in such a way that the invigilator can see all of the candidates at all times during the examination.
- be arranged in such a way that there is no possibility of collusion or interference (where practical, candidates should be at single desks with 1.25 metres between heads).
- Be suitably equipped for all candidates taking practical tests.
- Have a means provided to allow the invigilator or supervisor to summon assistance.
- Have a working on-screen clock, which is clearly visible to candidates.
- Have access to toilet facilities for male, female and disabled candidates.
- Have sufficient numbers of technical devices for candidate use, including spare devices in case of hardware failure.

For remotely invigilated or supervised digital examinations or assessments, the environment must:

- Have appropriate levels of heat, light, ventilation and noise control.
- Have a level floor.
- Be without galleries.
- Have no displays of material that may be of assistance to candidates in answering questions and generating evidence.
- Ensure that candidates cannot access items or applications that may be of assistance to them in answering questions and generating evidence; including items that enable access to information, such as mobile phones, smartwatches and wrist watches that have a data storage facility.
- Have sufficient single desks or tables and chairs for the number of candidates stated.
- Have consecutively numbered seats or desks (a record must be kept of this arrangement of numbers and retained for six months after the candidate's completion date).
- Be organised in such a way that the invigilator can see all of the candidates at all times during the examination. (The invigilator or supervisor must be able to see each candidate's head, eyes, torso, keyboard and mouse. This means that it is unlikely that candidates will be able to access toilet facilities for the duration of the examination or assessment.)
- Be organised in such a way that the invigilator can detect noises made within the candidate's assessment environment at all times during the examination.
- Be arranged in such a way that there is no possibility of collusion or interference (where practical, candidates should be at single desks with 1.25 metres between heads).

- Be suitably equipped for all candidates taking practical tests.
- Have a means provided to allow the invigilator or supervisor to summon assistance.
- Have a working on-screen clock that is clearly visible to candidates.

There's more information on assessing our qualifications in our [Guide to Assessment](#).