

# Invigilator Training

## Course overview

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This is a following on course from Invigilator Training introduction.

This course will cover the practicalities of being an invigilator, ensuring that you have the tools and the knowledge to undertake invigilation activities.

## What will I study?

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You will:

Learn what being an invigilator entails, understand the role and what is the expectation.

Learn how to conduct an exam and the instructions which should be applied before, during and after exams, both written and computer based.

Learn how to deal with unexpected irregularities confidently and where to seek help and advice.

## Assessment method

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You will be assessed through various methods which may include; simulation and role play, written assessment, Q & A and discussion.

## Entry requirements

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You must have attended the pre-requisite Introduction to invigilating training prior to starting this course.

## What should I bring with me?

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You will need to take notes, so bring along your preferred tools, such as pen/paper or an electronic device. An A4 ring binder would also be useful for keeping your handouts.

## Key information

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Where possible this course will take place on site with social distancing measures in place. In the event of a lockdown, the course will take place online via MS Teams.

## Possible next steps

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Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you.

## Contact us

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)

call: 020 8270 4722

