



External Invigilation Form

EXTERNAL INVIGILATION OF THEORY ASSESSMENTS

As an alternative to attending the invigilated theory assessment on a scheduled assessment day, you can request authorisation to perform your theory assessment with an invigilator and in a venue of your choosing. With this option you are required to find both the venue and the person to invigilate the theory assessment. The decision to grant authorisation or not is made by the awarding organisation, not **TRAINFITNESS**.

You must not perform an invigilated theory assessment unless and until you have received written confirmation from us that the awarding organisation has approved your application. Please allow up to three weeks for this; therefore, do not plan to perform an invigilated theory assessment within three weeks of the date of your external invigilation application.

There is a fee for each external invigilation assessment application you make and this is payable by you to us at the time of making the application. The fee is non-refundable, regardless of whether approval is granted by the awarding organisation or not.

To submit an external invigilation application:

Step 1 - Pay the required external invigilation application fee using this link <https://trainfitness.uk/store/products/external-invigilation-application-fee>

Step 2 - Using the same link, download and complete the External Invigilation Form. This form must be filled in and submitted electronically i.e. typed not handwritten and emailed not posted

Step 3 - Submit the External Invigilation Form electronically to support@train.fitness You must also attach to this email a certified copy of any legally recognised form of photographic identification of you. This identification can be certified by a friend, relative or partner/spouse.

If your application is approved, you must adhere to the following criteria:

The venue should:

- have appropriate lighting, ventilation and heating/cooling
- be situated away from distracting noise
- have suitable seating for the duration of the assessment
- have wifi you can access (if it is an onscreen assessment)

The invigilator must not be:

- anyone related to you
- anyone supporting you with reasonable adjustments during the assessment

Before the assessment you must:

- arrive not later than 15 minutes before the scheduled start time of the assessment
- bring photographic identification of yourself (passport, driving licence)
- bring not less than two pens and a calculator (if allowed for the assessment). The calculator cannot be a mobile phone or tablet.
- switch off all smart devices (other than the device you are using if you are performing an onscreen assessment)
- leave anything not required for the assessment, including mobile phones, in an area designated by the invigilator. This will be away from where you are sitting, so please do not bring valuable belongings into the assessment.
- make sure your name is printed on both the assessment paper cover and the answer sheet you will be provided by the invigilator (if it is a paper-based assessment)
- read carefully the instructions printed on the assessment paper (if it is a paper-based assessment)

During the assessment you must:

- follow any instructions given by the invigilator, as well as those on the cover of the assessment paper or on the introduction page if the theory assessment is being conducted onscreen
- sign the bottom of the answer sheet (if not an onscreen assessment)
- not attempt to speak to anyone else in the room, other than the invigilator
- not leave the assessment room until the end of the assessment or not less than 30 minutes after the scheduled start time (whichever is shorter)

After the assessment you must:

- Leave all of the assessment materials in the assessment room. This includes the question papers, answer sheets, as well as any notes you have made.

Please be aware that should you fail to meet any of the above criteria, the awarding organisation may invalidate your result.

Please scroll to the page below to complete the External Invigilation Form.

EXTERNAL INVIGILATION FORM

Learner Name:	Proposed Assessment Date & Time:
Assessment Title & Unit:	
Assessment Venue Name and Address:	
Description of Room Assessment To Be Conducted In:	
Reason for Requesting External Invigilation:	
Date of External Invigilation Application:	
Invilgulator's Name:	
Invigilator's Address:	
Invigilator's Email Address:	
Invigilator's Phone Number:	
<input type="checkbox"/> I confirm that I understand and will adhere to the before mentioned external invigilation criteria	
Once completed, please ensure this document is saved electronically and sent across by email to support@train.fitness	