

# **Invigilator Guidance**

## for Dangerous Goods Driver Training

**Date: September 2024**

Training providers must appoint an appropriate invigilator to supervise Dangerous Goods Driver Training (DGD) examinations.

The invigilator must:

- Hold the essential skills required to ensure:
  - Integrity
  - Professionalism
  - Clear communication
  - Attention to detail.
  - Good time management
  - Appropriate stress management (to support candidates)
  - Knowledge of the IT exam system
  
- Be independent and have no conflict of interest with the candidates sitting the exams. This will include but is not limited to:
  - Delivering dangerous goods driver training
  - Relatives
  - Friends
  - Business associates

An invigilator is responsible for facilitating a secure examination environment. They monitor candidates, manage administrative staff, and enforce exam rules to ensure fairness and integrity of the exam.

This includes but is not limited to:

- Ensuring the room and resources are adequately prepared before the start of the course including but not limited to:
  - The layout of the room allows for workstations to be separated and positioned to prevent impropriety.
- Each workstation has the required equipment that is in good working order and can only be used for the purposes of the examination.
  - PC, laptop, or tablet with a screen size that are suitable for completion of the exam (e.g. 21-24" for a standalone monitor, 13" for a laptop and 10" for a tablet)
  - Separate keyboard and mouse (available on request)
  - The latest version of the online examination platform is being used.
  - Reference material in the room is removed or hidden.
- Ensuring the candidate to invigilator ratio is appropriate (i.e. 20:1)
- Conducting and recording identity checks
- Checking candidates know which examinations will be taken and

that this matches the training provider's records.

- Managing reasonable adjustments
- Check workstations to ensure that devices or reference material is not available to candidates.
- Delivering an examination opening brief
- Ensuring candidates can complete a mock exam.
- Always remaining aware of the actions and behaviour of the candidates and take immediate action where impropriety is identified.
- Remaining in the examination room at all times.
- To oversee the testing process with full attention, monitoring throughout the while testing process.
- Supporting candidates where required including troubleshooting IT issues.
- Ensuring timings for the exams and breaks are observed.
- Delivering a closing brief.

### **Opening Briefing Script:**

The delivery of a briefing script prior to the examinations is critical to the process as it provides candidates with information on what to expect and examination protocols.

To promote the importance and standardisation of the information provided to the candidates the following briefing has been developed and should be delivered to meet the minimum standard that DVSA requires. This should include:

- Explaining the responsibility of the invigilator i.e. supervising the process to ensure fair and secure delivery.
- Checking that that all mobile phones, electronic and smart devices are switched off by tapping the screen and put away.
- Asking candidates to read the instructions on the screen to familiarise themselves with the exam. Encourage candidates to read these regardless of if they have sat an exam before.
- Asking candidates to check the name and exam type is showing correctly and to raise their hand if these details are incorrect.
- Explain candidates must raise their hand if they are experiencing IT difficulties.
- Explain the number of questions within the exam and the pass rate.
- Explain a verbal reminder will be given to candidates when there are 15 minutes remaining.
- Explain where the candidates go once their exam is finished and when they can re-enter the room.
- Confirm that anyone caught colluding or guilty of other irregular conduct will be asked to leave and the exam will be void. They will not be permitted to retake the exam, and their previous exams will be void.

## **Example Briefing**

*My name is XXXXX, and I am the invigilator of the exams you are about to complete. This means that I will supervise you to ensure fair and secure delivery of the examinations.*

*All mobile phones, electronic and smart devices must be switched off at all times put these away. If you have not done so, please do so now.*

*Please ensure that you read the instructions on the screen to familiarise yourself with the exam, I would ask you to read these regardless of if you have sat an exam before.*

*Please check your name and the type of exam you are taking is showing correctly on the screen. Please raise your hand if the details do not relate to you or are incorrect.*

*During the examination if you require IT support, please raise your hand. Please do not call out my name as this will distract other candidates.*

*There are X number of questions to the exam, and you must get a minimum mark of 70% to pass the exam.*

*The screen will show the remaining time of the exam and will warn you where there is 15 minutes remaining. I will also remind you when there is 5 minutes remaining.*

*Please read each question carefully before answering and I would advise checking your answers as you go through.*

*Once you have completed the exam, you must quietly leave the room. You can go to XXXXX to use the facilities and get a refreshment if you need to. Please do not return for your next examination until XXXXX.*

*Anyone caught colluding or guilty of other irregular conduct will be asked to leave and the exam will be void. They will not be permitted to retake the exam, and their previous exams will be void.*

*Do you have any questions?*

## **Closing brief:**

Following completion of the examination it is good practice and DVSA would expect the invigilator to tell the candidates:

- Check each candidate receives their result.
- When and how successful candidates should expect their ADR Driver Training Certificate
- What to do if they do not receive their ADR Driver Training Certificate
- A reminder that the ADR Driver Training Certificate must always be carried when driving dangerous goods.

- When and how unsuccessful candidates can arrange a re-sit of the exam.
- Give candidates the opportunity to ask questions and/or speak with the invigilator.
- Advise how candidates can make a complaint.