Invigilation arrangement

ILM requires that a teacher/trainer/tutor/relative who has directly prepared the learners for the subject being examined undertake the invigilation role only in exceptional circumstances. If this is the only option this form must be completed, signed and emailed to [customer@i-l-m.com](mailto:customer@i-l-m.com) if there is a conflict of interest identified.

**Declaration of a sole invigilator with a conflict of interest**

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| --- |
| Centre name: |
| Centre number: |
| Invigilator: |
| I declare that, as a sole invigilator, I have a conflict of interest. As I have taught/trained/tutored/relative or otherwise been directly involved in the delivery of the programme to be examined, I do not comply with ILM’s recommendation above.  **However this is to formally confirm that I will fully comply with the requirements of invigilation, as specified in ILM’s Instructions for Conducting Examinations, in any examination or on-screen test for which I am to be the sole invigilator.** |
| Invigilator signature: |
| Centre manager signature: |

This completed form needs to be emailed to [customer@i-l-m.com](mailto:customer@i-l-m.com) at ILM and a hard copy retained by the centre and it must be made available if requested by an examination auditor.

A form does not need to be signed before every examination or on-screen test.  Once an invigilator has declared a conflict of interest, he/she is free to invigilate exams. The centre manager must:

* Retain all the declaration forms
* Maintain a record of every on-screen test in which there was a sole invigilator exempted by a declaration, along with the name of the invigilator and the names of the learners present

These records must be available for inspection by ILM.

* Keep signed records of the seating plan, the invigilation arrangements and the centre’s copies of the attendance registers for each examination. The awarding bodies may need to refer to these records

**Advice**: An invigilator should be asked to declare whether he/she has invigilated previously, so as to allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete.