



Cheating Policy -

When a TLA has been assigned an Invigilator role they will be issued with the specific AO guidance and instructions by the lead IQA, for that test. All examinations, including online tests are only to be carried out, in a secure (non interrupted) environment, with an MBKB Invigilator (TLA) present at all times. All tests will be securely stored/ password protected to ensure they remain valid until the test time. Clear guidance is issued prior to each test to outline what is acceptable and required. Photo ID is required by each learner to sit a test. All desks/ stations will be a minimum of 1.8m apart on all sides to ensure no copying or reading from others work. Where more than 6 learners are taking a test, a second invigilator will be allocated.

Upon completion of the allocated time, all tests are collected, sealed and posted in accordance with AO instructions. The Lead Invigilator has responsibility to ensure this is carried out in a secure and timely manner.

Any concerns will be reported immediately to the lead IQA, CEO and the awarding body. A full internal investigation will take place, the findings of which are shared with the AO, a decision will then be made.