

POLICY: ACCREDITATION OF EXAMINATION INVIGILATORS

This policy outlines the process for becoming accredited as an invigilator for the purpose of invigilating BC Certificate of Qualification examinations, Red Seal examinations, and ITA standardized level examinations. The accreditation requirement applies to all external invigilators (non-ITA staff) acting on behalf of ITA.

1.0 Scope

This policy applies to examination invigilators as opposed to ITA Approved Assessors.

2.0 Accreditation of Examination Invigilators

Under ITA's contract with Service BC, specific employees are selected and trained by Service BC to perform invigilation of ITA examinations; and those employees are accredited by ITA. ITA will accredit an individual other than a Service BC employee to invigilate an examination on behalf of ITA if the following criteria are met: The individual has

- documented relevant experience administering exams under strict security protocols
- completed an ITA invigilator session
- signed a declaration that they have read, understood, and agree to adhere to ITA guidelines and processes for invigilation of examinations
- signed a Confidentiality and Non-Disclosure Undertaking with ITA
- provided a minimum of two character references to be verified by ITA
- provided a satisfactory criminal record check including vulnerable persons check

3.0 Accreditation of Non-Service BC Employees as ITA Examination Invigilators

Once the criteria outlined in 2.0 have been met, and ITA's Manager of Assessments or designate has approved an individual as accredited, the individual meets the requirements to enter into a service agreement with ITA to provide examination invigilation services. Invigilators must attend an annual ITA invigilator training session to retain Accreditation.

4.0 Expiry of Accreditation

Accreditation will remain valid for a period of five years, unless otherwise specified or revoked.

5.0 Renewal of Accreditation

Upon or prior to expiry of accreditation, the Manager, Assessments or designate may review the accreditation, and has the discretion to renew accreditation and enter into another service agreement with the invigilator. In accordance with ITA Invigilation Guidelines, a condition of renewal is a satisfactory invigilator performance evaluation by an ITA Assessment Department employee. Updated criminal record checks including vulnerable persons check must be submitted for accreditation renewals. There is no limitation on the number of renewals which can be granted to an individual invigilator.

6.0 Revocation of Accreditation

ITA reserves the right to revoke accreditation of invigilators at any time.

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