



Sue Carrette Training & Consultancy

Assessment and Invigilation Services

Phone: 07985 412091

Email: office@suecarretteconsultancy.com

Web: www.suecarretteconsultancy.com



Assessment and Invigilation Services

Introduction

The need to ensure robust and secure assessment processes, delivering demonstrably consistently high standards to students, is a key aspect of contemporary education. High quality and robust assessment and invigilation is an integral part of the overall 'student service' package which candidates have a right to expect from their education provider.

Sue Carrette Training & Consultancy offers a **full assessment and invigilation development service** which includes:

- **Service Development**
 - Evaluation and review of current assessment processes and procedures
 - Recommendations on an appropriate assessment staffing structure - including the use of Senior Invigilators, Invigilators, Attendants and Chief Invigilators
 - Recommendations on the recruitment, employment and management of contract invigilation staff - including advertising and selection
 - A post assessment service evaluation and review

- **Training**
 - A comprehensive and established training service - tailored to your organisation's regulations and policies, and including a range of case studies based on real scenarios. (The opposite page provides further information on the standard **group training programme**)
 - **One-to-one Invigilator Training** – we are the **only established consultancy to offer both group and individual training** in this field – see our website or contact us for details

These services are relevant to: **Universities, Colleges, Schools, Professional Bodies, Language Schools, Corporate Assessment Centres.** Commissions are welcomed both for the whole outsourcing service as described above, or specific elements of the service, as appropriate.

Expertise

Sue Carrette has **20 years experience in assessment management and Invigilator Training** including the following areas:

- The development and delivery of training to Invigilators and Senior Invigilators – for organisations as diverse as the University of London and Connexions
- Invigilation and marking for the International English Language Testing Service (IELTS) – managed by the British Council, IDP Australia and Cambridge ESOL
- Senior Invigilator for the National Policing Improvement Agency (NPIA) examinations for promotion to Inspector and Sergeant.
- Invigilator role for several universities including the Open University – covering undergraduate, postgraduate and professional body examinations
- Previous substantive (eight years) responsibility for assessment and examinations (including Invigilator Training) for 1,500 undergraduate students at a University.

Invigilator Training

Overview

This is an established and interactive programme designed to equip participants to act as Invigilators and/or Senior Invigilators. It is specifically designed to enable participants to acquire and demonstrate the skills, knowledge and confidence to respond to a wide range of situations calmly and consistently, and to deliver a high quality robust assessment service. The programme will be appropriately adapted to meet the requirements of the regulations and procedures of the client organisation and includes a wide range of Case Studies based on real assessment situations

Content

- Context and legal implications – the institution and the student
- The importance of regulations and procedures
- Key issues in malpractice (including the use of the latest electronic equipment)
- Behaviour types and what to look out for
- Interactive - Case Studies (based on real assessment incidents)
- Dealing with difficult situations

Key Benefits

- Reduce malpractice cases
- Ensure candidates receive the high quality assessment services they deserve
- Tailored to your institution's regulations and procedures
- Upgrade your assessment systems and demonstrate rigorous assessment processes

Target Audience

Relevant to: **Universities, Colleges, Schools, Professional Bodies, Language Schools, Corporate Assessment Centres**. This established programme is suitable for all invigilators – both those contracted in specifically for invigilation and other staff undertaking these duties as part of a wider role.

Format

This programme is usually delivered as a half-day event. It can be extended to a full-day (covering the material in more detail) on request. Packages offering a reduced rate to institutions booking two half-day events on the same day are also available as are comprehensive packages combining invigilator training events with an audit of assessment procedures.

“Concise training session which was excellent on the standards that need to be adhered to”

“A tried and tested delivery where presenter new their stuff”

“Very knowledgeable trainer who had tailored the session to our specific requirements”

“A very informative session which has given me confidence to take up the role of invigilator”



Sue Carrette Training & Consultancy **~ About us~**

We:

- **Are established six years**
- **Receive excellent participant and client feedback and a high level of repeat business**
- **Offer skilled consultants experienced in the education sector**
- **Include many 'extra' services as standard**
- **Are client-focussed and will deliver a full bespoke service tailored to your organisational needs**
- **Offer services UK-wide and year-round**
- **Offer flexible pricing options**

Please contact us for further information – we will be happy to provide details of current clients who will be able to comment on our work

Phone: 07985 412091

Email: office@suecarretteconsultancy.com

Web: www.suecarretteconsultancy.com

