

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 where applicable 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 Contract 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 and understood, and agree to adhere to ITA guidelines and process 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.

3.0 Non-Service BC Employees Contracting with the ITA to Provide Invigilation Services

Once the criteria outlined in 2.0 have been met, and the Director, Customer Service or designate has approved an individual as accredited, the individual meets the requirements to contract with ITA to provide examination invigilation services. Invigilators under contract must attend an annual ITA invigilator training session to retain Accreditation.

4.0 Expiry of Accreditation

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

5.0 Renewal of Accreditation

Upon or prior to expiry of accreditation, the Director, Customer Service or designate may review the accreditation, and has the discretion to renew accreditation and enter into another contract with the invigilator. In accordance with ITA Invigilation Guidelines, a condition of renewal is a satisfactory invigilator evaluation by an ITA Examination Department employee for the previous contract period. Updated criminal record checks must be submitted for accreditation renewals. There is no limitation on the number of two-year renewals which can be granted to an individual invigilator.

6.0 Revocation of Accreditation

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

Approved: 26.Apr.06
Updated: 26.Jul.06 21.Sept.11
 02.May.07
 15.May.08
 30.Jul.09
 30.Sept.10