

Invigilation Exemption Request Form - Functional Skills

Wherever possible Functional Skills assessments should be invigilated by someone who has not been involved in the preparation and teaching of the learners, as set out in our Functional Skills Reform - Instructions for Conducting Examinations (ICE) Handbook 2022-23.

In exceptional circumstances, where it has not been possible for you to make adequate alternative arrangements for invigilation of your learners' assessments, this form must be used to request that the tutor / assessor / employer who has been involved with the delivery of the subject, can be the invigilator.

In completing this form you are confirming that you have read and understood the invigilation information provided in our ICE guidance and are unable to arrange for a non-teaching member of staff to invigilate.

Invigilation Exemption Request Form

<https://forms.office.com/r/i25mDYSBuy>