TWO-ADULT PRESENCE POLICY FOR F2F AND LVE

Policy Status: Safeguarding Control Policy
Applies to: All I-PATH Face-to-Face (F2F) and Live Video Examinations (LVE)
Audience: Centres, Teacher Members, Examiners, Staff
Policy Owner: Head Office
Safeguarding Oversight: Designated Safeguarding Lead (DSL)
Review Cycle: Annual or following safeguarding incident

1. Purpose of the Policy

This policy establishes a mandatory safeguarding control requiring the presence of a minimum of two adults during all I-PATH Face-to-Face (F2F) and Live Video Examinations (LVE).

The purpose is to:

- reduce safeguarding risk
- protect children, young people and vulnerable adults
- protect examiners from allegations or unsafe situations
- ensure transparency and accountability in examination environments

Safeguarding takes precedence over assessment delivery, operational convenience and commercial considerations.

2. Scope

This policy applies to:

- all F2F examinations delivered in centres or venues
- all LVE examinations delivered via approved online platforms
- all disciplines and qualification types

This policy does not apply to Recorded Video Examinations (RVE), which are governed separately by the Online & Digital Safeguarding requirements.

3. Core Requirement: Two-Adult Presence

For every F2F and LVE examination:

At least two adults aged 18+ must be present or available throughout the examination.

This includes:

- the I-PATH examiner, and

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- one additional responsible adult provided by the centre.

This requirement is non-negotiable and applies regardless of:

- candidate age
- examination duration
- familiarity between candidates and adults
- prior safeguarding history

4. Who May Act as the Additional Adult

The additional adult may include:

- a music accompanist or music operator
- a centre administrator or safeguarding officer
- a qualified staff member of the centre
- another responsible adult nominated by the centre

Where an individual is present solely to play music, this meets the two-adult requirement, provided all other rules in this policy are met.

5. Situations Where a Separate Additional Adult Is Required

Where the examination does not require a music player (e.g. acting, speaking, theory-based or movement-only assessments):

- the centre must provide an additional adult to be present for safeguarding purposes.

Failure to do so constitutes a safeguarding breach.

6. Restrictions on the Additional Adult

To preserve safeguarding integrity and assessment independence, the additional adult:

Must NOT:

- be a parent or carer of any candidate being examined in that session
- question, influence or challenge the examiner's marking or decisions
- assess, mark or score candidates
- make notes on candidate performance
- give feedback to candidates during or after the exam
- coach, prompt or cue candidates
- communicate with candidates about performance or outcomes
- create pressure on the examiner before or after results are issued

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Ideally SHOULD NOT:

- be the teacher of the discipline being examined

However, where no other option exists, the centre may use the discipline teacher as a last resort, provided:

- they fully comply with this policy
- they maintain professional distance
- they do not interfere in any way

7. Positioning and Behaviour During the Exam

The additional adult:

- must be present in the room or visible online
- must have candidates within their line of sight
- should not focus attention directly on candidates
- should remain neutral, unobtrusive and observant

Their role is presence, not participation.

8. DBS Expectations

The additional adult:

- should hold an appropriate DBS check for working with children

Where the additional adult does not have a DBS:

- they must never be left alone with children
- they must not supervise candidates independently
- if the examiner needs to leave the room (e.g. toilet break), another DBS-checked adult must be present

This responsibility lies entirely with the centre.

9. Responsibility and Accountability

The responsibility for compliance with this policy lies with:

- the centre, and
- the Teacher Member submitting candidates for examination

I-PATH examiners are empowered to:

- delay, pause or stop an examination

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- refuse to proceed where safeguarding requirements are not met
- report breaches immediately to Head Office and the DSL

10. Interference, Pressure or Challenge by Teachers or Centres

Any attempt by a teacher or centre to:

- influence marking
- challenge results informally
- pressure examiners before or after exams
- undermine examiner independence

will be treated as:

- a safeguarding concern, and
- a malpractice and integrity breach.

11. Sanctions for Non-Compliance

Breaches of this policy may result in one or more of the following:

- termination or suspension of the examination session
- invalidation of results where safeguarding integrity is compromised
- formal safeguarding investigation
- malpractice investigation
- centre approval conditions imposed
- suspension or withdrawal of centre approval
- escalation to the awarding organisation where applicable

Safeguarding overrides all other considerations.

12. Reporting and Escalation

Any concerns relating to:

- absence of an additional adult
- inappropriate behaviour
- interference
- unsafe supervision

must be reported immediately in line with safeguarding procedures.

13. Relationship to Other Policies

This policy must be read alongside:

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- Safeguarding & Child Protection Policy
- Safe Staffing Policy
- Online Examinations Policy
- Examiner Policy
- Malpractice & Maladministration Policy
- Sanctions Policy

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