

INVIGILATE – ASSESSMENT POLICY

Invigilate® is a distinguished, technology-driven assessment and testing solutions provider with over a decade of expertise. As an organization affiliated with the **National Council for Vocational Education and Training (NCVT)**, a premier regulatory body under the Government of India, we enable institutions and enterprises to seamlessly adopt digital solutions in their assessment processes.

Invigilate® has established a clear and comprehensive Assessment Policy designed to uphold the highest standards of integrity, eliminate any possibility of malpractice, and ensure flawless execution of all assessment-related activities. Any breach of these terms or involvement in misconduct will result in immediate termination of employment or contract. **Invigilate®** reserves the right to initiate legal action at its discretion.

To safeguard assessment integrity and prevent any form of malpractice, Training Partners are required to adhere to the following directives:

- Ensure that the practical lab is fully equipped with all necessary tools and equipment in accordance with prescribed guidelines.
- Ensure the availability, accuracy, and authenticity of all documents required for verification, as communicated to the Assessors.
- Refrain from initiating or facilitating any clandestine exchange of materials, in any form, with employees or associates of **Invigilate®**.
- Provide the mandated support (as per SSC guidelines) to **Invigilate®** employees or associates in conducting theory and practical assessments, whenever required.
- Report any instance of misconduct or malpractice involving an **Invigilate®** employee or associate to the central team immediately through the designated communication channels, ensuring all relevant evidence and details are furnished.

Invigilate® reiterates that no individual has the authority to alter theory or practical results once the assessment is completed. All answer files are stored in encrypted and timestamped formats to maintain complete authenticity and traceability.

We request all Training Partners to circulate this Assessment Policy among their centers and personnel involved in assessment activities.