



APPLICATION FOR INDEPENDENTLY INVIGILATED EXAM

QMS027, Version: draft; Issued: d-mmm-yyyy

SPM Academy Certification Center
AccreditationManager@spmacademy.com





1. Purpose

This document defines the qualification requirements, responsibilities, and application process for candidates and invigilators administering certification examinations independently under SPM Academy's Quality Management System (QMS), in accordance with ISO/IEC 17024, ISO 18436-1 and -2.

2. Exam Candidate Details

Candidate's Name: _____

City of Residence: _____ Country of Residence: _____

Date of Birth (YYYY-MM): _____

Email address: _____

Exam: VCAT I (2 hours) VCAT II (3 hours) VCAT III (4 hours) VCAT IV (5 hours)

Proposed Exam Date: _____

Exam Language: English

3. Exam Candidate Declaration

I declare that:

- a) The information provided on this form is true, complete, and accurate;
- b) I will strictly adhere to all examination instructions and regulations, and conduct myself ethically throughout the examination process.

(Candidate Name)

(Signature)

(Date, dd-mmm-yyyy)



4. Independent Invigilator Criteria

The independent invigilator shall serve as a neutral and impartial third party. They shall not have any managerial, supervisory, or reporting relationship with the candidate, nor shall they be a relative, close associate, or otherwise personally connected to the candidate. The independent invigilator shall not have sat for any SPM Academy certification examination within the 30 days preceding the scheduled invigilation. Furthermore, they themselves will not be permitted to sit for any SPM Academy certification examination until at least 30 days have passed following the completion of their invigilation duties.

5. Independent Invigilator Responsibilities

Before the Exam

- Completing the approval process, declaring any potential conflict of interest, and signing the Non-disclosure/Code of Ethics Agreement.
- Ensuring the examination environment meets required conditions (quiet, free from disturbances, clean desk, no unauthorised materials).
- Verifying the identity of the candidate.
- Reading and understanding the examination instructions and invigilation procedures.

During the Exam

- Supervising the candidate continuously for the full duration of the exam.
- Ensuring no cheating, use of unauthorised materials, or communication with others.
- Refraining from providing assistance, hints or coaching to the candidate.
- Enforcing exam rules and security procedures.
- Ensuring that only permitted materials are used.
- Documenting and reporting to SPM Academy any irregularities or suspected breaches.

After the Exam

- Securing all examination materials (paper or digital) and returning or securely destroying them according to instructions.
- Confirming that exam integrity was maintained and/or reporting any incidents.
- Confirming that the invigilator will not sit the certification exam until at least 30 days have passed following the invigilation.



6. Invigilator details

Invigilator's Name: _____

City of Residence: _____ Country of Residence: _____

Date of Birth (YYYY-MM): _____

Email address: _____

Occupation/Job Title: _____

Company: _____

7. Invigilator Declaration

I declare that:

- c) I meet the criteria detailed in this form;
- d) No conflict of interest exists;
- e) I will strictly adhere to all examination instructions and regulations, and ensure that the candidate behaves ethically throughout the examination process.
- f) should I become aware of any misconduct, cheating, irregularities, or unauthorized use of any examination materials, I must report it immediately to SPM Academy.

(Invigilator Name)

(Signature)

(Date, dd-mmm-yyyy)



8. What's Next

Once the form is completed by the candidate and nominated independent invigilator, please email to certification@spmacademy.com.

The nominated invigilator will be notified via email if they have been approved as an independent invigilator. The candidate will be notified of their exam session, upon approval, or will be notified that another invigilator must be nominated.

9. SPM Academy Review & Approval

Reviewer Name: _____

Review Date (dd-mmm-yyyy): _____

Sanction Check completed:

Approval granted: Yes No

Valid until (dd-mmm-yyyy): _____

Additional comments: _____