



Invigilator Policy

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The Invigilator

The Invigilator is the person in the examination room responsible for conducting an exam session.

Invigilators have a key role in upholding the integrity of the external exam or assessment process, ensuring they are conducted according to the JCQ guidelines.

The JCQ Instructions for Conducting Examinations document must be available to the invigilators in the main examination room.

Invigilators must:

- Be familiar with the JCQ document, 'Instructions for conducting examination'.
- Be familiar with the JCQ Mobile Phone poster, JCQ Information to Candidates, the JCQ warning to candidates notice
- Give all their attention to conducting the examination properly.
- Be aware of any specific instructions relating to the subjects being examined.
- Accurately complete the attendance register during the examination in line with the awarding body's instructions.
- Be able to observe each candidate in the examination room at all times.
- Be aware of school procedure in case of emergency.
- Be aware of any candidates present who have medical conditions.
- Be familiar with the administration technique for EpiPen's.
- Inform the Exams Officer, Exams Administrator or Headteacher if they are suspicious about the security of the examination papers.
- Be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell.
- Report and record any incident that occurs during the examination.
- Be familiar with evacuation procedures.

Invigilators must not:

- Carry out any other task in the examination room. e.g. reading a book.
- Use mobile phones or other electronic devices.
- Have conversations unrelated to the examination taking place.
- Help or support students in ways not stipulated in the JCQ guidelines or as part of an access arrangement.

The Exams Officer must:

- Appoint invigilators to make sure that the examination is conducted according to JCQ requirements.
- Invigilators should be asked to declare whether he/she has invigilated previously and whether he/she has any current malpractice applied to them.
- Make sure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre. No relative, friend or peer of a candidate must be the sole invigilator.
- Make sure that invigilators are appropriately trained in their duties.

- Ensure that where 1 invigilator is present in an exam, they must be able to access help easily without leaving the exam room or disrupting the candidates i.e. mobile phone.
- Keep signed records of the seating plan, the 'Invigilation Arrangements' and copies of the attendance records for each examination.
- Ensure a suitable room is provided for the examination with appropriate conditions for taking the examination.
- Make sure that a teacher/senior member of teaching staff who has prepared the candidates for the subject of the examination during the academic year is not present during the timetabled written or on-screen examinations.
- Ensure only those candidates actually sitting the examination are present in the examination room while an examination is taking place.

Only those members of staff authorised by the Exams Officer should be present in the Examination room to carry out specific roles i.e.

- To identify and settle candidates and instill discipline.
- To deal with any disciplinary matters.
- To check that candidates have been issued with the correct question papers for their subject, unit, component and tier of entry, if appropriate.
- To check that candidates, have the necessary equipment & materials for the examination where permitted i.e. calculators, anthologies, set text.

Under no circumstances may members of school staff:

- Be present at the start of the examination and read the examination question paper before leaving the room.
- Enter the exam room uninvited, with the sole intention of accessing the question paper.
- Provide advice to candidates without the permission of the awarding body.
- Comment or advise on the question paper in regard to which sections to complete.
- Have access to the question paper unless this is specifically requested by the Exams Officer or an invigilator, for example, where a possible printing error has been identified.
- Give any indication of their opinion of a question paper to candidates having been asked to inspect its content.
- Communicate with candidates except where maintaining discipline in the exam room.
- Enter the exam room to provide encouragement.
- Enter the exam room and read candidates' scripts.

INVIGILATION ARRANGEMENTS FOR CANDIDATES WITH ACCESS ARRANGEMENTS

Oral Language Modifier/ Practical Assistant/ Prompter/Reader/Scribe/Word Processor

Candidates requiring any of the above will be accommodated separately and a separate invigilator and or Learning Support Assistant will be appointed.

This checklist summarises the most essential actions for invigilating written examinations. It must be issued to invigilators as part of their preparation and training. Invigilators must be familiar with the JCQ publication Instructions for conducting examinations in advance of the examinations.

A. Arranging the examination room

1. Check that any charts, diagrams, etc. have been cleared from the walls.
2. Check that you have the following on display:
 - an analogue or digital clock that all candidates can see clearly;
 - a board/display showing the centre number, subject title, paper number and the actual starting and finishing time of the examination(s).
3. Check that you have:
 - for the **main examination hall/room** a printed paper copy or an electronic copy, accessible via a laptop or tablet, of the **2022/2023 JCQ *Instructions for conducting examinations*** ;
 - any subject-specific instructions and/or stationery lists issued by the relevant awarding body;
 - a seating plan of the examination.
4. Check that your mobile phone, to be used in emergencies only, has been switched to silent mode.

B. Identifying candidates

1. Make sure you know the identity of every candidate in the examination room.
2. Check the documentary evidence that private candidates or transferred candidates provide. You **must** ensure that they are the same people who were entered/registered for the examination/assessment.

C. Before the examination

1. Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries (see F page 2), anthologies and set texts.
2. Tell candidates that they must now follow the regulations of the examination.
3. Warn candidates that they **must** give you any unauthorised materials. **This includes potential technological/web enabled sources of information such as iPods, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device.**
4. Tell candidates to remove their wrist watch and place it on their desk so that it is in sight of the invigilator(s).
5. Tell the candidates:
 - to fill in the details on the front of the answer booklet and any supplementary sheets, e.g. candidate name, (except CCEA) candidate number and centre number **in black ink**;
 - to read the instructions on the front of the question paper.
6. Tell the candidates about any erratum notices.

7. Remind candidates to write clearly using black ink, not to use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.

8. Tell candidates when they may begin and how much time they have.

D. During the examination

1. Accurately complete the attendance register – **see section 22** of the *Instructions for conducting examinations*.

2. **See section 21** of the *Instructions for conducting examinations* if a candidate arrives late.

3. Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.

4. Do not give any information to candidates about:

- suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by the awarding body;
- any question on the paper or the requirements for answering particular questions.

5. **See section 23** of the *Instructions for conducting examinations* as to when a candidate may leave the examination room.

6. Make sure that a question paper is not removed from the examination room during the examination.

7. Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.

8. In an emergency **see section 25** of these *Instructions* and your centre's emergency evacuation procedure.

9. Keep a record of any incidents which arise during the examination.

10. Tell candidates to stop writing at the end of the examination.

E. After the examination

1. Check and sign the attendance register.

2. Tell candidates to check that they have:

- written all the necessary information on their scripts including supplementary answer sheets;
- crossed out rough work or unwanted answers;
- placed any loose additional answer sheets inside the answer booklet.

3. Collect all scripts, question papers and any other material before candidates leave the examination room.

4. Arrange scripts in the order candidates appear on the attendance register.
5. Make sure that scripts are **stored securely** before being sent to the examiner or the awarding body.

F. Use of calculators and dictionaries

1. Candidates are allowed to use calculators, unless the specification for the subject says otherwise.
2. Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.
3. Candidates who meet the JCQ regulations may use bilingual dictionaries.

G. Access Arrangements

1. Check in advance with the exams officer which candidates, if any, have been granted access arrangements. Ensure you understand the nature and delivery of the arrangement(s) and that you are aware of any materials the candidate is allowed access to, e.g. a bilingual dictionary, a coloured overlay, a modified enlarged question paper.