



FOR rTRIIBE INVIGILATORS · 2025-2026

Exam Invigilator's Handbook

The reference guide for everyone invigilating examinations through rTriibe.
Read carefully before accepting any invigilation booking.

Contents

Introduction	3
General information	4
Key staff during the exam process	6
Setting up the examination room	7
Starting the examination	9
Your role when the candidates are being seated	12
Once the examination has started	12
Questions you are likely to be asked	14
Possible problems and scenarios	16
During the examination	18
Finishing the examination	20
Leaving the examination room	22
On-screen exams	23
Access arrangements	24
Health and safety	27
Emergencies	28
Additional resources	29

Introduction

Invigilation is a vital job and must be taken seriously.

Effective examination invigilation involves:

- Setting up the examination room
- Conducting the examinations to the standards set by the school and/or the awarding body
- Maintaining health and safety
- Encouraging appropriate behaviour and working as a member of a team
- Ensuring all candidates have an equal opportunity to demonstrate their abilities
- Following protocol so the exam materials are always secure, preventing administrative failures
- Following the procedures outlined in this guide to prevent candidate malpractice
- If you suspect at any time that the security of the examination materials has been compromised, you must report this concern to the exams officer as soon as possible

rTriibe has written this handbook to provide you with the information you need to carry out your role as an invigilator — please read it carefully.

If your query isn't answered in this handbook, first ask your consultant at rTriibe. If your query happens while at a school, discuss it with an appropriate person at the school or refer to the JCQ instructions for conducting examinations. A copy should be available in the examination room.

General information

Arrival

Please arrive promptly for the examination. You need to be present at least 30 minutes before the start of the examination to ensure everything is in order. Under no circumstances can the examinations start late. Once you have accepted a booking it is your responsibility to ensure you are early.

On arrival, please sign the invigilator register — this is separate to the standard signing-in you complete at reception when you present your photo ID and DBS certificate. This matters for several reasons: it allows the school to identify who has arrived from the rTriibe timetable, helps them allocate you correctly, and gives them an audit record. Not signing in and out can also affect your pay, as this determines the time you spent at the school.

Confidentiality

You may need to know some personal details about a candidate. Any information about a pupil and their circumstances must be treated with complete confidentiality and not discussed with anyone outside of the school. Even within the school, only discuss a candidate with the correct member of staff in an appropriate place.

What to wear

The dress code is strictly smart wear and must be adhered to. See the code of conduct for more.

- Examinations may take place in various rooms. Hard heeled shoes are not appropriate for hard floors — you need to be able to move around the room without being heard. Bring a suitable alternative if needed.
- Whilst every effort is made to ensure a comfortable temperature, rooms can occasionally be hotter or cooler than expected. Layers are recommended.

Distractions

- Your own mobile phone must be switched off and out of sight. The only exception is for emergencies — in which case the phone should be on silent.
- There are acceptable ways for an invigilator to get help easily without leaving the examination room, including using a mobile phone. Mobile phones are only allowed in the examination room for this purpose, and you must confirm with the school that this method is acceptable.
- There is no other acceptable reason for use of your mobile.

Key staff who may be present during the exam process

The key people who deal with examinations will be introduced to you on arrival so you can identify them when needed.

You will encounter senior members of staff who have been approved by the head of centre for exams. These members of staff will not have taught the subject being examined, as set out in the JCQ guide. If you believe an unauthorised member of staff has entered an exam room when it was not appropriate, you must report this to the exams officer.

Senior members of staff's role during the exam:

- Identify and settle candidates and instil discipline
- Check that candidates have the correct question papers for the day, date, time, subject, unit/component and tier of entry
- Check that candidates have the necessary equipment and materials (calculators, anthologies, set texts where permitted)
- Start the examination

Senior staff must not provide advice on the exam, comment on the question paper, or give advice on which sections to attempt. Only candidates sitting the examination must be present in the examination room while it is taking place.

Setting up the examination room

You will usually find that preparations have been organised before you arrive — desks set out, candidates already issued with seat numbers, seating plans displayed.

The exam office staff will have collected what's required and transported it to the venue. This is likely to include:

- Clock (analogue or digital)
- Instructions for conducting examinations, including a board showing the centre number, subject title, paper number, start and finish time, and date
- Senior invigilator announcement to read out
- Invigilator checklist
- Posters relevant to the exams. If you see anything other than exam documentation on the walls, raise it immediately and ensure it is removed.
- Invigilator signing in/out sheet (may be at reception instead)
- Spare equipment — pens, pencils, etc.
- Absence log
- Incident log
- Copy of the JCQ Instructions for conducting examinations
- Specific instructions for that exam, including allowed materials

If you see any of the above missing, raise it immediately so it can be resolved before the exam begins.

CRITICAL

rTriibe cannot stress enough the importance of question papers never being left unsupervised for any reason, even in an emergency.

Second pair of eyes check

You may hear "second pair of eyes check" and may occasionally be asked to help. To avoid breaches of security, care must be taken to ensure the correct question paper packets are opened. A member of centre staff (additional to the person removing the packets from secure storage) must check the day, date, time, subject, unit/component and tier of entry immediately before a packet is opened. This second pair of eyes check must be recorded.

One way of conducting it is the "eyes and ears" approach: one person reads the information from the packet aloud to the second person. This addresses the risk that people read what they expect to see — the second person is more likely to catch any issue.

If the wrong packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately. Question papers must not be left unattended.

Resources for examinations

Candidates may use resources such as anthologies, bilingual translation dictionaries, and editions of set texts as set out in the instructions on the question paper. Candidates have prior notice that they're responsible for bringing these. If candidates have any unauthorised material in an examination — whether they intend to use it or not — this may be considered malpractice.

Starting the examination

The lead person decides when candidates can enter the room and take their seats. You must ensure candidates have sat in their designated seat according to the seating chart.

Identifying candidates

- Invigilators must establish the identity of all candidates sitting examinations.
- Senior centre staff (e.g. an Assistant Headteacher) authorised by the head of centre may help with identification at the start.
- Where it is impossible to identify a candidate due to religious clothing such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the clothing for identification. Once identified, the candidate replaces the clothing and proceeds as normal.
- Invigilators must be informed of those candidates with access arrangements and made aware of the arrangement(s) awarded.
- Invigilators should be able to see all candidates at once — particularly important when screened booths are used for MFL listening exams.

Senior invigilator's announcements

As candidates enter the room the senior invigilator will issue warnings, instructions, and erratum notices. Occasionally you may be asked to do this — feel free to say no if you'd rather not. If you do start an examination, there should be a printed, laminated announcement script in the examinations box for you to follow.

Key points to cover as candidates enter:

- Make them aware they are now under exam conditions
- Bags and coats at the back/front but away from fire exits
- Mobile phones, MP3s and any smart devices must be handed in
- Drinks labels removed from water bottles

- Do not start writing until instructed. Do not open the question paper until told the exam has begun.
- Only materials listed on the question paper are allowed in the exam room
- Check pockets now for notes, books, papers, iPods, iWatches, AirPods, mobile phones. Hand any unauthorised items to an invigilator. Failure to do so may lead to disqualification.
- For exams allowing books: check that no notes or papers have been left inside, and that you have the correct edition
- For exams allowing calculators: ensure the lid/case is removed and placed under the chair
- Check you have the correct paper for your subject, unit, component, and tier
- Fill in all details on the front of the answer book and any additional sheets
- Read the instructions on the front of the question paper
- Mention any erratum notices
- Remember to write in black ink only, in the designated sections of the answer booklet
- Rough work in the answer book, neatly crossed through with a single line
- No corrective pens, fluid or tape, erasable pens, blotting paper, highlighters or gel pens in answers
- No communication, asking for help, or giving help. Put hand up to attract the invigilator's attention.
- If the fire alarm sounds, stay seated and wait for instructions
- Tell candidates how much time they have when they begin

Your role when the candidates are being seated

Invigilators should spread themselves around the room once candidates start to enter to ensure silence is maintained.

Check:

- Exam regulations notices (mobile phone warnings, centre number, etc.) are displayed inside and outside the room
- Coats and bags are placed at the front/back of the room, away from fire exits
- Mobile phones, iPods and other electronic equipment are collected
- Candidates have black pens — all answers are to be filled in using black ink
- Pupils are sitting in silence, facing the front
- Drink bottles have labels removed
- All candidates have an unobstructed view of the clock and start/finish times

Once the examination has started

The invigilator must not:

- Direct candidates to questions or sections of the question paper
- Comment where a candidate believes there is an error or omission on the question paper. The invigilator must, however, refer the matter immediately to the exams officer.
- Give any information about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body
- Comment on the content of the question paper
- Read a word printed on the question paper to a candidate, other than the instructions on the front cover
- Offer any advice or comment on the work of a candidate

At the front of each exam room there should be an incident log. If you need to make any reports about disruptions or inappropriate behaviour, this is where you log the information so it can be passed to the exams officer.

If you remove any unauthorised materials from a candidate during an exam, record this on the incident log in detail and pass it to the exams officer as soon as the exam has finished.

What to do if a candidate arrives late

A candidate who arrives after the start of the examination may be allowed to enter and sit the examination — at the discretion of the centre. Confirm with the school. A late candidate must be allowed the full time for the examination.

A candidate is considered very late if they arrive:

- More than one hour after the awarding body's published starting time for an exam lasting one hour or more (i.e. after 10.00am for a morning exam or after 2.30pm for an afternoon exam)
- After the awarding body's published finishing time for an exam lasting less than one hour

You must record: the time the candidate came under centre staff supervision, the actual starting and finishing times of the examination, and the time the candidate started and finished.

Supervising the candidates

- Invigilators must supervise candidates throughout the whole time the examination is in progress
- Invigilators should be at the front, back and sides of the room if possible
- Official examination stationery must be issued — no other stationery, including paper for rough work, can be provided

- In the examination room, candidates must not have access to: AirPods, earphones/earbuds, iPods, mobile phones, MP3/4 players, watches
- Any pencil cases taken into the examination room must be see-through
- Any unauthorised items taken into the room must be placed out of reach (not under desks) before the examination starts — usually at the front of the room
- If candidates have access to unauthorised items, this may be considered malpractice

Malpractice

Where a candidate is being disruptive, the invigilator must warn them that they may be removed from the examination room and that the awarding body will be informed and may decide to penalise them — including disqualification. Record what has happened on the incident log.

Questions you are likely to be asked

Q: What's my candidate number?

A: It's on the paper placed on the desk before the start of the exam, denoted as their examination number. If they don't have one, tell them not to worry — the exams officer will fill it in later. The centre number is also on the paper.

Q: Can I go to the toilet?

A: Discourage this. A delaying tactic is to point out it's only a short time to the end of the exam. If they ask again, use your discretion — for most candidates this is a way of killing time and it disturbs the others, and may start a chain of similar requests. You'll be advised about any candidate with a medical need. Usually you can only accompany a candidate of the same sex, because you must go into the wash basin area while they use the cubicle.

Q: What does this word mean?

A: You are not allowed to tell them, nor should you enter into a conversation with them.

Q: I think the paper has a typing or other error.

A: If correct, repeat the erratum notice (if there was one) read at the beginning of the session. Otherwise do not offer an opinion. You might advise them to reread the question and do what they think is best. If the candidate is correct, nothing can be done during the examination — the exams officer will contact the board at the end of the session.

Q: Can I use a calculator?

A: Look at the front of the question paper — it will say if calculators are required or allowed. Candidates must not have access to calculator instructions. Do not lend one candidate another candidate's calculator.

Q: Can I use a dictionary?

A: Candidates are not allowed to use dictionaries unless the specification says otherwise. You'll have been advised about any candidate who qualifies to use a bilingual dictionary.

Possible problems and scenarios

PROBLEM

The candidate needs a piece of equipment they don't have — pen (because theirs has run out), rubber, ruler, coloured pencils, paper tissue.

SOLUTION

All materials will have been provided as additional materials at the front. Never disturb another candidate to borrow their equipment.

PROBLEM

A candidate arrives late.

SOLUTION

Candidates who arrive within 60 minutes of the start of an ongoing examination may be allowed to do the examination. Be aware they might be in a panic — calm and reassure them. Tell them they can have the full time for the paper, but warn that the exam board may not accept the script. Note their arrival time and reason given for lateness, but do not comment on the reason. See section 21 of the JCQ Instructions for more.

PROBLEM

A candidate wants to leave the examination room before the end of the session.

SOLUTION

Ask the school on arrival what their policy is for candidates leaving early after finishing. Section 23 of the JCQ instructions has further information.

PROBLEM

Disruptive behaviour — whistling, coughing, squeaking chairs, tapping. Rare but disturbing, and unfortunately catching.

SOLUTION

Identify the culprit(s) and quietly but firmly warn them to stop and settle down. If you can, move them to a spare desk away from the main group. If behaviour continues, send for a senior member of staff. Note the offence, time, and culprit's name/seat reference on the incident log.

PROBLEM

A candidate waits until you are passing to ask for extra paper or ask a question, instead of putting their hand up.

SOLUTION

Solve their problem but give a quiet reminder about putting their hand up.

PROBLEM

Candidates who graffiti their hands/wrists after they have finished.

SOLUTION

Tell them to stop — otherwise it would be difficult to decide if the writing was present when the candidate entered the room, and it could be a form of malpractice.

During the examination

Invigilators should:

- Not congregate — space themselves around the room
- Not sit down unless there are so few candidates you can observe them all properly
- Circulate around the desks as quietly as possible
- Not over-invigilate — say and do what is necessary and no more
- Not stand and stare or look over candidates' shoulders — they will find this very unnerving
- Record any unexpected incidents using the incident log. Note seat references rather than disturbing candidates by asking their name. If in doubt, write it down.
- For most situations of suspected malpractice, allow the examination to continue and sort out the problem at the end rather than disrupting other candidates
- Ensure the examination is being carried out in silence — only conversations related to the examination are permitted
- Always supervise candidates — do not read (including texts and emails), do any other work, or read a spare question paper. Be focused on the candidates at all times.
- If a mobile phone goes off during the exam, find it and switch it off if possible. Allow the exam to continue — do not discuss consequences with the candidate.
- Be aware of pupils who might cheat with an MP3 player — earpieces can be threaded up a tie or hidden under long hair. Watch for pupils fiddling with their pockets.
- Food is not allowed except in exceptional circumstances (e.g. diabetic — needs would be explained). Cough sweets at your discretion.
- Medication for hay fever or asthma must be approved by the examination office with a procedure agreed beforehand

- Drinks are permitted in clear bottles with spill-proof caps and labels removed
- Make sure no question paper is removed from the examination room during the examination
- At least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations

Calculators

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. The instructions on the question paper will say whether calculators are allowed. If they don't include such a statement, calculators are treated as standard equipment and may be used.

Where calculators are allowed, candidates are responsible for ensuring their calculators meet the awarding bodies' regulations.

During an examination a calculator must not be able to offer:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

And must not give access to pre-stored information, including databanks, dictionaries, mathematical formulae, or text.

A calculator must not be borrowed from another candidate. Some calculators have an "exam mode" — this is acceptable where the mode is activated and makes the calculator compliant with the above. An invigilator may give a candidate a replacement calculator.

Finishing the examination

- Issue a five-minute warning to candidates before the end of the exam if permitted. This is at the centre's discretion — the school will advise.
- For City & Guilds multiple choice exams, candidates should be instructed to check they have recorded their answers on the answer sheet, not the question paper
- The exams officer will normally come into the exam room and organise the end of the exam, collect scripts and materials, and dismiss candidates

If you must end an examination yourself (when there are very few candidates):

- Tell candidates to stop writing
- Remind them they should remain silent and not communicate until they have left the examination room — exam conditions are still in place
- Ask candidates to check they have put their name, candidate number and centre on the front of the answer booklet and any additional sheets — this is the only thing a candidate is allowed to write after the "pens down" instruction

- Candidates allowed extra time will have been identified on the register — allow them to continue working if they wish
- Make sure candidates attach additional pages securely to the main answer booklet with a treasury tag
- Collect all scripts in numerical order (i.e. seating plan order)
- Whilst collecting in papers, actively supervise the other candidates
- Collect question papers and rough paper separately. Do not mix up question papers and answer booklets.
- Once desks are clear, candidates are dismissed in an orderly manner — one row at a time. Allow them to collect possessions from the front/back and leave in silence.
- Keep clash candidates under supervision until they are collected by a member of staff
- Never leave the room without taking the answer papers with you

Collecting scripts

- Collect all scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave
- Check there is a script for every candidate marked as present on the attendance register
- Check that names on the scripts match the details on the attendance register
- Check candidates have used their correct centre and candidate number
- Give scripts to the person responsible for despatching them to the awarding body
- Scripts are confidential between candidates and the awarding body. They may not be read or photocopied before being sent to the awarding body, unless the awarding body has stated otherwise.

Completing the attendance register

The attendance register is a key part of identifying candidates present in the examination room. The invigilator must:

- Accurately complete the register during the examination, clearly indicating who is present, absent, or transferred
- Add details of candidates who took the exam but aren't on the register
- Cross through the numbers and names of candidates who have been officially withdrawn but are still shown
- The register must be completed before the end of the examination so a check can be made as scripts are collected

Leaving the examination room

- For exams lasting one hour or more, candidates must stay under centre supervision until 10.00am for morning or 2.30pm for afternoon

- For exams lasting less than one hour, candidates must be supervised, and question papers kept in secure storage, until the published finishing time
- Candidates allowed to leave the exam room temporarily must be accompanied by a member of centre staff (not the candidate's subject teacher)
- Candidates may be allowed extra time at the discretion of the centre to compensate for temporary absence
- Candidates who finish early and leave must hand in their script, question paper and any other material before leaving — and must not be allowed back into the room
- Scripts, question papers and any other material must not be removed from the examination room until all candidates have completed the examination

On-screen exams

- The invigilator must check the identity of each candidate and ensure that the correct ID and password are issued. The candidate is responsible for inputting their ID and password.
- The invigilator must give the candidate the correct ID and password to access their examination. If a candidate sits an exam in another candidate's name, this may constitute malpractice.
- Confidential material (including discarded printouts) must be kept secure throughout the examination window
- Candidates should normally be seated in candidate number order. Those permitted extra time should be seated where they will not be disturbed by candidates who have completed the test.
- Candidates must not be permitted to change seats unless asked to do so by the invigilator
- For on-screen tests with many candidates, a specialist invigilator with proven IT skills should be appointed, assisted by at least one other invigilator
- There must be at least one invigilator for each group of 20 or fewer candidates taking on-screen tests
- Technical help should be available throughout in case of hardware/software problems

There must be no access to: data on the hard drive, email, portable storage media (floppy disks, CDs, memory sticks), pre-prepared templates, the internet.

Finishing the on-screen examination

- Centres must ensure all candidates' work is saved and secure from unauthorised access
- All other examination material — including copies of work, additional printouts and question papers — must be collected by the invigilator and stored securely
- Common user areas accessible to candidates must be cleared of all work saved during the examination immediately after each session
- Scrap paper used by candidates must be collected and destroyed

- Where required by an awarding body, the invigilator should check that all on-screen assessments have been uploaded

Access arrangements

The following arrangements may be provided without prior approval:

- Amplification equipment
- Braille
- Closed circuit television (CCTV)
- Coloured overlays
- Low vision aid / magnifier
- Optical character reader (OCR) scanners

Bilingual translation dictionaries

A bilingual translation dictionary must only be used by a candidate whose first language is not English, Irish or Welsh, and must reflect the candidate's normal way of working within the centre.

It must not be used in:

- English / English Language examinations
- Irish or Welsh Language examinations
- Modern Foreign Language exams testing one of the languages of the dictionary or a similar language
- GCSE English Literature, Geography, History, Religious Studies, or Welsh Literature examinations

The dictionary must not contain pictures or provide explanations of words. A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and right to these arrangements.

Prompter

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, loses concentration easily, or has an obsessive-compulsive disorder leading them to keep revisiting questions.

A prompter is a responsible adult who may sit beside the candidate to keep them focused. They are not a practical assistant, reader or scribe, but the same person may act as such if permission has been given.

The prompter must not normally be the candidate's own subject teacher, Learning Support Assistant, teaching assistant, or a relative, friend or peer.

A prompter may use prompts vocally or written on a flash card such as: "Jack — focus on the question"; "Jack — there are 15 minutes left". They may tap on the desk or on the

candidate's arm to remind the candidate to pay attention or move on. They must not advise on which questions to do, give factual help, or offer suggestions.

Word processors (computers, laptops and tablets)

- Centres can provide a word processor (with spelling and grammar check / predictive text disabled) where it is the candidate's normal way of working
- Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer
- Each page of the typed script must be numbered (e.g. page 1 of 6)
- Invigilators must remind candidates to save their work at regular intervals
- To make marking easier, candidates should use minimum 12pt font and double spacing

A word processor must be used as a typewriter, not as a database. It must be cleared of any previously stored data, in good working order, and accommodated so other candidates aren't disturbed and can't read the screen. It must not give access to other applications such as a calculator, email, the internet, social media, or spreadsheets.

Communication Professional & Language Modifier

Candidates requiring a Communication Professional or Language Modifier may need to be accommodated in another room — in which case a separate invigilator will be required.

Where a person is appointed to facilitate an access arrangement (Communication Professional, Language Modifier, practical assistant, prompter, reader, or scribe), they must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant — and must not be a relative, friend or peer. A private tutor cannot facilitate an access arrangement.

Computer reader / reader

The centre is responsible for ensuring the candidate and reader cannot be overheard or distract other candidates. Where the candidate and reader are accommodated in another room one-to-one, the invigilator may additionally act as the reader.

Scribe / speech recognition technology

Normally the candidate and scribe will be accommodated in another room. Where they are accommodated one-to-one, the invigilator may additionally act as the scribe. Where a group of candidates each have their own scribe in the same room, a separate invigilator is required.

Health and safety

Ensure that bags and coats are put at the back of the room in a tidy manner, away from fire exits. Do not have anything where it could cause a trip hazard if the room had to be evacuated in a hurry.

The rooms used for examinations are locked unless they are occupied. Check that all doors are unlocked when the candidates come into the room.

On arrival at the school, you should be informed of what to do and who to contact in emergency situations.

Emergencies

CRITICAL REFERENCE

See section 25 of the JCQ instructions for conducting examinations when an emergency arises.

In an emergency such as a fire alarm or bomb alert, the invigilator must take the following action:

- Stop the candidates from writing
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room — they must close their answer booklet
- Ensure candidates leave the room in silence
- Ensure candidates are supervised as closely as possible while they are out of the examination room so there is no discussion about the exam
- Make a note of the time of the interruption and how long it lasted
- Allow candidates the remainder of the working time set for the exam once it resumes
- If there are only a few candidates, consider taking them (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and the action taken, and send to the relevant awarding body
- If at any time you believe there has been a breach of question paper security, report this to the exam officer urgently

When the all-clear is given, a senior member of staff will take charge, and you will help escort candidates back into the examination room and seat them in their designated seat — again in silence.

Do not restart the examination until instructed to do so.

Additional resources

Familiarise yourself with these JCQ resources before accepting any exam invigilation work:

- JCQ Instructions for conducting examinations 2025/26
[jqc.org.uk/wp-content/uploads/sites/2/2025/10/Print-version-JCQ-Instructions-for-conducting-examinations-2025_6_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/10/Print-version-JCQ-Instructions-for-conducting-examinations-2025_6_FINAL.pdf)
- JCQ Checklist for invigilators — written examinations 2025/26
[jqc.org.uk/wp-content/uploads/sites/2/2025/10/JCQ-Checklist-for-invigilators-written-examinations_2025_26.pdf](https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/10/JCQ-Checklist-for-invigilators-written-examinations_2025_26.pdf)
- JCQ After the exam checklist
[jqc.org.uk/wp-content/uploads/sites/2/2025/10/JCQ-After-the-exam-checklist.pdf](https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/10/JCQ-After-the-exam-checklist.pdf)
- JCQ Starting times for examinations & supervising candidates
[jqc.org.uk/wp-content/uploads/sites/2/2025/09/JCQ-Infographic-exam-starting-times-updated-27.01.25.pdf](https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/09/JCQ-Infographic-exam-starting-times-updated-27.01.25.pdf)
- JCQ FAQs — Using calculators
[jqc.org.uk/wp-content/uploads/sites/2/2025/10/FAQs-Using-Calculators_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/10/FAQs-Using-Calculators_FINAL.pdf)
- Instructions for conducting GCSE & GCE MFL Listening exams
[jqc.org.uk/knowledge-hub/instructions-for-conducting-gcse-gce-mfl-listening-examinations/](https://www.jcq.org.uk/knowledge-hub/instructions-for-conducting-gcse-gce-mfl-listening-examinations/)

If you are asked to conduct an examination away from the school premises, ensure you have thoroughly read and understood section 11 of the JCQ handbook so you can clarify anything you are unsure of before leaving to invigilate.

QUESTIONS?

Email ask@rtriibe.com or speak to your rTriibe consultant. We're here to help.