

Exam Invigilator's Handbook 2024-2025



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Introduction

Invigilation is a vital job 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.
- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure you follow protocol so that the exam materials are always secure, this will also ensure that there are no administrative failures.
- Ensuring that you follow the procedures outlined in this guide to prevent any candidate malpractice.
- If you suspect that at any time the security of the examination materials has been compromised, you must report this concern to the exams officer as soon as possible.

rTriibe have written this handbook to provide you with the information you require to carry out your role as an invigilator, **please read it carefully.**

If your query/question is not answered in this booklet, first ask your consultant at rTriibe. If your query happens while at a school, firstly discuss 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. Which ever option is the most appropriate at the time.**

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 for this work it is your responsibility to ensure you are early to the booking. Please refer to the code of conduct for exams for information about this.

On arrival, please sign the invigilator register, this is separate to the standard signing in you are expected to do on arrival at the school when you present your photo ID and DBS certificate. This is important for several reasons, firstly this allows the schools to identify who has arrived for the exams from the timetable that rTriibe has issued to them, this will help the schools is allocating you where you need to be for the exams. Secondly, the school are required to keep records of invigilator's and where they have been for the

exams, being able to sign you in this way will make things more efficient and accurate. Lastly, not signing in and out of this could affect your pay, this is what will be used to ensure you are paid for the correct amount of time at the school.

Confidentiality

You may need to know some personal details about a candidate. If you are given information about a pupil and/or their circumstances, this must be treated with complete **confidentiality** and not discussed with anyone outside of the school. Even within the school if you do need to discuss a candidate be sure to do so with the correct member of staff and in an appropriate place.

What to wear

The dress code is strictly **smart wear** and **must** be adhered to, please see additional information in the code of conduct.

In addition, it is worth noting the following:

- Examinations may take place in various rooms and your footwear needs to be taken into consideration. For example, if the exam was to take place in a room with a hard floor **hard heeled shoes are not appropriate**. Please ensure you have a suitable alternative to wear for invigilation purposes. You need to be able to move round the room without being heard.
- Whilst every effort is made to ensure a comfortable temperature in the examination rooms, please be aware on occasions rooms can be hotter or cooler than you would like. Therefore, we would recommend layers to your clothing to accommodate these temperature changes.

Distractions

- Please be sure your **own mobile phone is switched off** and out of sight. There are exceptions to mobile phone use in an **emergency**: for this purpose, the phone should be **on silent as not to disturb anyone** in the examination room.
- **Advice:** There are a range of acceptable ways for an invigilator to get help easily without leaving the examination room and without disturbing the candidates, such as using a mobile phone. Mobile phones are only allowed in the examination room for this purpose, but you **must confirm with the school if this is an acceptable method by them**, they may have a designed phone with stored numbers that are appropriate to contact in these circumstances or an alternative method.
- **There is no other acceptable reason for use of your mobile than this.**

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 are able to 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 that at any point an unauthorised member of staff has entered an exam room when it was not appropriate for them to do so, you must report this to the exam officer.

Senior members of staff's role during the exam:

- Identify and settle candidates and instil discipline.
- Check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.
- Check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted.
- Start the examination. Only those senior members of centre staff authorised by the head of centre to specifically perform the above tasks may be present in the examination room. Senior members of centre staff must not provide advice and guidance on the examination. They must not comment on the question paper or give advice on which sections of the paper and which questions should be attempted.
- Only candidates sitting the examination/assessment must be present in the examination room while an examination is taking place.
- Centre staff who are called upon to enter the examination room during the course of the examination because a candidate has identified a possible problem which the invigilator is unable to resolve, such as a suspected error on the question paper, do not need prior authorisation.
- If they leave the examination room, they may only take the question paper with them if they need to check a possible problem with the relevant awarding body. If the awarding body has not issued an erratum, then the instruction to candidates must be to answer the question as printed. Centre staff must not provide advice to candidates without the permission of the awarding body.

Setting up the examination room

You will usually find that preparations for the examinations have been organised before you arrive. The desks will be set out, candidates will already have their seat number and seating plan references will be displayed outside on the walls.

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

- Clock (analogue or digital)
- Instructions for conducting examinations. Such as, a board showing the centre number, subject title, paper number, the start and finish time and date of the examination.

papers must not be left unattended. Care must always be taken to ensure the security of the question papers.

The lead person in the room (usually a senior member of staff) and the examinations officer will organise the start of the examination – you may be asked to help with setting out the name identification papers, the question papers and stationery on the correct desks.

If you arrive and the rooms are not set up ready for the exams, or some modifications need to be made through the exams. The school will advise you on what these modifications are you are being asked to help with.

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 will have been given prior notice that they are responsible for bringing with them any materials needed for the examination. If candidates have any unauthorised material in an examination (whether they intend to use it or not), this may be considered as malpractice. In examinations where resources are not shown on the question paper, or on the awarding body's stationery list (including those where calculators are not allowed) centres must warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.

Starting the examination

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

Identifying candidates

- Invigilators must establish the identity of all candidates sitting examinations. The head of centre must make sure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates.
- Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates. When identifying candidates, the attendance register should ideally be completed.
- Where it is impossible to identify a candidate due to the wearing of 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 religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first

examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

- Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded.
- Invigilators should be able to see all the candidates at once, this is particularly important when screened booths are being used for MFL listening exams.

Senior Invigilators Announcements at the Beginning of an Examinations

As the candidates are entering the room the senior invigilator will issue warnings, instructions, and erratum notices (occasionally you may be asked to do this, please do not hesitate to say no if you would rather not do so). If you do start an examination, there should be a printed, laminated senior invigilators announcement script in the examinations box for you to follow and will look and read like the following:

As the candidates enter:

- Make them aware they are now under exam conditions.
- Bags and coats at the back/front but away from the fire exits.
- Mobile phones, MP3s and any smart devices etc must be handed in (there will be a designated area for this).
- Drinks labels removed from water bottles.
- Do not start writing anything until you are instructed to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
- You must follow the regulations of the examination.
- Only materials listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
- Check your pockets now, check for things such as notes, books, papers, Ipods, Iwatches, air pods and mobile phones. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification (you should be made aware of a box/area in the exam room where pupils can put these items during the exam if needed).
- For examinations with books that are allowed add "check that no notes or papers have accidentally been left inside the book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s)".
- For examinations where a calculator is allowed, make sure you add that they make sure the lid/case is removed and under their chair.
- Check that you have been given the correct paper for your subject, unit, component, and tier.
- Fill in all the details needed on the front of your answer book (or question paper). Make sure you fill these details in on any additional answer sheets that you use.
- The Centre number is (this will be up in the room and the school will ensure you know this).

Pause to allow time for pupils to fill in their details.

- Read the instructions on the front of the question paper. (You may read these out to the candidates if required).
- Check that you have all the materials you need for the exam.

Pause to allow time for questions.

- Tell the pupils about any erratum notices.
- Remember you must write in black ink.
- You must write in the designated sections of the answer booklet.
- You must write all rough work in the answer book and neatly cross it through with a single line. For multiple-choice papers, you must do any rough work in the question booklet.
- You must not use corrective pens, fluid or tape, erasable pens, blotting paper, you must not use highlighter or gel pens in your answers (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet).
- Candidates may also use a highlighter pen to highlight extracts in any resource material provided.
- You must not communicate in any way, ask for help from or give help to another pupil while you are in this exam room. You should put your hand up to attract the invigilator's attention (demonstrate this for them).
- If the fire alarm sounds, please stay seated – wait for instructions from the invigilator.
- Tell the candidates when they begin how much time they have.
- Certain exams may have additional instructions you must follow, you should be made aware of these before beginning the exam so you can either present this information to the candidates and/or are aware of the rules you need to follow.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. Candidates must not open the question paper until the examination begins.
- Remind candidates sitting timed Art examinations that the work produced during the timed test period must be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room; (The timed Art examination must be carried out under formal examination conditions).

Your role when the candidates are being seated

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

Check:

- The exam regulations notices (mobile phone warnings, centre number, etc) are displayed inside and outside the room and are visible to all.
- Coats and bags etc are placed at the front/back of the room and away from fire exits.
- Mobiles phones, ipods and other electronic equipment are collected.
- Candidates have black pens because all answers on the papers are to be filled in using black ink.
- Pupils are sitting in silence and facing the front.
- Drink bottles have labels removed.
- All candidates have an un-obstructed 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
- Make any comment where a candidate believes that 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 to candidates 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 or words 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 any other kind of inappropriate behaviour during an exam this is where you should log the information and ensure that it is passed on to the exams officer for follow-up (if that is required).
- If you remove any unauthorised materials from a candidate during an exam, you must record this on the incident log in detail and pass this on to the exams officer as soon as the exam has finished and it is appropriate to leave the room, there may be times when the exam officer comes to finish the exam so will be present for you to draw their attention to the incident log.

What to do if a candidate arrives late to the examination

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre, and you should confirm with the school. A candidate who arrives late and is

permitted by the centre to sit the examination, must be allowed the full time for the examination.

A candidate will be considered very late if they arrive:

- More than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;
- After the awarding body's published finishing time for an examination that lasts less than one hour.
- You must record the following information: the time the candidate came under centre staff supervision, the actual starting and finishing times of the examination, the time the candidate started the examination and the time the candidate finished the examination.
- If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier. The awarding body must be informed of the situation and will decide whether to accept the script.

Supervising the candidates

- Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty.
- Invigilators should be at the front, back and sides of the room if possible.
- Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on the incident log.
- Invigilators are required to move around the examination room quietly and at frequent intervals.
- During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination. However, all other regulations within this booklet apply.
- Candidates may also be given a supervised break
 - 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:
 - Be in possession of an electronic communication/storage device or have access to the internet.
 - Have contact with any candidate who has sat the examination.
 - Be coached by a member of centre staff.

Question papers, stationery, materials, and other equipment

- Invigilators must take all reasonable steps to make sure that the following conditions are met:
- The correct examination question papers have been placed face-up on candidates' desks as well as any other required materials. This includes modified papers and those on coloured paper.
- The official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets, must be issued to candidates. No other stationery, including paper for rough work, can be provided.
- In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. Centres must check that the sheets relate to the subject and the unit/component concerned.
- In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. Candidates must not be in possession of the following items:
 - AirPods; • earphones/earbuds; • iPods; • mobile phones; • MP3/4 players or similar devices; • watches.
 - This means that, ideally, all unauthorised items are left outside of the examination room.
- Any pencil cases taken into the examination room must be see-through.
- Any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Following the invigilator's announcement any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.
- If candidates have access to unauthorised items in the examination room this may be considered as malpractice.
- For timed Art examinations, candidates may take into the examination room any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done during the timed test. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies. Timed Art examinations must be taken under formal examination conditions. Candidates are not permitted to listen to music.

- For Art examinations, appropriate art materials and design media and technology must be provided by the centre.

Malpractice

Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator must record what has happened on the incident log.

Questions you are likely to be asked

Q what's my candidate number?

A Their candidate number is on the paper which was placed on the desk before the start of the examination. It is denoted as their examination number. If they do not have one of these 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 – delaying tactics would be to point out that it is only a short time to the end of the exam etc. If they ask again then use your discretion – for most candidates, this a way of killing time and disturbs the others. Also, it may start a string of such requests. You will be advised about any candidate with a medical need to go to the toilet. Usually, you can only accompany a candidate of the same sex because you must go into the wash basin area of the toilet with them, 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 this is correct then repeat the erratum notice, if there was one, that was read out 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 examination officer will contact the board at the end of the session.

Q Can I use a calculator?

A Look on the front of the question paper – it will say if calculators are required/allowed. Candidates must not have access to calculator instructions. Do not lend one candidate another candidate calculator.

Q Can I use a dictionary?

A Candidates are not allowed to use dictionaries in any examinations unless the specification says otherwise. You will have been advised about any candidates who qualifies to use a bilingual dictionary.

Possible problems and scenarios

Problem – the candidate needs a piece of equipment they do not have e.g., pen (because there's has run out) rubber, ruler, coloured pencils, paper tissue.

Solution – all materials will have been provided with additional materials at the front. Never disturb another candidate to borrow their equipment and then lend it to another.

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 that they might be in a panic when they arrive, calm and reassure them.

Tell the candidate they can have the full time for the paper but warn them that the exam board may not except there script. Make a note of their arrival time and reason given for their lateness. Do not comment on the reason why they are late See section 21 of the JCQ Instructions for conducting examinations for more information for conducting examinations if a candidate arrives late.

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 the room early if they have finished the examination. In addition, section 23 of the JCQ instructions for conducting examinations has further information.

Problem – disruptive behaviour. This is rare but can take many forms e.g., whistling, coughing, squeaking chairs and tapping. Unfortunately, these habits are not only disturbing but are also catching.

Solution – identify the culprit/s and quietly, but firmly, warn them to stop doing it and to settle down. If you can move them to a spare desk away from the main group. If the behaviour continues, then send for a senior member of staff. You may keep a note of the offence, time, culprits name/seat reference on the incident log.

Problem – a candidate waits until you are passing to ask for extra paper, or to 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 because it would otherwise be difficult to decide if the writing was present when the candidate entered the room and then could be a form of malpractice.

During the examination

Invigilators should:

- Not congregate but 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 focus on candidates or look over their shoulders – they will find this very unnerving.
- Record any unexpected incidents that take place during the exam. Do not disturb a candidate by asking their name – make a note of the seat reference. If in doubt about any situation, write it down using the incident log.
- For most situations of suspected malpractice, it is best to allow the examination to continue and sort out the problem at the end rather than causing disruption at the time and disturbing other candidates.
- Ensure the examination is being carried out in silence – the only conversations must be related to the examination.
- Invigilators must not speak to a candidate unless they have raised their hand want to speak to you. Unless you are addressing an urgent issue.
- Make sure candidates always face the front with their face visible. If they turn around then ask them to face the front. Nodding, winking, pulling faces, and even smiling may be construed as communicating – not just talking. Be aware of candidate's actions after you have passed them whilst patrolling. If necessary, quietly remind them about not communicating then make a note about anything you think might be suspicious.
- It is the invigilators job to always supervise the candidates so you must not read (including texts and emails) or do any other work this even extends to reading a spare question paper. You must be always focused on the candidates.
- If a mobile phone goes off during the examination, find it and if possible, switch it off. Allow the examination to continue and do not discuss the consequence with the candidate.
- Be aware of pupils who might try to cheat with an MP3 player – the earpiece can be threaded up a tie or hidden under long hair – watch out for pupils fiddling with their pockets.
- Food is not allowed in the examination room except in very exceptional circumstances e.g. diabetic – their needs would be explained to you.
- Coughing can be a problem so cough sweets can be sucked at your discretion.

- Medication for e.g. hay fever or asthma must be approved by the examination office and a procedure for taking them agreed beforehand.
- Drinks are permitted in clear bottle with spill proof caps, ensure the labels have been 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 examination.
- Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials.

Invigilation arrangements

- At least one invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE A2 Science practical examinations.
- Invigilators may be changed during the examination, as long as the number of invigilators present in the examination room does not fall below the required number.
- When one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates. An invigilator is only allowed a mobile phone in the examination room for this specific purpose. The mobile phone must be kept on silent mode. This will also apply where the invigilator is additionally acting as a practical assistant, a reader and/or a scribe.

Invigilators must:

- Be familiar with these Instructions.
- Be familiar with the JCQ Warning to candidates, JCQ Information for candidates and the JCQ Unauthorised items poster, (see additional information) and any specific instructions relating to the subject(s) being examined.
- Inform the exams officer or head of centre if they have any concerns regarding the security of the question papers. (In such cases, the head of centre must inform the awarding body immediately and send JCQ Form M2.)
- Timed Art examinations will normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators should be deployed at the head of centre's discretion to ensure the supervision of candidates is always maintained.
- In CCEA Science Practical examinations it is essential that a teacher of the subject is present in the examination room at the start of the examination (and as necessary after that) to deal with any technical difficulties that may arise, including matters of safety.

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 or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

During an examination a calculator must not be able to offer any of these facilities:

- language translators.
- symbolic algebra manipulation.
- symbolic differentiation or integration.
- communication with other machines or the internet.

During an examination a calculator must not give access to pre-stored information. This includes:

- databanks.
- dictionaries.
- mathematical formulae.
- text.

A calculator must not be borrowed from another candidate during an examination. Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated, and the exam mode results in the calculator becoming compliant with the above requirements. An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

A series of FAQs on the use of calculators in examinations may be found at:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

Finishing the examination

- Issue a five-minute warning to candidates before the end of the examination if permitted. This is at the centre's discretion, where candidates have different finishing times, the centre must consider the impact of giving a warning. The school you are working at should advise on this.
- For City & Guilds multiple choice examinations, candidates should be instructed to make sure they have recorded their answers on the answer sheet, not the question paper.

- The examinations officer will normally come into the exam room and organise the end of the exam. The collection of scripts and other materials then dismiss the candidates.
- If you must end an examination, it will be when there are very few candidates.
- If you do need to finish an exam you must be aware of the following:
 - Tell the candidates to stop writing.
 - Remind them that they should remain silent and not communicate with others until they have left the examination room as exam conditions are still in place.
 - Ask the candidates who are performing written exams to check they have put their name, candidate number and centre on the front of the answer booklet and any additional sheets – please note this is the only thing a candidate is allowed to write after the ‘pens down’ instruction had been given.
 - Candidates who are allowed extra time will have been identified on the register. Allow them to continue working if they wish to.
 - Make sure candidates attach additional pages securely to the main answer booklet with a treasury tag.
 - Collect all the scripts in numerical order i.e., seating plan order.
 - Whilst collecting in papers etc please be aware you must actively supervise the other candidates.
 - Collect question papers and rough paper separately. Do not mix up question papers and answer booklets.
 - Collect in equipment loaned to candidates and return to where you got the item(s) from.
 - Once desks are clear, candidates are dismissed in an orderly manner – one row at a time and are allowed to collect their possessions from the front/back of the room and leave in silence.
 - It may be necessary to remind them that some people are still doing examinations in the room and not to speak until they are clear of the area.
 - Also, if it is lesson time remind them not to disturb the rest of the school.
 - 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 the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room.
- Check that there is a script/objective test sheet for every candidate marked as present on the attendance register.
- Check that the names on the scripts match the details on the attendance register.

- Check that candidates have used their correct centre and candidate number.
- Give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner. Exam office staff, including invigilators, must ensure scripts are always handled securely.
- When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet and/or on any supplementary sheets used. This should be restricted to the centre number, candidate number, candidate name or component/unit code. The correction should be counter-signed on the script. Centres must not alter any other details on the candidate's script. Please confirm with the school they are happy for you to make the amendment before doing so.
- Scripts are confidential between candidates and the awarding body. They may not be read or photocopied before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.
- Centres must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area.

Unused Stationery

- Collect all unused stationery in the examination room.
- Check it for any loose sheets which candidates may have missed return it to the exams officer.

Completing the attendance register

- Centres must pay close attention to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results.
- The attendance register is a key part of the process of identifying candidates present in the examination room.
- The invigilator must:
 - Accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred.
 - Write on the attendance register the details of candidates who took the examination but are not shown on the register; (The exams officer must make formal entries to the awarding body as soon as possible, if this has not already been done.)
 - Cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

- The attendance register must have been completed before the end of the examination. This will ensure that a check can be made as the scripts are collected. Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts.

Leaving the examination room

- For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.
- For examinations that last less than one hour, candidates must be supervised, and question papers must be kept in secure storage until the published finishing time of the examination.
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question.
- Candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
- Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room.
- At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.
- Where examinations have been re-scheduled in a morning or afternoon session, or deferred to the following morning, for one or more candidates, the question papers must not be released to members of centre staff:
 - until the awarding body's published finishing time for the paper concerned;
or
 - until all candidates within the centre have completed the paper concerned.
- Scripts, question papers and any other material must not be removed from the examination room until all candidates have completed the examination.
- In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation the invigilator must collect all question papers and pass all copies to the exams officer for return to the centre's secure storage facility.
- Upon completion of an on-demand BTEC examination, question papers must not be released to centre personnel and/or to candidates at any time. (This applies to both written and on-screen examinations.)

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, and for ensuring that the name of the test and their details are correct. If the information presented to the candidate is incorrect, they must notify the invigilator and cancel out of the examination before starting.
- The invigilator must give the candidate the correct ID and password to access their examination. If a candidate sits an examination in another candidate's name (whether it is intentional), this may constitute malpractice.
- Confidential material (including discarded printouts) must be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).
- Centres must maintain the confidentiality of candidate responses and candidate details.
- Candidates should normally be seated in candidate number order. However, candidates 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.
- Invigilation arrangements for on-screen tests, particularly those involving a large number of candidates and where more than one test is being conducted, it is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting on-screen tests and be 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, unless an awarding body has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are always in view.
- Technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.
- Candidates must not be in possession of the following items – AirPods, earphones/earbuds, iPods, mobile phones, MP3/4 players or similar devices, and watches. Unless permitted by the awarding body's subject-specific instructions.

There must be no access to:

- data stored on the hard drive.
- email.
- portable storage media, e.g. floppy disks, CDs, memory sticks;
- pre-prepared templates.
- the internet.
- Centres must keep a signed record of the seating plan.

- During a test, workstations may be networked, and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates must be closely supervised to ensure they only have access to their own work.

Finishing the on-screen examination

- Centres must ensure that all candidates' work is saved and secure from unauthorised access.
- All other examination material, including copies of candidates' work, additional printouts and question papers must be collected by the invigilator and stored in a secure place.
- Any common user areas accessible to candidates must be cleared of all work saved during the examination immediately after each session.
- Candidates' user areas must be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Where networked stations are used, particular care should be taken to prevent work being accessible via shared folders.
- Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so but must always be supervised.
- 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 to the awarding body.

Roving Invigilators and Reader/Scribe

Invigilation arrangements for candidates with access arrangements

Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, as in paragraphs 13.2 to 13.4 of the JCQ guide, the centre must additionally use a 'roving' invigilator. The 'roving' invigilator will enter the room at regular intervals to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination.

Access arrangements

The following arrangements may be provided to a candidate at the time of his/her examinations 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 in examinations by a candidate whose first language is not English, Irish or Welsh; and
- reflect the candidate's normal way of working within the centre.
- Unless an awarding body's specification says otherwise, a bilingual translation dictionary may be used in GCE AS, A2 and A-level examinations. A bilingual translation dictionary must not however be used in the following GCE and GCSE examinations:
 - English/English Language examinations;
 - Irish or Welsh Language examinations; or
 - Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language, for example a Portuguese dictionary in a Spanish examination. *Additionally, due to the assessment of Spelling, Punctuation and Grammar.

A bilingual dictionary must not be used in:

- GCSE English Literature examinations;
- GCSE Geography examinations;
- GCSE History examinations;
- GCSE Religious Studies examination; and
- GCSE Welsh Literature examinations. *This is not applicable to CCEA GCSE examinations.
- A bilingual dictionary may be used in Component 3 of the Eduqas GCSE Religious Studies specification.

A standard bilingual translation dictionary must be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

Monolingual dictionaries (which define words and phrases), translators (including web-based translators), wordlists or glossaries must not be used.

The bilingual translation dictionary must not:

- contain/display pictures; or
- provide an explanation or clarification of words and phrases. As an example, a Polish to English bilingual translation dictionary must simply be the word in Polish and the equivalent word in English.

Bilingual translation dictionaries to be used in the examination must be:

- held in the centre under secure conditions; and

- thoroughly checked to ensure that no unauthorised information such as notes, or revision data, have been enclosed within or written on the pages of the dictionary.

A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and their right to these arrangements.

Translation of either examination material or the candidate's answers into or from the candidate's first language is not permitted.

The regulations for the use of bilingual translation dictionaries must be adhered to; failure to do so can lead to the disqualification of the candidate.

Colour naming by the invigilator for candidates who are colour blind

This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives. No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations. Where coloured images are included in a question paper, but do not form part of the assessment objectives and are not specifically testing the candidate's knowledge and understanding of the paper, the centre may photocopy the question paper into black and white (up to 90 minutes before the awarding body's published starting time for the examination) where considered beneficial to the candidate.

Prompter

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revisiting a question rather than moving onto other questions.

A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.

A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, provided permission has been given for any of these arrangements.

The prompter is responsible to the exams officer and additionally must be a person acceptable to the head of centre.

The prompter 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 of the candidate. A private tutor cannot act as a prompter for the candidate.

A prompter:

- May use the following prompts either vocally or written on a flash card such as: 'Jack - focus on the question'; 'Jack - there are 15 minutes left'.

- May tap on the desk or on the candidate's arm, depending on what is normal practice, to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question.
- May use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g., 'Jack'.
- Must abide by the regulations since failure to do so could lead to the disqualification of the candidate.
- Must not advise the candidate about which questions to do, or about the order in which questions should be answered.
- Must not give factual help or offer any suggestions or communicate in any way other than those listed above. Read aloud and/or an examination reading pen.

The arrangement, as permitted by the SENCo, must reflect the candidate's normal way of working in internal school tests and mock examinations. A permitted examination reading pen, provided by the centre, must not have an in-built dictionary or thesaurus, or a data storage facility. A candidate using an examination reading pen may be accommodated within the main examination hall. However, the candidate must use headphones plugged into the examination reading pen.

Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation).

A candidate may only take their examinations in a smaller environment away from the main examination room where he/she has an established difficulty.

Where candidates sit their examinations in a smaller environment away from the main examination room, the regulations and guidance within this document must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12).

Braille transcript

Manual brailers will require transcription into print. Braille scripts must be transcribed by the centre. The Braille transcript must be:

- Produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the Braille code for the subject concerned.
- An exact copy of the candidate's Braille script which is made after the examination has taken place and without the participation of the candidate. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected.

A Braille transcript cover sheet (Form 5) must be:

- Printed from the JCQ website: <https://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/forms>

- Inserted inside the candidate's transcript.

The candidate's Braille script must also be despatched to the examiner/awarding body. The production of the Braille transcript must not delay the despatch of other scripts to the awarding body/examiner. Additional information must not be sent to the awarding body/examiner.

Word processors (computers, laptops and tablets)

- Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.
- 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: e.g. 12345/8001 – 6391/01. If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer.
- The candidate must be supervised to ensure that he/ she is solely performing this task and not re-reading their answers or amending their work in any way.
- 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.
- Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.
- To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

A word processor:

- Must be used as a typewriter, not as a database, although standard formatting software is acceptable.
- Must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate.
- Must be in good working order at the time of the examination.
- Must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required.
- Must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the

examination is over. The candidate must be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers.

- Must be used to produce scripts under secure conditions, otherwise they may be refused.
- Must not be used to perform skills which are being assessed.
- Must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets.
- Must not include graphic packages or computer aided design software unless permission has been given to use these.
- Must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking.
- Must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader.
- Must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software.
- Must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.
- An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.
- Centres may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.

Exams with Communication Professional or a Language Modifier

Communication Professional

Candidates requiring the use of a Communication Professional may need to be accommodated in another room, in which case a separate invigilator will be required. Where a group of candidates are accommodated in the same room, each with their own Communication Professional, a separate invigilator will be required. General principles for invigilating candidates with access arrangements

Where a person is appointed to facilitate an access arrangement, i.e.

- a Communication Professional.
- a Language Modifier

- a practical assistant.
- a prompter.
- a reader.
- a scribe; he/she is responsible to the exams officer and must be acceptable to the head of centre. The person appointed must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant. Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present. The person appointed must not be a relative, friend or peer of the candidate.

A private tutor cannot facilitate an access arrangement. The head of centre must ensure that the person appointed is a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s). It is not acceptable for a centre to use a Year 12 or Year 13 candidate to facilitate an access arrangement.

Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must fully understand the respective role and what is and what is not permissible in the examination room (see section 12).

Additionally, exam officers must ensure that those acting as:

- a Communication Professional
- a Language Modifier
- a practical assistant
- a scribe; are provided with the appropriate cover sheet prior to the examination commencing.

This will enable the cover sheet to be completed during the examination and accurately reflect the activities performed by the Communication Professional, Language Modifier, practical assistant or scribe, as appropriate. The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one-to-one basis. If the prompter is also acting as a Language Modifier, a separate invigilator will be required.

Language Modifier

Wherever possible the candidate and the Language Modifier should be accommodated in another room. A separate Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the examination.

Practical assistant

Candidates using a practical assistant may need to be accommodated in another room. Where the candidate and practical assistant are accommodated in another room, on a

one-to-one basis, the invigilator may additionally act as the practical assistant. The practical assistant must be made aware, prior to the examination, of the task(s) he/ she will be performing as specifically approved by the awarding body. Where a group of candidates are accommodated in the same room, each with their own practical assistant, a separate invigilator will be required.

Computer reader/reader

The centre is responsible for ensuring that the candidate and reader cannot be overheard by or distract other candidates. (This will also apply if the candidate uses a computer reader.) Where the candidate and reader are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the reader. Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required. Where a group of candidates are accommodated in the same room, each with their own reader, a separate invigilator will be required.

Scribe/speech recognition technology

the centre is responsible for ensuring that the candidate and scribe cannot be overheard by or distract other candidates. (This will also apply if the candidate uses speech recognition technology.) Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the scribe. Where a group of candidates are accommodated in the same room, each with their own scribe, a separate invigilator will be required.

Health and safety

Ensure that bags and coats are put at the back of the room in a tidy manner, away from the fire exits. Do not have anything where it causes 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

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

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

- Stop the candidates from writing.

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

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

Do not restart the examination until instructed to do so!

Support and encouragement may be offered at any point up until the time that candidate enter the examination room. From that moment onwards they are under the examination conditions and the strict protocols must be adhered to.

Additional Resources you need to familiarise yourself with before accepting any exam invigilation work:

- [Instructions for conducting examination from the Joint Council for Qualifications \(JCQ\) 2024/2025](#)
- [Checklist for invigilators for written examinations](#)
- [After the examination checklist](#)
- [Starting times for examinations and supervising candidates](#)
- [FAQ's for Using Calculators](#)
- [Instructions for Conducting GCSE, GCE AS and A Level Modern Foreign Languages and Irish Listening Examinations](#)
- This link has two insightful videos to help inform you about exams, there are also several downloads available for you to view and familiarise yourself with
 - [Video on how to ensure the exams run smoothly](#)

- 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 the exam.

This is the poster the JCQ provides to schools to use to demonstrate unauthorised items that could lead to disqualification from their exam(s). You should see this up around the school in the exam areas.


Appendix 7

JCQ
CIC

AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

This is the poster the JCQ provides to schools to use to demonstrate warnings to candidates. You should see this up around the school in the exam areas.



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.