

Invigilation Arrangements

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Next Review/Update: May 2020

1 Overview

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

A training session **must** be held for any new invigilators.

An update meeting **must** be held for the existing invigilation team so that they are aware of any changes.

You **must** make sure that invigilators know what is expected of them.

1.1 Invigilators must:

- be familiar with these **Instructions**;
- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- be familiar with the **JCQ Warning to Candidates, JCQ Information for candidates and the JCQ Mobile Phone poster** and any specific instructions relating to the subjects being examined; inform the Examinations Officer, if they are suspicious about the security of the examination papers.

(In such cases, the Head of Centre must inform the awarding body immediately and send a full written report within 7 days of the suspicion arising.)

1.2 Invigilators must not:

- carry out any other task (for example, reading a book or marking) in the examination room.

Advice: Centres should prepare a handbook for invigilators incorporating appropriate sections from this booklet.

Consideration should be given to the appointment of senior invigilators.

Invigilators should always be provided with badges so that they may be easily identified and acknowledged as a member of centre staff

1.3 The Head of Centre, or Exams Officer, or Examination Assistant or Quality Assurance Co-ordinator must:

- ensure that this document is available to invigilators **in the main examination hall/room(s)**. This may be a printed hard copy version or an electronic copy which is visible at all times;
- appoint invigilators to make sure that the examination is conducted according to the following requirements:
 - **at least one invigilator must be present for each group of 30 candidates or fewer sitting written examinations;**
 - **at least one invigilator must be present for each group of 20 candidates or fewer sitting practical examinations (Art, ICT and Science);**
 - invigilators may be changed, 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;
- make sure that all invigilators are suitably qualified and experienced adults who **must not** be current students at the centre. Although you may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room **must not** be the sole invigilator;
- make sure that invigilators are appropriately trained in their duties;
- make sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;
- keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You **must** keep them until the deadline for enquiries about results has passed.

Advice: An invigilator should be asked to declare whether he/she has invigilated previously.

This will allow the Head of Centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete.

Advice: There is 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 or a two-way radio. Mobile phones are only allowed in the examination room for this purpose. **Any mobile phone used in this situation should be kept on silent mode to prevent any incoming calls or messages which may disturb candidates.**

If a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or ask for help.

The Art timed test 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 Exams Officer's discretion to ensure the supervision of candidates is maintained at all times.

In practical examinations in the sciences it is essential that a teacher of the subject should also be present in the examination room at the start of the test (and as necessary after that) to deal with

any technical difficulties that may arise, including matters of safety and to help with invigilation in general.

2 Starting the examination

An examination is treated as in progress from the time the candidates enter the room until all the scripts have been collected.

Candidates must be under examination conditions from the time that they enter the room in which they will be taking their examination(s).

The JCQ considers the introduction of unauthorised material into the examination room where the examination is to be held (including coaching, subject specific PowerPoint™ presentations or any other subject specific material), by either candidates or staff, as malpractice. Those who have done so may be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments 2018-2019.

<http://www.jcq.org.uk/exams-office/malpractice>

2.1 Before candidates are allowed to start the examination, the invigilator must always:

- make sure that candidates are seated according to the set seating arrangements;
- tell the candidates that they must now follow the regulations of the examination;
- ask candidates to check that they have been given the correct question paper for the subject, unit/component and tier, if appropriate;
- tell the candidates to read the instructions on the front of the question paper;
- check that candidates have all the materials they need for the examination;
- tell the candidates about any erratum notices;
- instruct candidates about emergency procedures.

2.2 Invigilators must also give candidates the following information before the examination.

“You must:

- hand in your mobile phone if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- write in black ink;
- write your name exactly as it appears on the attendance register (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used;
- fill in any other details as necessary;
- do all work, including rough work, on examination stationery unless otherwise stated;
- write your answers in the designated sections of the answer booklet;
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner;
- do any rough work for multiple-choice papers in the question booklet.

You must not use:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet. You may also use a highlighter pen to highlight extracts in any resource material provided);
- gel pens in your answers;
- blotting paper.

2.3 The invigilator may:

- read the question paper rubric (the instructions on the front of the question paper) to the candidates.

2.4 The invigilator must:

- announce clearly to the candidates when they may begin to write their answers;
- specify the time allowed for the paper(s);
- remind candidates 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;
- 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, (The timed Art examination must be carried out under formal examination conditions.)
- only answer questions from candidates about the instructions on the front of the question paper.

2.5 The invigilator must not:

- direct candidates to particular questions or particular 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.

The invigilator **must not** undertake any of the above as they constitute malpractice.

Advice: Wording is given in Appendix 3, page 55 of the JCQ booklet, for invigilators to use, if they wish.

Advice: As candidates complete the details on their answer booklet, invigilators should move around the exam room ensuring that this is being done.

Advice: If a candidate thinks that the question paper has a section missing or that he/she has not been prepared for the set texts or options being tested by the paper, the invigilator must report the problem to the Exams Officer immediately.

The Exams Officer should check that the candidate has the right paper or has been entered for the correct option/tier.

3 During the examination

3.1 Supervising the candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.

Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell. Any irregularities must be recorded.

Invigilators are required to move around the assessment area 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.

Advice: Place invigilators at the front, back and sides of the room if possible.

Advice: An exam room incident log should be used to record any irregularities.