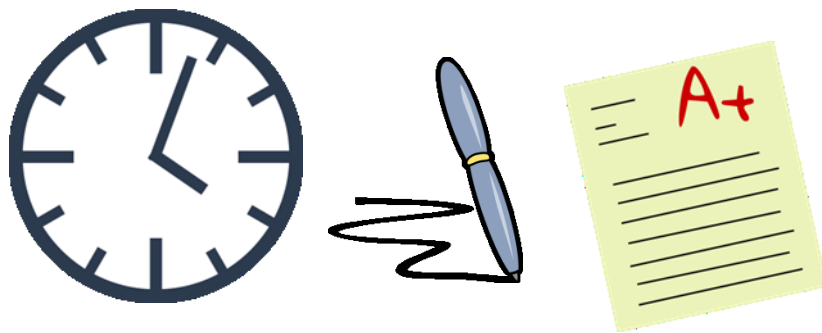


# INVIGILATOR

## HANDBOOK



*Regent College is committed to ensuring that invigilators are effectively trained, briefed in their duties and kept up-to-date with JCQ and awarding body regulations and instructions regarding the conduct of exams.*

*This handbook is designed to support and complement invigilator training/update events, and briefings at exam time, by providing invigilators with the information they need to know in terms of centre processes and instructions for conducting exams and to answer any questions they may have.*

## Contents

Who is an Invigilator?.....	2
Invigilator Job Description: .....	2
Preparing the Exam Room .....	2
DO's.....	2
Instructing Candidates .....	2
During the Exam.....	2
End of the Exam .....	2
DON'Ts .....	2
Emergencies .....	2
Fire Alarm.....	2
Illness of Candidate .....	2
Outside Disturbances.....	2
Extra Guidance: Health & Safety in the Workplace .....	2
Behaviour Management .....	2

## Who is an Invigilator?

“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.”

## Invigilator Job Description:

### **RESPONSIBLE TO: Examinations Officer & Examinations Assistant**

- Under the direction of the Examinations Staff, take responsibility for the conduct of a particular examination session in the presence of candidates.
- Ensure at all times the safe custody of Question Papers and other Examination Materials.
- Ensure that examination rooms are adequately prepared for examination purposes, and ready to admit candidates at a scheduled time.
- Ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed. 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;
- Deal with any emergencies that arise during the examination.
- Undertake any associated duties that may be assigned by the Examination Team.
- To act as a roving Invigilator/ Clash or Access Arrangement Invigilator when required
- To be vigilant, whilst not interrupting candidates
- To be empathetic to the needs of candidates
- To refer to the Examinations Officer if suspected that Malpractice is taking place
- To support the aims and the objectives of the college
- To complete exam attendance registers and any other relevant documentation

*The college is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment*

# I've arrived at Regent... What's next?

## Preparing the Exam Room

- Please be sure to arrive at least 10-15 minutes before the start of the exam.
- Wear your badge
- Ensure the room has sufficient desks
- Ensure correct Posters are displayed! (Warning to Candidates/No Mobile Phone/Silence please)
- Ensure the room has a clock that all candidates can see
- Set out seat cards (if required)
- Write the centre number on the board
- Where more than one Invigilator is in place, Identify the tasks you will undertake
- Identify your means of escape in the event of a fire
- If you are the sole invigilator, confirm your means of summoning assistance with exam staff
- Exam official stationary and materials should be placed on each desk before the candidates enter the room
- Candidates are only to be invited into the room when the Invigilator feels the room is adequately prepared

## DO's

### Instructing Candidates

As candidates are entering the room, they must be instructed that:

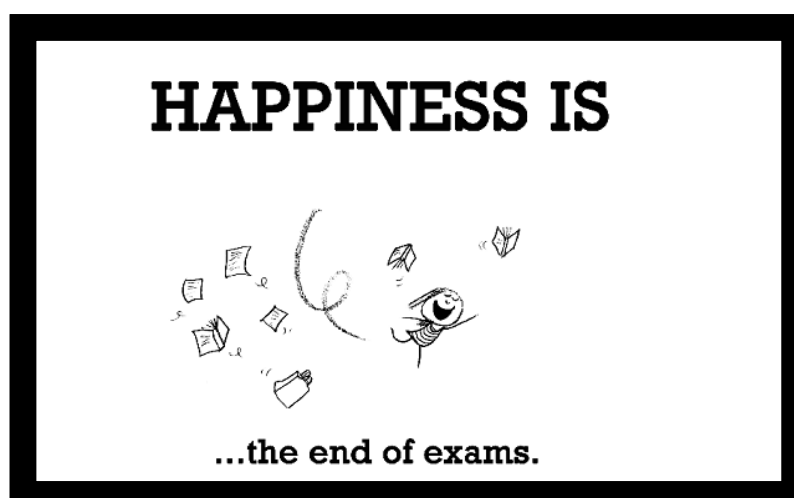
1. Coats/hats/bags should be left at the designated place outside of the Examination Hall;
2. MOBILE PHONES are not allowed in the exam rooms - candidates found with a mobile phone on their person or a phone that rings in a bag will be reported to the Examination Board and may be disqualified from the exam paper; pencil cases [unless See through] & calculator cases should be left in bags/under seats.
3. Unauthorised materials should be left in bags
4. The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks. There should be nothing on desks except writing materials required for the exam and ID cards.
5. Candidates should wear college's badges to ease identification.
6. Once seated, candidates should be reminded that they are now under examination condition they must **not** communicate with other candidates
7. Remind candidates that they must now follow the regulations of the examination;
8. Ask candidates to check that they have been given the correct question paper for the subject, unit/component and tier, if appropriate
9. Tell the candidates to read the instructions on the front of the question paper;
10. Check that candidates have all the materials they need for the examination;
11. Tell the candidates about any erratum notices;
12. Instruct candidates about emergency procedures
13. It is normal College practice that all candidates remain in the room for the full examination period
14. Candidates should complete **all** the details on the front of their answer book – if preferred, read through the instructions with candidates.
15. Where candidates are undertaking more than one exam in any one session: they will be kept under supervision from the commencement of the first exam until completion of their last exam – examination conditions will remain throughout the session
16. If candidates require supplementary answer sheets during the examination; they must raise their hand to attract the invigilator's attention; supplementary sheets must have all relevant details completed and must be securely fastened to their main script with a treasury tag
17. Confirm all candidates have full view of the examination clock; time the exam by this clock and confirm with candidates the duration of the exam; endeavour to start the examination at the scheduled time but do not panic if the preparation time/set up time takes longer; finishing time will be determined from actual start time; instruct candidates that they may start the examination
18. Write the start/finish time on the board

## During the Exam

- Complete the ATTENDANCE REGISTER – do not mark absences until the end of the exams as there may be late candidates
- Late candidates would normally be admitted during the first half-an-hour [at the discretion of the Exams Office];
- Be vigilant at all times to prevent cheating and distractions; converse quietly and **only** when **necessary** with other invigilators
- Any incidents of irregular conduct – Please complete the incident form– do not approach candidates directly; report incidents
- Report serious incidents of disruptive/bad behaviour immediately to Exams Office staff/ Head Teacher

## End of the Exam

- Instruct candidates to STOP writing at the end of the examination.
- To avoid any exam materials going missing, collect in all answer scripts BEFORE candidates leave their examination desk; inform candidates they may now leave the room
- Consider the needs of any special provision candidates and maintain absolute quiet at all times [both Invigilator[s] and candidates] until ALL examinations have finished
- Ensure that scripts are put into candidate number order at the end of the examination i.e.: the order as appears on the seating plan or attendance list
- Return exam materials to the Exams Office with the Seating Plan & Attendance register

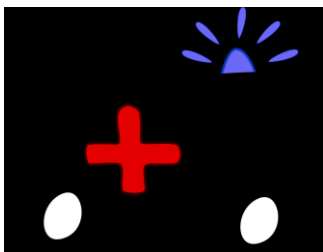


## DON'Ts


### Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in timed Art tests and timetabled CCEA and WJEC GCE AS/A2 Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

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



## DEALING WITH **EMERGENCIES**

1. If in any doubt on how to deal with an emergency, or if you feel candidates being disturbed/distracted dramatically – **STOP**  the examination – note the time, in agreement with the candidates – summon assistance [if required] – **RESTART** the examination **only** when you feel happy that the incident is over – note the time and **inform** candidates how much additional time will be added to the examination finishing time – amend the finish time on the board to confirm this
2. if a candidate urgently needs to leave the exam room – summon assistance at the earliest opportunity from Exams Office/Admin Office staff and get the candidate out; assess the level of disruption to other candidates and report the circumstances
3. In case of failure of IT equipment contact - EXT: 202, or 07496596362  
Technical staff - using a mobile phone, 02038706532

### **In other emergencies contact –**

**Tharshiny**–EXT: 102 or 02084295631

**Maja** – EXT: 120 or 02032260903

**Stephen** -EXT: 116 or 02084296319

**Reception**- EXT: 100 or 02089669900

## **Emergencies**

### **Fire Alarm**

Evacuate the room as per full instructions below [DO NOT inform candidates of these procedures until faced with the situation]

### **Illness of Candidate**

Arrange for candidate to be removed from exam room with least disturbance to other candidates

### **Outside Disturbances**

Summon assistance from Exam/Admin staff to remove cause and write brief report detailing to what extent candidates were affected



## Extra Guidance: Health & Safety in the Workplace

- A) In the case of a candidate expelling bodily fluids who cannot be removed immediately from the room, the candidate concerned should be instructed to stem the flow themselves e.g.: apply compression to a bleeding wound
- B) The candidate should be instructed to sit on the floor to minimise risk of falling
- C) A qualified first aider should be summoned to the scene; contact Exams/Admin/Reception as per above to summon the nearest available first aider
- D) Cleaning staff or site supervisors should be summoned to the scene to clean the area in the safe way they have been trained i.e.: to use protective clothing and dispose of cleaning items in medical waste bags and dispose of in locked medical waste bins
- E) In the case of an acute emergency, protective gloves should be applied before touching the person until fully trained and qualified staff can reach the scene

### **In the case of emergency, such as a fire alarm or bomb alert, Invigilators should follow this procedure:**

- Stop the candidates from writing
- Collect the attendance register (**in order to ensure all candidates are present**)
- Evacuate the examination room in line with the instruction given by the appropriate authority/ fire marshal.
- Advise candidates to leave all question papers and scripts in the examination room.
- Ensure candidates leave the room in silence.
- Make sure that the candidates are as supervised as closely as possible while they are out of the examination room to make sure 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 full working time set for the examination.
- 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 exam if this does not convene the evacuation procedures.
- Make a full report of the incident and of action taken, and send to the relevant body



## Behaviour Management

**To reduce the incidence of unruly behaviour in examinations, the following pointers may assist staff:**

1. Don't shout exam instructions at queuing candidates; the louder you get, the louder they will get
2. Invite candidates into the examination room as soon as you have the room prepared
3. Wait until candidates are in the examination room before issuing examination rules and regulations
4. When candidates are all seated and under examination conditions, go through the rules and regulations again to ensure that they have all heard and understand what you are saying to them

**In the event of a disruptive candidate:**

1. Remain calm and professional at all times
2. Do not corner him/her; if you need to speak to him/her individually, ensure s/he has a means of escape
3. Do not use sarcasm or humiliate a candidate in front of others
4. Be firm – sympathise as appropriate – but repeatedly reinforce “these are the rules”

**To assist in the process:**

1. The requirement for invigilators to be in exam room promptly may reduce the volume of students on corridor and queuing time