



Invigilation Policy

This policy has been approved by Directors and the Operations Board

A handwritten signature in black ink, appearing to read "Alley", is positioned within a rectangular box.

Date Policy was created: September 2020

Date of next renewal: September 2021

The Invigilator

The Invigilator is the person in the examination room responsible for conducting an exam session. Invigilators have a key role in upholding the integrity of the external exam or assessment process, ensuring they are conducted according to the JCQ guidelines.

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

Invigilators must:

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

Invigilators must not:

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

The Exams Officer must:

- Appoint invigilators to make sure that the examination is conducted according to JCQ requirements
- Ensure all invigilators have an Enhanced Disclosure and Barring Service certificate, and a record is kept on their personnel file within the centre
- An invigilator should be asked to declare whether he/she has invigilated previously and whether he/she has any current malpractice applied to them

- Make sure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre. No relative, friend or peer of a candidate must be the sole invigilator
- Make sure that invigilators are appropriately trained in their duties
- Schedule at least one invigilator for each group of 30 candidates or fewer
- taking timetabled written or on-screen exams
- Ensure that where 1 invigilator is present in an exam, they must be able to access help easily without leaving the exam room or disrupting the candidates i.e. mobile phone
- Keep signed records of the seating plan, the 'Invigilation Arrangements' and copies of the attendance records for each examination
- Ensure a suitable room is provided for the examination with appropriate conditions for taking the examination
- Make sure that a teacher/senior member of teaching staff who has prepared the candidates for the subject of the examination during the academic year **is not** present during the timetabled written or on–screen examinations
- Ensure only those candidates actually sitting the examination are present in the examination room while an examination is taking place

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

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

Under no circumstances may members of school staff:

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

- Enter the exam room and read candidates' scripts

INVIGILATION ARRANGEMENTS FOR CANDIDATES WITH ACCESS ARRANGEMENTS

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

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

Notice to Centres

Guidance for centres on the decoding of symbols and unit abbreviations in maths and science examinations

Produced on behalf of AQA, CCEA, OCR, Pearson and WJEC

The JCQ and the awarding bodies wish to clarify the use of a reader in mathematics and science examinations.

From 2019/20 readers can now decode symbols and unit abbreviations in maths and science. We would expect this to be for a candidate who is unable to independently access any of the text and symbols in questions, such as a candidate with a significant visual impairment who cannot read Braille, cannot access tactile diagrams or, due to the severity of their impairment, cannot access the standard modified enlarged papers. It would not be expected that a reader would decode symbols and unit abbreviations for the majority of candidates with learning difficulties or other disabilities (who would be able to read the individual symbols/numbers). In this instance the reader would point to the symbol.

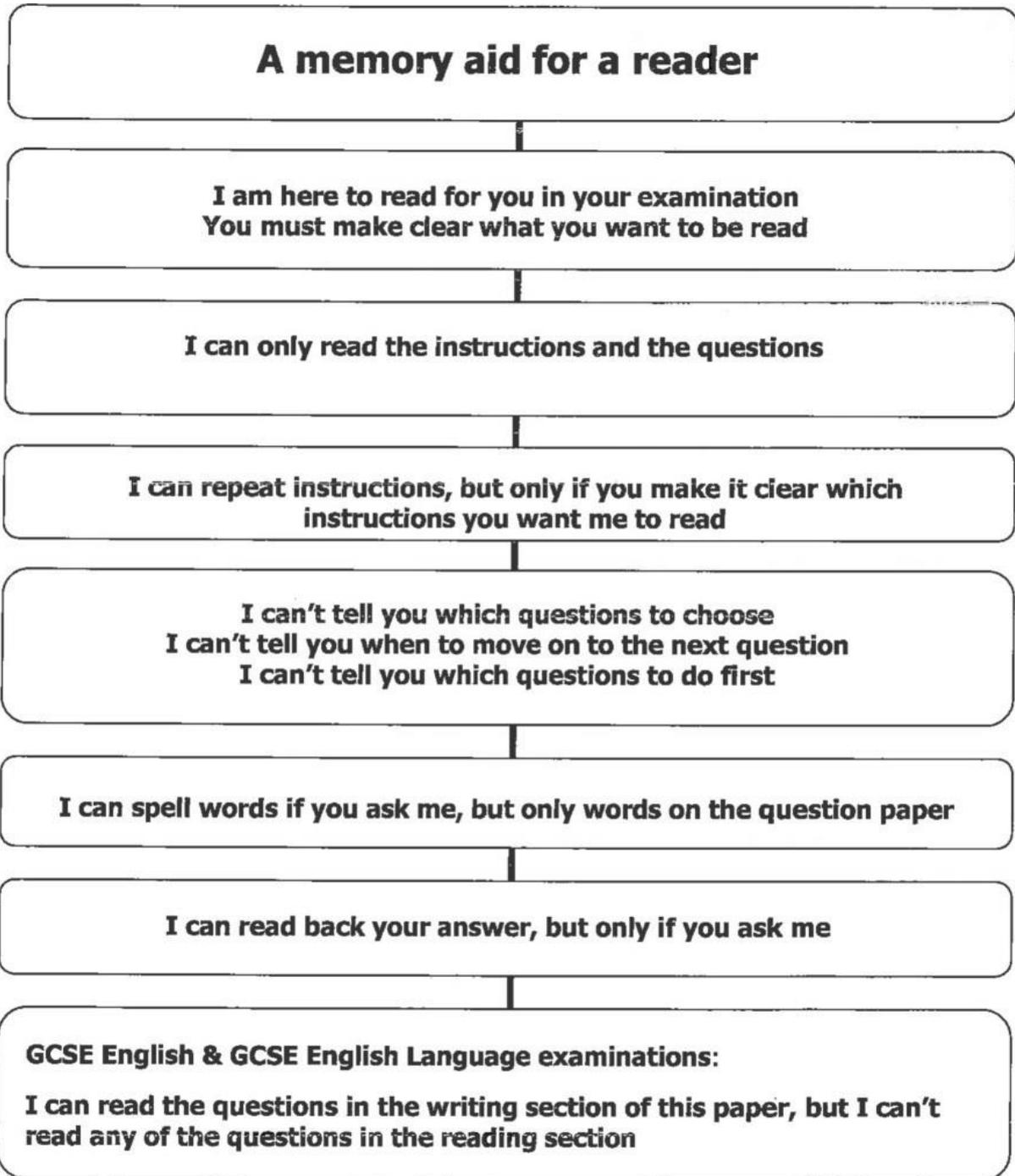
The term 'decoding' means the naming of the symbol. It does not involve explaining when or how the symbol is to be used or describing the symbol.

Examples of decoding:

356	the reader says 'three hundred and fifty six'
CO ₂	the reader reads each letter/number
2 ²	the reader says 'two squared'
≤	the reader says 'less than or equal to'
∈	the reader says 'is an element of'
∞	the reader says 'infinity'
$\sqrt[3]{}$	the reader says 'cube root'
θ	the reader says 'Theta'
∫	the reader says 'Integral'

Centres **must** ensure that readers are appropriately trained and are able to decode symbols and unit abbreviations accurately.

Appendix 3



Centres must ensure that both invigilators and those acting as a reader are appropriately trained and familiar with the rules as detailed on page 39.

It is essential that the candidate is made aware of what a reader can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

