**Updated: April 2022**

**Review Due: March 2023**

**INTRODUCTION**

This guide has been produced to explain the role of the invigilator and how the examinations process works in Hall Mead School. It is designed to answer any questions that you may have and to help you to know what to do in a variety of situations. It should be read in conjunction with the Joint Council for Qualifications instructions booklet, please ensure you have access this to document in time to read prior to the first examination you invigilate each year so you are aware of any updates.

Invigilators have a very important role to play in the examinations process;

* They help make sure the right candidates are in the right places
* They give out vital information such as the start and finish times for exams
* They ensure that the candidates have the materials and information they need
* They are also responsible for creating a calm environment for exams and for giving candidates confidence to perform to the best of their ability**.**

As an invigilator you need to portray a professional appearance in order to set the correct tone for the exam room;

* Business like clothing must be worn
* You should wear comfortable shoes that do not make a noise when you walk.
* You should arrive at least 20 minutes prior to the start of the exam.
* Ensure that you sign in and sign out when you leave.

**If an invigilator is unable to attend an exam that they are scheduled to be in, they MUST inform the examination officer as soon as possible enabling cover to be organised. Your mobile phone must be switched off throughout the exam.**

**EXAMINATION ARRANGEMENTS**

At Hall Mead, most exams take place in several rooms, and on occasions you may be asked to supervise a smaller group of candidates, so it is important that you check which room you have been allocated to. This information can be found on the wall of the planning office.

In each room there will be a senior/lead invigilator, who will allocate duties:

* Collecting phones
* Seating plan
* Register
* Candidate identification
* Script distribution
* Row you are responsible for in case of an emergency
* Collection of scripts and candidate cards

All rooms used are prepared for examinations but must be checked before candidates enter; it is vital to check that the clock is working, signs are on walls and windows are open, if required.

As the candidates enter the exam hall an invigilator should be at the door to collect mobile phones and any other electronic equipment candidates may have. These must be given to the examination officer and can be collected from the planning office at the end of the exam. Candidates have been warned that mobile telephones etc. are not allowed in the exam room and they will be warned again before the start of the examination.

During this time, you should be supervising the candidates, making sure they sit down quickly and quietly, as well as checking the desks for the correct equipment. Remind them that once they enter the exam hall they are under exam conditions.

**EQUIPMENT ALLOWED FOR CANDIDATES**

Pencil cases must be transparent – if they are not, the candidate must take out what is required and ask the invigilator to put the pencil case on the invigilation desk.

A bottle of water is allowed – it must not have a label on it.

No food/sweets are allowed in the examination room unless permission has been given by the examination officer, they must be in clear packaging.

Only what is required for the examination is allowed on the desks – no cuddly toys etc. are not permitted.

There must be no stationery on the floor by the desks in the exam room.

Calculator lids must be removed and collected by the invigilator.

Watches must be taken off and placed on the desk.

**EXAMINATION PAPERWORK**

We are required to complete paperwork accurately for different examination boards. Lead Invigilators will ensure that each invigilator is fully aware of their responsibilities relating to this.

1. The invigilator sheet and access arrangement sheet (i.e. Reader/Scribe) must be signed by each person in the exam room for each exam.
2. The attendance register must be completed as soon as possible; you will need to take this with you should you need to evacuate. (See examinations evacuations procedures.)

Be careful when completing these forms as different exam boards have different requirements. Do not mark a pupil absent just leave their space blank as they may be taking their exam somewhere else within the school. When it is complete the register must be signed by the invigilator.

A seating plan must also be completed for each exam, stating where each candidate sat during the exam. Should a candidate be moved due to the sun etc. Make a note of where they were moved to. Please note before starting the seating plan that desks are often staggered.

An invigilator will be responsible for checking each pupil’s identification by checking the photograph’s provided against each candidate during the exam.

Candidate cards are not collected until the end of an exam; this will help if there are any disturbances as you will be able to identify the candidate involved.

At the end of the exam return all scripts, including any unused papers with; seating plan, register and candidate cards to the examination officer (who will be in the main exam room).

**Exam papers are not allowed to be removed from the exam hall or read during the exam by ANYONE**

**DURING THE EXAMINATION**

* It is important to remain vigilant and watch the room.
* You do not have to move constantly but it is important to change your position in the room regularly.
* Be aware of where other invigilators are in the room, do not to congregate in the same part of the exam room or talk to each other unnecessarily.
* Do not turn your back to the exam room.
* When giving out equipment try not to disturb candidates, do not lean over them or squeeze between desks.
* Remain calm and professional at all times and do not raise your voice.

If there is a medical emergency, an invigilator must be sent to get the First Aider (Reception) and the exams officer immediately. The Lead Invigilator must ensure that the invigilator/candidate ratio is maintained. One invigilator should remain with the unwell pupil and all other invigilators should ensure the rest of the exam room remain under exam conditions. Pupils should be reminded that they must continue with their exam. The lead invigilator will be responsible for allocating roles for this scenario. If a candidate becomes ill and needs to leave the examination room, they must be accompanied. It may not be possible for an invigilator to wait for a replacement but the replacement MUST be requested immediately.

Candidates may go to the toilet during the examination. However, they must be accompanied. The number of invigilators in the exam room is not allowed to drop below the required number. Therefore, you must check with the lead invigilator before the candidate is accompanied from the room. If there are not enough invigilation staff left in the room, the lead invigilator should contact the examinations officer who will come and help. Candidates should use the staff toilet along the SLT corridor, which will be checked before exams.

Candidates are not allowed to leave the examination early if they have finished early. They have been informed that they have to stay for the full time of the paper. Should a candidate become disruptive, invigilators should follow the procedure outlined later in this guidance.

**EXAMINATION EQUIPMENT**

There is a box at the front of each exam room that has spare pens, pencils, rulers and rubbers. There are very few spare calculators, we do not give out calculators in internal exams but an invigilator should speak to the exams officer if more calculators are required in a real GCSE exam. There are also treasury tags, spare board pens and cloths. If the weather becomes very hot, there will be some water and cups or if candidates feel unwell and requires water.

**ACCESS ARRANGEMENTS**

If you are running an exam with pupils who have access arrangements. You must ensure that you are fully aware of what access arrangements are available to each pupil. This information will be provided to you prior to the exam starting. You must ensure that the readers/scribes follow the instructions given by JCQ, these can be found in your examinations file and also in the JCQ book. You should ensure that these instructions are available to any person completing the reader/scribe role within the exam room. If there are any queries regarding access arrangements, you must contact the examinations officer immediately. The pupil should be kept under exam conditions until any query has been resolved and the exam can be started. If a pupil is entitled to supervised rest breaks these must be detailed on the exams report.

**READER/SCRIBE**

If you are acting as a ‘reader’ or ‘scribe’ for a pupil during the examination, you must follow the instructions as detailed in the JCQ booklet and provided to you by the exam room invigilator.

**LATENESS TO THE EXAM**

The Examination Officer will contact candidates who are late and trying to get them to the examination. The Examination Officer will co-ordinate getting the candidates into the examination room and arranging additional invigilation, following Section 12 of the Joint Council Instructions.

**LOOKING OUT FOR SUSPECTED CHEATING**

Candidates have been told invigilators have received training and will be aware of ways in which people might attempt to cheat in an exam.

Possible ways of cheating include;

reading pens

mobile telephones

calculators (in a NON-calculator exam)

notes, including in or on calculators

writing on their arms or hands

communicating with other candidates.

trying to catch the attention of other candidates.

If candidates attempt to turn round, they must be told firmly to face the front; if they continue to turn round send for the examinations officer.

If an invigilator suspects cheating is taking place, they should let the Lead Invigilator know and record the time of the incident and details, including which candidates were involved. If the invigilator retrieves any unauthorised item being used by candidates this must be kept and given to the examinations officer. If there is any suspicion of cheating the examinations officer MUST be sent for immediately. Any incidents must be written down on the exam report sheet as they happen and be signed by the invigilator involved. The Examinations Officer will inform the invigilator if a statement is required after the examination has finished.

**DISRUPTION**

It is important to stop any disruption in the exam room as soon as possible for the benefit of all candidates. If a candidate is causing a disruption without realising it (e.g. tapping a pen), then they should be asked to stop immediately. If a candidate is being deliberately disruptive, the Examinations Officer must be sent for IMMEDIATELY.

If a candidate suddenly leaves the exam room, an invigilator can only follow if another invigilator is also present. In this case, the remaining invigilator must call for another person to come to the exam room. Provided the candidate has had no contact with anyone else, the invigilator should attempt to calm them down and call for assistance. If a candidate leaves the exam room less than one hour before the start of the exam, they MUST be found immediately as they jeopardise the security of the exam. If a single invigilator is present, they must telephone for assistance and the Examinations Officer should be sent for immediately.

If a mobile phone goes off during an exam, the invigilator should take the phone from the candidate and turn it off. The invigilator should record the time of the incident and the name of the candidate involved. The invigilator should take note how far through the paper the candidate had reached at the time of the incident. The candidate should continue with their paper but the examination officer must be called for; they will deal with this following JCQ protocols.

**In the case of an Emergency, follow Section 16 of the Joint Council instructions.**

If there is a fire alarm the lead invigilator will note the time the alarm went off and collect the register. The main rooms must wait for confirmation from the Exams Officer or Head of Exams before evacuating. At the beginning of each exam the lead invigilator will have allocated each invigilator a row of candidates they are be responsible for leading out of the exam room. You are to leave the exam room by the nearest exit and take the candidates to the area of the school field by the cricket nets, away from other candidate. The candidates are to remain under examination conditions and in register order at all times. All exam papers and personal belongings are to remain in the examination room. The Lead Invigilator is responsible for taking the registers out to the evacuation area and informing the examinations officer if there are any missing candidates.

Once given the all clear you will be asked to return your candidates back to their seats. Again, they must remain silent. The lead invigilator will note how long the exam has been suspended for and add this to the finish time. If you are invigilating a small exam the same procedures will apply.

**THE END OF THE EXAMINATION**

At the end of the exam, invigilators should follow the instructions in Section 17/18 of the Joint Council for Qualifications instructions. Candidates must be reminded that they are under exam conditions until they leave the exam room.

Invigilators will be asked by the lead invigilator to collect papers from specific rows or continue to watch the room while the scripts are collected. Scripts must be collected in the order on the attendance register. Invigilators must check that candidates have attached any loose sheets to their script, following instructions by individual exam boards. Before candidates are dismissed, ensure that all scripts, loose paper and if applicable, question papers have been collected.

* Candidates cannot leave the room until the scripts have been collected.
* No exam papers are to leave the exam room.
* Do not leave any scripts unattended at any time.
* Do not read or allow anyone else to read any candidates’ exam scripts.
* Collect any unused stationery.
* Candidates must be dismissed row by row.

Before each row is dismissed check desks for graffiti. If there is any graffiti, please keep the candidate behind and send for the Examinations Officer.

It is possible that more than one exam is going on in the exam room. Invigilators must ensure the correct candidates are dismissed at the correct time. If exams are still going on they should ensure that candidates already dismissed from the exam room are moved away from the door. Keep any candidates that have a ‘clash’ with you, under supervision until they enter the defined supervision area or their next exam.

**Scripts are not to be left unattended – they must be taken to the examination officer in main exam room for packaging.**