



## Examination & Invigilation Policy

***This policy should be read in conjunction with the following documents/policies:***

- 1) Joint Council for Qualifications: *Instructions for conducting examinations 2021–2022*
- 2) Joint Council for Qualifications: *Instructions for conducting controlled assessments 2021–2022*
- 3) Joint Council for Qualifications: *General Regulations for approved centres 2021–2022*
- 4) Joint Council for Qualifications: *Access Arrangements and reasonable adjustments 2021 – 2022.*
- 5) Joint Council for Qualifications: *Instructions for conducting coursework 2021–2022*
- 6) Joint Council for Qualifications: *Instructions for conducting non-examination assessments 2021–2022*
- 7) Suspected Malpractice – Policies and Procedures 2021 – 2022
- 8) Emergency Evacuation Policy for Public Examinations
- 9) Child Protection Policy
- 10) Health & Safety Policy
- 11) Contingency Policy
- 12) CCEA GCSE Controlled Assessment Task Taking arrangements and possible exceptions 2021/2022

# Examination Policy Checklist

- Have all senior school students received hard copies or an electronic copy of the relevant student documentation – Information for candidates (written examinations/on-screen tests/Using Social Media) to include a Hazelwood PowerPoint of Examination conduct
- Has the Hazelwood Examination Policy been updated in line with JCQ requirements for the specific year
- Have all the Examination Invigilators (old/new) been trained this year in regard to the JCQ requirements to include contingency plans and the emergency Evacuation Policy
- Have all relevant staff read the Policy in line with JCQ requirements and documentation

*Roles and specific pages that must be read in line with that role*

a) Examination Officer	All of JCQ documentation
b) Invigilators	Page 23 – 32
c) Invigilators/Assistants/Readers/Scribes	Page 25 – 32
d) Teaching Staff	Hazelwood Examination Policy

# Statement

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**Summary:**

This policy has been compiled in consultation with Heads of Department and the Senior Leadership Team.

**Additional Notes**

Policy Number: 2014/08/28

**History:**

Drafted: 28th August 2014

*Examination Policy 2014* combined with *Invigilation Policy 2011* on 29th September 2015 by Ms T. Beare.

Reviewed and updated October 2016 by Ms Tracy Beare

Reviewed and updated October 2017 by Ms Tracy Beare

Reviewed and updated May 2018 by Ms Tracy Beare

Reviewed and updated November 2018 by Ms Tracy Beare

Reviewed and updated November 2019 by Ms Tracy Beare

Updated and amended 29<sup>th</sup> June 2020 by Ms Tracy Beare in line with CCEA appeals information for August 2020

Reviewed and updated November 2020 by Ms Tracy Beare

Reviewed and updated November 2021 by Ms Tracy Beare and Ms Catherine Delaney

# EXAMINATION POLICY FOR ASSESSMENT DECISIONS AT GCSE, AS AND A LEVEL

## ***Introduction***

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. The policy is to ensure the planning and management of examinations is conducted efficiently and in the best interest of all candidates so that the integrity of the assessment process can be maintained. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; CCEA and others. (Cambridge Nationals/Technical, OCN NI, WJEC to include GCE A2 Science Practical Examinations, BTEC (Firsts, Technicals, Nationals, Awards)

This document covers the school's policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, staff of the school and any other parties involved in awarding matters. The Policy will ensure the operation of an efficient examination system with clear guidelines for all relevant staff. These instructions must be used in timetabled written and on-screen examinations. Failure to adhere to these instructions could adversely affect candidates.

It is the responsibility of everyone involved in the centre's Examination processes to read, understand and implement this policy. (Heads of Centre, SLT members, exam officers, invigilators, communication professionals, language modifiers, practical assistants, prompters, readers and scribes) This Policy will be reviewed annually in line with JCQ requirements.

The Head of Centre (Mrs Maire Thompson) is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments. **IT IS THE RESPONSIBILITY OF THE HEAD OF CENTRE TO ENSURE THAT ALL STAFF COMPLY WITH THE INSTRUCTIONS IN THIS BOOKLET AND THAT OF THE JCQ REQUIREMENTS.**

## ***Examinations and Procedures Relating to Examinations***

Examinations policy is decided by the Leadership Team with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer, Mrs Catherine Delaney, is responsible to the Principal for the day-to-day administration of the examinations system. Head of centre, senior leaders and examinations officers must familiarise themselves with the content of the JCQ document 2021 – 2022.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Principal, Ms Maire Thompson. The Examination Officer must be available after the completion of afternoon exams. Any booklets, papers must be placed in the centre's secure storage facility.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates' (ref p63 JCQ booklet 2021–2022), a copy of which is posted inside and outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework and Controlled Assessment,

particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (ICE) document, and others.

### ***Mobile Phones Examinations/Controlled Assessments***

The personal possession of a mobile phone during an Examination or Controlled Assessment (ref Appendix 7 Page 70 JCQ booklet 2021–2022), whether switched on or not, is an offence under JCQ regulations. School policy is that mobile phones should not be brought into the examination/assessment room, and if they are they should be handed to an Invigilator/Assessor who will secure them until the end of the examination session. Failure to observe this regulation may result in the loss of all results for the exam.

Hazelwood will ensure that the JCQ information for candidates (on-screen tests, social media and written examinations) are distributed to all candidates electronically or in hard format prior to examinations taking place.

### ***Internal Assessment***

Under the Joint Council Code of Practice, the Awarding Bodies require schools offering their examinations to:

have a published appeals procedure relating to internal assessment decisions;

make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/Controlled Assessment and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

#### ***The school will ensure that:***

- 1) work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
- 2) at the beginning of the school year, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework & Controlled Assessment, the school's deadlines for submission as well as information about the school's appeals procedure.
- 3) within each department, candidates are given adequate and appropriate time to produce the coursework & Controlled Assessment;
- 4) internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
- 5) the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
- 6) the staff responsible for internal standardization of a subject will endeavour to attend appropriate training sessions given by the relevant Awarding Body.

**Written examination contingency plan: *Please refer to the Contingency***

## ***Policy June 2018 ONWARDS***

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Hazelwood Integrated College. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland where it is stated that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur”.

This plan complies with JCQ general regulations (section 15) in that:

The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle. **Wednesday 24 June 2021** is designated by the awarding bodies as a “contingency day” for examinations.

### ***Criteria for implementation of the policy plan***

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time or in the event of our Assembly Hall or Sports Hall being out of Action, the following contingency plan will be put in place:

# **Examination Coursework/Controlled Assessment Procedure at Hazelwood Integrated College**

Coursework/ Controlled Assessment is defined as any piece of written or practical work that is marked by the school or an external examiner and which contributes to a GCSE, AS or A Level Award.

Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework & Controlled Assessment Regulations.

Irregularities in coursework or Controlled Assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.

An irregularity in coursework or Controlled Assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.

Coursework & Controlled Assessment must be handed in by the agreed published departmental deadline.

Controlled Assessment must never leave the school building in the possession of the student they should be handed it to teachers at the end of each session and secured until the next.

Coursework and portfolios including controlled assessments need to be secure and confidential at all times whilst in a teacher's possession. It is not acceptable for teaching staff to share the live work of candidates with other candidates. Work must be stored safely and securely and retained until moderation has passed or an appeal or malpractice investigation has been completed.

All students are given the same and sufficient time to complete the work.

Students are given clear instructions as to the time and place for handing in the work.

The work must be handed in by the student to the designated teacher and not given to another student to hand in.

If the student is absent from school on the deadline day, a parent/carer or friend must bring the coursework to school to be handed in to meet the deadline.

If it is impossible to deliver coursework to school, the appropriate Head of Department or, in case of absence, his or her representative, must be contacted by phone on the deadline day for advice.

If the coursework or Controlled Assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

Normally there will be no extension of a coursework or Controlled Assessment deadline if a student is absent for a day or two during the period that the coursework/ Controlled Assessment is being completed.

If there are any special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension, but this must be negotiated with the appropriate Head of Department.

The school policy is that mobile phones should not be brought into the examination/assessment room, and if they are, they should be handed to the assessor who will secure them until the end of the session.

Secure Storage is required from the point at which candidates embark on producing work for assessment. All work that will be submitted for assessment must always be collected at the

end of each session and stored securely between sessions. (I.e. securely locked cabinet or cupboard)

(Please read in conjunction with JCQ Instructions for Conducting Non- Examination Assessments 2021 – 2022)

### ***Internal Appeals Procedure***

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.

The appeal must be made in writing to the School's Examinations Officer. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

The Principal will nominate a member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.

The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of that examination series.

The panel's findings will be formally reported back to the candidate/parent/carer.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer, Mrs Catherine Delaney, and made available to the Awarding Body if required.

## **APPEALS PROCEDURE FOR CENTRE ASSESSED GRADES (CAGS) 2020 ONLY**

### **APPEALS AGAINST CENTRE ASSESSED GRADES 2020**

- Heads of Department will ensure the CAG are based upon a holistic professional judgement, balancing the different sources of evidence. They will draw on all existing records and available evidence. Judgements will be made taking into account the available data and evidence on individual student performance. (*Reference CCEA: Awarding for GCSE, AS and A Level Qualifications Summer 2020 Pages 4 - 6*)
- Heads of Department will ensure that all CAGs are ready for despatch at the correct time.
- Once CAGs have been forwarded to the Examinations Officer and Vice Principal AL, the processes of which were employed by teaching staff and departments to produce CAGs will be re-interrogated at a meeting(s) with the Vice Principal, the Examinations Officer and Heads of Departments. This may lead to further consideration regarding processes used which may also lead to further CAGs grade and rank order adjustments, prior to "signing the CAGs off" to the relevant Examination Board.



## ***Appeals against Centre Assessed Grades***

The main points of the appeals procedure are as follows:

1. Appeals will only be considered if they apply to the *process* leading to an assessment.
2. There is no appeal against the mark or grade awarded.
3. Candidates may appeal if they feel their grades have been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
4. Appeals should be made in writing within 7 days (TBC from CCEA) from receiving results to the Vice Principal (AL) who will decide whether the process used conformed to the necessary requirements.  
AS & A2: 5pm 20 August 2020.  
GCSE: 5pm 27 August 2020
5. The Vice Principal's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.
6. If a parent/candidate is dissatisfied with the above outcome, then the College Complaints Procedure should be followed.
7. If a parent/candidate remain dissatisfied with the centres handling of the matter, the candidate can then report their complaint and the centres handling of it to CCEA AO.

## **Results, Enquiries about Results (EARs) - 2020**

### ***Results***

- In 2020, Candidates will receive their individual results on results days by post. KS5 Students will also be able to access their results using CCEA online. This is for Health and Safety reasons due to Covid19.
- Arrangements for the school to be open on results days are made by the Head of Centre.
- The provision of Staff on results days is the responsibility of the Head of Centre.

### ***EARs (Enquiry About Results)***

- EARs may be requested by centre Staff or Candidates if there are reasonable grounds for believing there has been an administration error.
- Candidates must be made aware that an enquiry about grades awarded that there is a possibility that their grade may be lowered, unchanged or increased.
- The fee for this enquiry will be paid by the candidate. (Amount TBC from CCEA)
- This fee will be reimbursed if the appeal is upheld.

### ***Certificates***

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party from the School Office, provided they have been authorised to do so.
- The Centre retains certificates for one year only.

## APPEALS COMMITTEE

There will be an Appeals Committee to investigate any requests for appeal by a candidate, or parent/guardian of a candidate.

If any individual teacher has an issue with any CAG queries brought to them by students in their teaching groups or form class, they must inform the Head of Department who can then direct the candidate to make a written appeal to the Vice Principal (AL) and also inform the Examinations Officer for the need to investigate.

This Committee will sit to look at appeals against any issues of malpractice, or any other issues reported to awarding bodies, that a candidate or parent/guardian may disagree with.

The Appeals Committee will report its findings of the investigation to the Vice Principal (AL) who will then decide whether the process used conformed to the necessary requirements. The Vice Principal's findings will be notified in writing, copied to the Examinations Officer and recorded for inspection.

**This committee will comprise of two Senior members of staff not involved with the subject/department in question, appointed by the Head of Centre and the Examinations Officer.**

**Please note that the procedures mentioned above for calculating CAG are also applicable for all Exam Boards used by the College (e.g. CCEA, AQA, EDEXCEL PEARSON, WJEC, OCR, OCN NI, ASDAN)**

## Internal Examinations

At Hazelwood Integrated College internal examinations will take place for all year groups as outlined below:

	<b>DECEMBER</b>	<b>SUMMER</b>
<b>Year 8</b>	Christmas Exams	Summer Exams
<b>Year 9</b>	Christmas Exams	Summer Exams
<b>Year 10</b>	Christmas Exams	Summer Exams
<b>Year 11</b>	Christmas Exams	Summer Exams/GCSE Modules
<b>Year 12</b>	December Mock Exams	GCSE Exams
<b>Year 13</b>	Christmas Exams	AS Module Exams
<b>Year 14</b>	December Mock Exams	A2 Exams

# *Procedures/Responsibilities for Internal Examinations*

## ***The Exams Officer/Assistant Principal/Timetabler***

- In consultation with the Leadership Team sets dates for exams.
- Inform Heads of Department of exam paper requirements.
- Prepares exam timetable and distributes to teachers and students.
- Prepares exam information and advice leaflet for students.
- Organises examinations rooms and informs caretaker of room changes.
- Prepares supervision schedule alongside Cover manager. (If required)
- Reviews the organisation of exams and reports back to Curriculum Council.

## ***Heads of Department/Subject Staff***

- Prepare exam papers and mark schemes.
- Engage students in revision activities as appropriate.
- Prepare revision notes for students.
- Liaise with Reprographics re processing of exam papers.
- Proof exam papers and when photocopied collect from Reprographics.
- Pack and label exam papers for use and deposit in exam papers pick-up area.
- Attach class list to appropriate set of exam papers as required.

## ***Class Tutors***

- Take a series of lessons on study skills/exam preparation/behaviour during an exam. (Registration + LLW time)
- Draw up seating plan for exam rooms.

## ***AEN***

- Distributes lists of Individual Needs students to Year Co-ordinators, Heads of Department and Examinations Officer.
- Organises exam arrangements for Individual Needs students and the deployment of Teaching Assistants to include Access Arrangements.
- Advises Heads of Department on format/readability/accessibility of exam papers.

## ***Reprographics***

- Prepare sets of exam papers and distribute to Heads of Department.

## ***Office Staff***

- Liaise with buses/transport as appropriate.
- Liaise with Janet and Cafeteria staff regarding alterations to school day timing.
- Preparation of boxes for examination papers for each Tutor Group/Year Group.

# *Procedures/Responsibilities for External Examinations*

## ***Head of Centre/Principal***

- ▣ Overall responsibility for Hazelwood College as an Examination Centre.
- ▣ Advises on appeals and re-marks.
- ▣ Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected Malpractice in Examinations and Assessment 2021 – 2022.

The Head of Centre (Mrs Maire Thompson) is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments.

**IT IS THE RESPONSIBILITY OF THE HEAD OF CENTRE TO ENSURE THAT ALL STAFF COMPLY WITH THE INSTRUCTIONS IN THIS BOOKLET AND THAT OF THE JCQ REQUIRMENTS.**

## ***Examinations Officer***

- ▣ Must read the JCQ Documentation prior to external exams beginning to ensure the College is compliant in all areas.
- ▣ To manage the administration of public examinations.
- ▣ To advise the Senior Leadership Team, subject and class Teachers and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- ▣ To oversee the production and distribution to Staff and Candidates of an annual calendar for all examinations in which candidates will be involved and to communicate regularly with Staff concerning imminent deadlines and events.
- ▣ To ensure that candidates and their parents are informed and understand those aspects of the examination timetable that will affect them.
  - ▣ To consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
  - ▣ To provide and confirm detailed data on estimated entries.
  - ▣ To receive, check and store securely all exam papers and completed scripts.
- ▣ To administer Access Arrangements and makes applications for Special Consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to Candidates who are eligible for adjustments in examinations in conjunction with the Learning Support Co-ordinator. (alongside AEN AP)
- ▣ To identify and manage exam timetable clashes.
- ▣ To account for income and expenditures relating to all exam costs/charges.
- ▣ To manage the Chief Invigilator in organising the recruitment, training and monitoring of a team of Exams Invigilators responsible for the conduct of exams. A meeting with the Invigilation Team will take place at the start of each Examination Series to outline protocol.
  - ▣ To oversee the submission of candidates' coursework marks, tracks despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.

- ▣ To apply for any appeals/re-mark requests.
- ▣ To maintain systems and process the timely entry of candidates for their examinations.

### ***Senior School VP***

- ▣ Inform Examinations Officer with information on pupil class changes.

### ***Heads of Department***

- ▣ Guidance to candidates who are unsure about examination entries or amendments to entries.
- ▣ Involvement in post-results procedures.
- ▣ Accurate completion of coursework mark sheets and declaration sheets.
- ▣ Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer and relevant boards
- ▣ Disseminate information from regular Examination Officer emails.
- ▣ Standardise coursework marks.
- ▣ Store all completed coursework securely and include details of how it is stored in departmental policy.

### ***Subject Teacher***

- ▣ Prepare pupils for external examinations.
- ▣ Display examination dates clearly in classrooms.
- ▣ Follow JCQ coursework guidelines.
- ▣ Mark coursework accurately following departmental/school policy.
- ▣ Return all coursework to Head of Department for secure storage.

### ***Form Teacher***

- ▣ Update pupils on “Information for Candidates – Written examinations”. A PowerPoint and booklet for your students will be sent to all in November. (electronic)
- ▣ Distribute timetables and collect pupil signatures as verification.
- ▣ Release pupils on time for examinations taken in the morning session.

### ***Careers Teacher***

- ▣ Provide guidance and careers information to candidates.

### ***AEN Assistant Principals/Learning Mentors***

- ▣ Provide examination requirements for: a) Statemented pupils. b) Pupils requiring extra time/modified papers. c) Pupils on long term absence.
- ▣ Notification of Access Arrangements (as soon as possible after the start of the course and no

later than two weeks before each examination season).

- ▣ Submission of candidate names to Heads of Department.
- ▣ Administration of Access Arrangements.
- ▣ Identification and testing of candidates' requirements for Access Arrangements.
- ▣ Provision of additional support for candidates with identified additional needs including, English for speakers of other languages, IT equipment, Ipads and tablets to help candidates achieve their course aims.
- ▣ As recommended by JCQ all Special Consideration Candidates and their details should be recorded and updated on SIMS (SESCO Records).

### ***Chief Invigilator/Invigilators***

- ▣ Collection of exam papers and other material from the Exams Officer before the start of the examination.
- ▣ Collection of all exam papers in the correct order at the end of the exam and their return to the Examinations Office or for collection by CCEA (or posting).
- ▣ Attend relevant Training Courses. New invigilators must attend a training session provided by the Examinations Officer and read all the Invigilation documents.
- ▣ All invigilators should be aware and have read the "Checklist for invigilators" for written examinations.
- ▣ Anyone facilitating an access arrangement for a candidate under exam conditions must attend a training session. Records and dates must be kept of those attending these sessions. (Exam Officer)

### ***Candidates***

- ▣ Confirm and sign entries.
- ▣ Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- ▣ Inform Examinations Officer if additional qualifications are being undertaken in a different centre.
- ▣ Arrive on time and equipped for timetabled examinations.

### ***IT Technician***

- ▣ Provide and prepare suitable computers as needed in consultation with the Examinations Officer.
- ▣ Set up Language Listening Examinations/MIA etc. on shared computers immediately prior to Examination start time
- ▣ Configure software as per JCQ guidelines.

### ***Administrative Staff***

- ▣ Support for the input of data.
- ▣ Posting of exam papers.
- ▣ Provide lanyards and signing in book for invigilators.

## ***Accessibility Guidelines for examinations***

Hazelwood Integrated College is committed to equality and promotes learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

Please refer to Section 13/14 Invigilation arrangements for candidates with access arrangements. (*JCQ: Instructions for conducting examinations 2021 – 2022 (page 25 – 32)*) and *Access arrangements and reasonable adjustments 2021 – 2022*).

<b>Type of Disability or Disadvantage</b>	<b>Centre Solution</b>
<b><i>Wheelchair user</i></b>	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift that is available for wheelchair users. Corridors are wide enough to allow easy access for wheelchairs users and the school has a ramp for access to the main examination room. The adapted toilet in the same building provides basic welfare facilities. Where any further need is identified, facilities will be put in place to support the need.
<b><i>Use of crutches for broken leg or other lower limb complaint</i></b>	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift.
<b><i>Broken arm / collar-bone / finger or other such complaint</i></b>	The Centre will arrange for candidates to have a Scribe, laptop and/or extra time for the exam.
<b><i>Generally feeling unwell</i></b>	The Centre may be able to arrange for the candidate to sit the exam in a room on his or her own. (Invigilation staff permitting)
<b><i>Visual disability</i></b>	All corridors and entrances to the Exams areas in school are well lit, Candidates are permitted the use of their coloured film overlays as required.
<b><i>Hearing disability</i></b>	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign language interpreter. Candidates will be accommodated in a room on their own.
<b><i>Long term illness or disability</i></b>	Candidates with long term illness or a disability that makes travel to the Centre difficult may be allowed to sit their exams at home with permission from the individual Exam Boards.
<b><i>Learning disabilities</i></b>	Candidates within the Centre are assessed and permitted the use of a Scribe, Reader and/or Extra Time as recommended by the Centre's SENCo.
<b><i>Emergency Evacuation</i></b>	We comply with the school procedure for Emergency Evacuation in the event of an emergency.

# Invigilation Policy

## ***The 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. (See Appendix 1) The JCQ document must be available to the invigilators in the main examination room. The role of the invigilator is to ensure that the examination is conducted according to the JCQ instructions. (Page 23)

Note: CCTV cannot be used for the purposes of invigilation.

## ***Invigilators must:***

- Be familiar with the JCQ document, 'Instructions for conducting examination' **and know what is expected of them: Be aware of the checklist for Invigilators for written exams**
- Ensure all candidates have an equal opportunity and demonstrate their abilities;
- **Ensure the security of the examination materials before, during and after the examination**
- 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 Mobile Phone poster, JCQ Information to Candidates, the JCQ Warning to Candidates, the JCQ unauthorised Items poster and any specific instructions relating to the subjects being examined; (Appendices 4,5,6,7 of JCQ)
- Prevent possible candidate Malpractice;
- Prevent possible administrative failures;
- Inform the Principal if they are suspicious about the security of the examination papers. The Principal will contact the Awarding Body immediately and send a full written report within 7 days of the suspicion arising. JCQ Form M2b
- Ensure the security of the examination materials before, during and after the examination.

## ***Invigilators must not:***

- Carry out any other task (non-examination related task) in the examination room. e.g. Marking, reading or non-examination related task. This also extends to reading the question paper.

## ***The Head of Centre/Examination Officer will:***

Ensure this document is available to invigilators in the main examination hall/room. (Printed or electronic)

## ***The Exams Officer must:***

- Appoint invigilators to make sure that the examination is conducted according to the following requirements:



- Ensure training sessions are held for new and old invigilators and also for those who are facilitating access arrangements for a candidate under exam conditions. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews has passed or other results enquiries have been completed, whichever is later.
- At least 1 invigilator must be present for each group of 30 candidates or fewer (20) sitting timetabled written examinations.
- A timed Art exam will normally be invigilated by an Art and Design teacher. Additional invigilators should be deployed at the head of centre's discretion to ensure supervision of candidates is maintained at all times. (Page 24)
- 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 test to deal with any technical difficulties that may arise, including matters of Safety.
  - At least one invigilator must be present for each group of 30 candidates or fewer taking timetabled written exams.
  - Invigilators may be changed as long as the number of invigilators present in the exam room **does not** fall below the required number.
  - At least 1 invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE AS/A2 Science Practical examinations.
  - One senior teacher to be appointed for all exams over 50 students to monitor and control candidate behaviour. This person will be responsible for the orderly conduct of candidates entering and leaving the examination room.
  - Where 1 invigilator is present they must be able to access help easily without leaving the exam room or disrupting the candidates. (I.e. mobile phone) **An invigilator is only allowed a mobile phone in the exam room for this purpose.** The mobile phone must be kept on silent mode.
- Make sure that all invigilators are suitable 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;
- Make sure that a teacher/tutor/senior member of teaching staff who has prepared the candidates for the subject of the examination during the academic year **is not** an invigilator during the timetabled written examinations or on –screen test;
- Keep signed records of the seating plan, the 'Invigilation Arrangements' and copies of the attendance records for each examination.
- An invigilator should be asked to declare whether he/she has invigilated previously and whether he/she has any current malpractice applied to them.

### ***Starting the Examination (Page 34 onwards)***

The Head of Centre has a duty at all times to maintain the integrity of the examination. Senior members of centre staff, approved by the head of centre, and who has not had overall responsibility for the candidate's preparation for the exam, may be present at the start of the examination. ***No member of staff should be in the room if they have had overall responsibility for the candidate's preparation for the examination.*** Only those members of senior staff authorised by the Principal (e.g. VP's) and agreed with the Exams Officer should be present in the Examination room to assist with the identification of all candidates;

- Appointed Invigilators must carry out their duties as defined on Page 23-32
- Examinations Officer
- Principal/ Vice Principals
- Senior Leadership Team

#### Awarding Body/ JCQ Inspectors

Other members of staff may be approved by the Principal to be present at the start of examinations. When members of staff enter an examination room, they must identify themselves and their purpose for being there to the senior Invigilator and/or Exams Officer. Invigilators must be informed of those candidates with access arrangements and be aware of the access arrangements awarded.

***Where specifically approved by the Principal and agreed with the Exams Officer, members of staff have a very clear role. Principally: ( Appendix 8 JCQ document)***

- To identify and settle candidates and instil discipline;
- To deal with any disciplinary matters;
- To start the examination;
- To check that candidates have been issued with the correct question papers for the day, date, time, their subject, unit, component and tier of entry, if appropriate;
- Senior members of centre staff **MUST NOT** provide advice and guidance with regard to the completion of the examination. They must not comment on the Questions paper or advise on which sections of the paper or Q's that should be attempted.
- To check that candidates, have the necessary equipment & materials for the examination. (where permitted i.e. calculators, anthologies, set text)
- Centre staff may only take a question paper out of the examination room if they need to check a possible problem with the relevant awarding body. No advice must be provided to the candidates without the permission of the awarding body. i.e. a candidate has identified a possible problem which the invigilator is unable to resolve such as a suspected error on the question paper. **They do not need prior permission from the head of centre. If the award 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.**
- ***NOTE: Persons responsible for the candidate's preparation for the exam should not enter the exam room.***
- ***NOTE: Only candidates actually sitting the examination/assessment must be present in the examination room while an examination is taking place.***

***Under no circumstances may members of College staff who have prepared students for the exam:***

- Enter the exam room
- 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 or guidance with regard to the completion of the exam to candidates
- 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.
- **Note: Support and encouragement may be offered at any point up until the time the candidates enter the exam room. From that moment, they are under formal exam conditions and the strict protocols MUST be adhered to.**

Only those Candidates actually sitting the examination must be present in the examination room while an examination is taking place. Notice to centre (Reference, Page 71 – also included at the back of this policy) must be brought to the attention of all members of centre staff so they are clear about their role in the exam room. The JCQ Centre Inspection Service and Awarding body representatives have the right to visit centres during the examinations to inspect the arrangements made for the security of examinations material and for conducting the examinations.

Authorised inspectors must identify themselves by means of an identity card or letter of authority. The Exam Officer/ Senior member of staff must be available to accompany the inspector on his/her centre visit, including inspection of secure storage facility.

### ***Question papers, stationery, materials and other equipment***

To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff, who can be an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded. Question papers must never be left unattended once they have been removed from the centre's secure storage facility.

The invigilator must take all reasonable steps to ensure the following conditions are met.

- The correct examination question papers have been placed face upon candidate's desks; Question papers must never be left unattended; (To include modified papers or those on coloured paper)
- The official examination stationery, including additional answer sheets must be issued to candidates. **No other stationary, including paper for rough work can be provided.**
- Candidates must not have access to any items other than those clearly allowed in the instructions for that paper, the stationery list or the specification for that subject;
- Any pencil cases **MUST** be see-through;
- Not permitted: ipods; mobile phones; MP3/4 players or similar device; smart watches; **ANY FORM OF WATCHES**

- This means that: All unauthorised items are left outside of the examination room; unauthorised items taken into the examination room **must** be placed out of reach of the candidates before the examination starts. **(not under desks, front of examination room)**
- Mobile phones and other electronic devices must be handed to invigilators before the exam begins; (Refer to Appendix 7 on Mobile Device JCQ document)
- If candidates have access to unauthorised items in the examination room this may be considered as malpractice, **to include watches and will be subject to penalties in accordance with JCQ requirements.** Following the announcement, any mobile phone or unauthorised possession must be handed to the invigilator prior to the exam starting. If candidates have access to unauthorised items in the exam room this is considered Malpractice.
- **In a subject where there is an objective test or a personalised question paper and individual pre-printed sheet or question paper, this must be given to that specific candidate.**
- The invigilator, prior to the examination start, must ensure that candidates have removed wrist watches, **placed them in their bags at the back of the hall or handed them to the invigilator to store at the front the examination room. NO WATCHES ALLOED IN EXAM ROOMS.**
- Only bottled water may be consumed in the examination, on the condition that all labels have been removed from containers. (Note: Food and drink are allowed in the exam room at the discretion of the Head of Centre)
- **For timed Art Exams**, candidates may take into the examination room preparatory supporting studies, notes on sketches which they have produced, and which are to be submitted along with the work done during the timed test. They may also take objects and materials required to set up a still life group. These examinations must be taken under formal conditions. Candidates **are not permitted** to listen to music.

**An examination is treated as in progress from the time the candidates enter the room until the point at which they are permitted to leave. No revision sessions or coaching of candidates must take place in the designated exam room. THIS IS MALPRACTICE. The Senior Teacher appointed to each exam will have responsibility for ensuring the following regulations are adhered to:**

- Candidates are not allowed to communicate with each other in any way once they have entered the exam room;
- **Candidates are under formal conditions from the minute they enter the room in which they will be taking examinations until the point at which they are permitted to leave.**
- ***Candidates may not leave an exam room once they have entered.***
- Candidates are under examination conditions from the time they enter the room in which they will be taking their examination **until the point they are permitted to leave.**
- Use of unauthorised material in the examination room is deemed as malpractice. I.e. coaching, power point's, presentations on subject specific material.

***Before candidates are allowed to start work in the examination, the invigilator must always:***

- make sure that candidates are seated according to the set seating plan: (Page 20- 22)

- tell the candidates that they must now follow the regulations of the examination;
- open the packets of question papers and give the papers to the candidates;
- ask candidates to check they have the right question paper for the day, date, time, subject/unit/component/tier;
- tell the candidates to read the instructions on the front of the question paper, and **ask them to check that they have been given the examination paper for the correct day, date, time, subject, unit, component and/or tier, if appropriate;**
- tell the candidates about any erratum notices;
- instruct candidates about emergency procedures
- check that candidates have all the materials they need for the exam.

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

**You must:**

- hand in your mobile phone and **any other unauthorised items** if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- write clearly in black ink, unless the instructions on the front of the question paper say otherwise;
- Write your name/surname (except for CCEA examinations) as it appears on your statement of entry (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 section of the answer booklet
- neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner;
- do any rough work for multiple-choice papers in the question book.
- As candidates complete the details on their answer booklet, invigilators should move around the room ensuring that this is being done.
- ***Remain in the examination room until all the papers have been collected. NO student is allowed to leave the examination hall early.***
- Students must not use:
  - Correcting pens, fluid or tape;
  - Erasable pens;
  - Highlighter pens in your answer (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet); **Candidates may use a highlighter pen to highlight extracts in any resource material provided**
  - Gel pens in your answers;
  - Blotting paper.

***The invigilator must:***

- announce clearly to the candidates when they may complete the details on their paper
- **The invigilator may read the question paper rubric (instructions at front of question papers) to the candidates**

- announce clearly to the candidates when they may begin and write their answers. **The examination will formally start at this point**
- specify the time allowed for the paper(s)
- remind candidates that they are not allowed to leave before the end of the examination, communicate in any way with, ask for help from or give help to another candidate while they are in the examination room
- Only answer questions from candidates about the instructions on the front of the examination paper
- Remind candidates sitting timed Art exams that the work produced must be their own. **TIMED ART EXAMS MUST BE CARRIED OUT IN FORMAL EXAMINATION CONDITIONS.**

***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 in the question paper. The invigilator **must**, however, refer the matter immediately to the Exams Officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body.
- 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
- re-phrase a question for a candidate
- explain any subject specific or technical terms to a candidate
- give any indication of the time elapsed or remaining, where a question paper consists of distinct sections
- a 5-minute warning to candidates, may only be given at the end of the examination.
- the Invigilator must not undertake any of the above as they constitute **malpractice**.

**DURING THE EXAMINATION (SECTION 25 – 25 JCQ)**

***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.
- Place invigilators at the front, back and sides of the room if possible.
- Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell or require a toilet break. Any irregularities must be recorded on an incident log. Exam room incident log is available on the JCQ website.
- 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.

- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of Centre staff. Those candidates may be allowed extra time at the discretion of the Centre to compensate for their temporary absence.
- Question papers 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 secure storage.

## **CANDIDATES WHO ARRIVE LATE (SECTION 21)**

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.**

A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.

### ***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 10.00 am for a morning examination** or **after 2.30 pm for an afternoon examination**.

For examinations that last less than one hour, a candidate will be considered very late if they arrive:

- after the awarding body's published finishing time for the examination.

### ***Where a candidate arrives very late for an examination you must:***

- send the script to the awarding body/examiner in the normal way;
- Complete and submit on-line using the Centre Admin Portal (CAP) **Form JCQ/VLA-Report on candidate admitted very late to examination room** within seven days of the examination having taken place. Form JCQ/VLA may be downloaded from the JCQ website: <http://www.jcq.org.uk/exams-office/forms/very-late-arrival-form>
- **The centre Admin Portal can be accessed via any of the awarding bodies secure extranet sites. Guidance notes to be read first. (Page 42)**

### ***You must provide the following information:***

- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time the candidate started the examination;
- the time the candidate finished the examination;
- a statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination;
- warn the candidate that the awarding body may not accept their work.
- If a candidate arrives in the afternoon for a paper that has been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he/she has not had contact with other candidates.



- Note: There is no requirement to complete any paperwork for those candidates who arrive within one hour of the awarding body's published starting time for an examination which last an hour or more. Arriving between 9.00am and 10.00am for a morning exam or between 1.30pm and 2.30pm for an afternoon examination.

Form JCQ/VLA **must not** be sent to an examiner.

Please note that City & Guilds centres do not need to complete **Form JCQ/VLA**. A report giving full details of the candidate's very late arrival **must** be sent to City & Guilds. The candidate **must** complete a *Declaration of no prior knowledge* form, which is obtainable from City & Guilds.

When deciding whether to accept any of the work done by a candidate who arrives very late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained.

Given that candidates may have left the examination room one hour after the awarding body's published starting time, the awarding body is unlikely to be able to accept the work of very late candidates unless they have been supervised.

Where a candidate is identified as being absent at the start of an exam by centre personnel, the centre may wish to make contact with the candidate's parent/carer.

The parent/carer should be advised to keep the candidate under supervision at all times until the candidate is handed over to a member of centre staff. In such circumstances the parent/carer and the candidate should sign an appropriate statement to confirm the supervision arrangements which were put in place.

The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre.

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 will then decide whether or not to accept the script.

City & Guilds centres **must** complete a Declaration of no prior knowledge form obtainable from City & Guilds.

Centres should note that there is no requirement to complete any paperwork for those candidates who arrive within one hour of the published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00 am and 10.00 am for a morning examination or between 1.30 pm and 2.30 pm for an afternoon examination.

The exams officer may need to liaise with a senior member of staff who has pastoral responsibilities

## **COMPLETING THE ATTENDANCE REGISTER(SECTION 22 JCQ)**

The attendance register is a key point of the process of identifying candidates present in the Examination room. Centers must play close attention to the completion of the attendance register. **Centres may record candidate attendance data for examinations through their MIS and produce a centre generated register. Centres do not have to use the paper attendance registers produced by the examining board. (Page 43)**



### ***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;
- Cross through the numbers and names of candidates who have been officially withdrawn from a paper or subject but who are still shown on the register;
- Write "transferred to (Centre no)" on the attendance register for a candidate who is sitting the relevant unit/component at another registered centre; **invigilators must be briefed on this (Page 43)**
- Ensure that a separate attendance register is completed for a candidate who has transferred to Hazelwood centre.
- Follow the instructions on the ICM for City & Guilds examinations and Assessments.
- Keep a copy of the attendance register until the deadline for reviews of marking has passed **or until any appeal, malpractice or enquiries have been completed**
- The Attendance register **MUST** have been completed before the end of the examination.
- 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 EXAM ROOM (PAGE 44)**

**For examinations that last one hour or more, candidates must stay under centre supervision until 10am or 2.30pm (9AM/PM exam)**

- **For exams that last one hour or more, candidates must stay under centre supervision until 10am or 2.30pm. (1 hour after awarding bodies published starting time. For exams less than 1 hour, candidate's must be supervised and question papers kept in secure storage until the published finishing time.**
- **Students who are allowed to leave the exam room temporarily must be accompanied by a member of staff.**
- **Candidates who have finished the exam and have been granted permission to leave early, must hand in their script and other materials before they leave the examination room. These candidates are **NOT** allowed back into the room. (This also applies to the end of the exam)**
- **Scripts, question papers and other materials must not be removed from the examination room until all candidates have completed the examination.**
- **Upon completion of BTEC examination, question papers must not be released to Centre personnel and /or candidates at any time. (Written and on-screen exam)**

## AT THE END OF THE EXAMINATION

### *Finishing the examination*

#### **At the end of the examination invigilators must:**

- tell the candidates to stop working & remind them that they are still under exam conditions;
- allow candidates who arrived late, (and were allowed) the full working time to do their examination and continue after the normal finishing time; Tell them to stop working after the full working time allowed has passed
- instruct candidates taking written examinations to make sure they have put all the necessary information on their scripts and any additional answer sheets, e.g. candidate name, candidate number, Centre number; Make sure their answers are correctly numbered;
- make sure they have any loose answer sheets inside the answer booklet;
- paper clips or staples must not be used;
- follow the instructions on the ICM for City & Guilds examinations and assessments.
- Candidates granted extra time and/ or supervised rest breaks should carry on for the necessary additional time. Invigilators must be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks;
- Only a 5-minute warning to candidates is permitted at the centre' discretion. Where candidates have different finishing times the centre must consider the impact on them;
- Ensure candidates hand in all scripts, question paper and any other material before they leave the exam room.

### *Collecting scripts*

#### **Invigilators must:**

- 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; **(all awarding bodies except CCEA)**
- put the scripts/objective test sheets in the order shown on the attendance register;
- check that candidates have used their correct Centre and candidate numbers;
- give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner;
- ensure that scripts are kept secure at all times until they are despatched to the awarding body/examiner.
- 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 **any supplementary sheets**. For example, centre number, candidate number, candidate name **or component unit/title**. In such a situation the correction should be counter signed on the script. Centres must not alter any other details on the candidate's script.

- **NOTE:** Question papers must not be removed from the exam room until all candidates have completed the examination.
- **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. All scripts must be kept secure until they are despatched to the awarding body.
- The Invigilator must collect all unused stationary in the exam room, check for any loose sheets candidates may have missed and return it to the exam officer.

## EMERGENCIES (PAGE 25)

Invigilators should attend training and/or updated sessions ensuring they understand what to do in the case of an emergency as listed below and have also read the Policy. They must follow the actions required in the emergency evacuation procedure issued to them for each exam room and record any incidents as and when they happen to support follow up reporting to the awarding body by the Examination Officer.

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- 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 instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are 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 examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

**PLEASE REFER TO EMERGENCY EVACUATION POLICY**

## MALPRACTICE (PAGE 45)

- Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the exam room. They should also be told that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- The Invigilator must record what has happened. Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. Assistance can be summoned.

- The Head of Centre must report to the awarding body immediately all cases of suspected or actual malpractice involved in the exam. (Form JCQ/M1 Form must be completed. Examination scripts must be packed as normal.
- The Head of centre can remove a candidate from the exam room if the candidate is disruptive to others.
- The Head of Centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.
- Where candidates commit malpractice, the awarding body may decide to penalise them which could include disqualification.

## **AFTER THE EXAMINATION (PAGE 52-55 JCQ)**

### ***Packing scripts***

#### **You must:**

- Check you have enough large plastic envelopes
- use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts you have to send;
- Ensure that every script or objective test sheet from the exam has been included. (Only 1 set of examination papers per plastic envelope)
- Enclose the relevant attendance registers with the scripts in the same order as listed on the attendance register (The attendance register must still be completed and sent even when there are no scripts)
- Ensure cover sheets accompany scripts where appropriate, e.g. for those candidates granted access arrangements. The cover sheet must be placed inside the script.
- Use the pre-addressed labels provided by the awarding bodies (1 label per package/use the whole address label/fasten envelopes securely – no staples, string or brown tape) The address label must be visible and legible.

#### **You must not:**

- include anything other than the examination scripts and the attendance register(s);
- identify the College in any way to the examiner
- combine packages, even where scripts for more than one exam are going to the same address
- overfill packages as they may split open during transit;
- write on labels or alter them in any way.

Once sealed exam envelopes should be secured by the Exams Officer or Office Manager who will record them and secure them until they are collected by Royal Mail or CCEA in the centre's secure storage facility. For sending scripts, please refer to Page 52.

Policy effective as of November 2021.

.....  
Mrs Catherine Delaney  
***Examinations Officer***

.....  
Ms Maire Thompson  
***Principal***

# APPENDICES

## 1. THE ROLE OF THE INVIGILATOR: CHECKLIST FOR INVIGILATORS: PG 23 – 24, 34 – 53.

The role of the Invigilator is to ensure that the examination is conducted according to the JCQ guidelines 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.

## 2. INVIGILATION ARRANGEMENTS FOR CANDIDATES WITH ACCESS ARRANGEMENTS PAGES 25 - 31

### Oral Language Modifier/ Practical Assistant/ Reader/ Scribe

- Candidates requiring any of the above will be accommodated separately and a separate invigilator will be appointed.

## 3. CANDIDATES WHO ARRIVE LATE PAGE 42

- A candidate who arrives after the start of the examination should be allowed the full time for the examination if it is possible to accommodate them in the College.

### A candidate will be considered very late if they arrive:

- more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination.

### For examinations that last less than one hour, a candidate will be considered very late if they arrive:

- after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later.

### Where a candidate arrives very late for an examination you must:

- send the script to the awarding body/examiner in the normal way;
- send a full written report to the awarding body on Form JCQ/VLA;
- warn the candidate that the awarding body may not accept their work.

## 4. LEAVING THE EXAMINATION ROOM PAGE 44

For examinations that last one hour or more, candidates must stay under College supervision until the published end of the examination. **NO STUDENT MAY LEAVE THE HALL UNDER ANY CIRCUMSTANCES.**

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 or 30 minutes after the awarding body's published starting time, whichever is later

**Candidates who take an examination earlier than the published starting time shown on the timetable must stay under supervision until one hour after the awarding body's published starting time for that examination.**

Also, you **must** make sure that question papers used by those candidates are kept in secure storage until one hour after the published starting time for that examination.

A member of staff **must** accompany candidates who are allowed to leave the examination room temporarily. Those candidates may be allowed extra time at the discretion of the College to compensate for their temporary absence.

Candidates who have finished their work earlier than the time allotted are **not allowed** to leave the examination room early. Examination papers will be collected by the invigilator at the end of the exam.

Question papers **must not** be removed from the examination room until the end of the examination session in the College.

## **5. MALPRACTICE PAGE 45 (ALSO REFER TO SUSPECTED MALPRACTICE POLICIES AND PROCEDURES JCQ 2021 – 2022.**

If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room. The candidate should 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 and wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

***The Principal must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 — Report of Suspected Malpractice must be completed.*** The Principal has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.

**The Principal has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.**

## **6. EMERGENCIES PAGE 46 – REFER TO EMERGENCY EVACUATION POLICY**

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (in order 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 should leave the room in silence. Candidates must be advised to close their answer booklet.
- Make sure that the candidates are 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 examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body. Where candidates are unable to return to the building to complete the examination, the relevant awarding body must be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.
- Candidates must be given the opportunity to sit the examination for its published duration. Advice must be sought from the relevant awarding body as soon as it's safe to do so particularly where the centre is concerned about the security of the examination.

## **Appendix 8 Notice to centres: The people present in the examination room Produced on behalf of AQA, CCEA, OCR, Pearson and WJEC**

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.

Section 17 of the *Instructions* provides clarity on who may be present in the examination room.

The head of centre has a duty to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and on-screen tests.

Invigilators must have been trained to undertake their duties (see section 12 of the *Instructions*).

Rules relating to centre staff other than exams officers and invigilators

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). When entering an examination room, the senior member of centre staff must identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper for the day, date, time, subject, unit/component and tier of entry if appropriate;
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

### **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 reporting 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 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 formal examination conditions and the strict protocols must be adhered to.