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Examination & Invigilation Policy

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

- 1 Joint Council for Qualifications: *Instructions for conducting examinations 2017–2018*
- 2 Joint Council for Qualifications: *Instructions for conducting controlled assessments 2017–2018*
- 3 Joint Council for Qualifications: *General Regulations for approved centres 2017–2018*
- 4 Child Protection Policy
- 5 Positive Behaviour Policy
- 6 Acceptable Use Policy for Hand-Held Technology and the Internet
- 7 Health & Safety Policy

Statement

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 and Mrs Joanne Branagh

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

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; CCEA and others.

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.

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 Joanne Branagh, is responsible to the Principal for the day-to-day administration of the examinations system.

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, Mrs Kathleen O'Hare.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates' (ref p56 JCQ booklet 2017–2018), 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 JCQ booklet 2017–2018), 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.

Internal Assessment

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

1. have a published appeals procedure relating to internal assessment decisions;
2. 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.

Examination Coursework/Controlled Assessment Procedure at Hazelwood Integrated College

1. 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.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework & Controlled Assessment Regulations.
3. 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.
4. 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.
5. Coursework & Controlled Assessment must be handed in by the agreed published departmental deadline.
6. 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.
7. All students are given the same and sufficient time to complete the work.
8. Students are given clear instructions as to the time and place for handing in the work.
9. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 Controlled Assessments 2017 – 2018*)

Internal Appeals Procedure

1. 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.
2. 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.
3. 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.
4. 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.
5. The panel's findings will be formally reported back to the candidate/parent/carer.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer, Mrs Joanne Branagh, and made available to the Awarding Body if required.

Internal Examinations

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

	December	Summer
Year 8	Christmas Exams	Summer Exams
Year 9	Christmas Exams	Summer Exams
Year 10	Christmas Exams	Summer Exams
Year 11	Christmas Exams	Summer Exams/GCSE Modules
Year 12	December Mock Exams	GCSE Exams
Year 13	Christmas Exams	AS Module Exams
Year 14	December Mock Exams	A2 Exams

Procedures for Internal Examinations

The Deputy Principal/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.
- Draw up seating plan for exam rooms.

SENCO

- 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.
- 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.

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 7/8 Invigilation arrangements for candidates with access arrangements. (JCQ: *Instructions for conducting examinations 2017 – 2018*(page 19 – 26)) & *Access arrangements and reasonable adjustments 2017 – 2018*.

Type of Disability or Disadvantage	Centre Solution
<i>Wheelchair user</i>	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 wheelchair 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.
<i>Use of crutches for broken leg or other lower limb complaint</i>	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift.
<i>Broken arm / collar-bone / finger or other such complaint</i>	The Centre will arrange for candidates to have a Scribe, laptop and/or extra time for the exam.
<i>Generally feeling unwell</i>	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)
<i>Visual disability</i>	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.
<i>Hearing disability</i>	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.
<i>Long term illness or disability</i>	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.
<i>Learning disabilities</i>	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.
<i>Emergency Evacuation</i>	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.

Invigilators must:

- Be familiar with the JCQ document, 'Instructions for conducting 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, and any specific instructions relating to the subjects being examined; (Appendices 4,5,6,7)
- 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. (See Appendix 5) **JCQ Form M2b**

Invigilators must not:

- Carry out any other task in the examination room. **e.g. Marking, reading**

The Head of Centre will:

- **Ensure this document is available to invigilators in the main examination hall/room.**

The Exams Officer must:

- Appoint invigilators to make sure that the examination is conducted according to the following requirements:
- 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.
- 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 analysis.**
 - 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. They will also be responsible for identifying all candidates taking the exam. **i.e. Assistant Principal/Senior teacher**
 - 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)

- 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/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

The Head of Centre has a duty at all times to maintain the integrity of the examination. Only those members of staff authorised by the Principal and agreed with the Exams Officer should be present in the Examination room;

- Appointed Invigilators **must carry out their duties as defined on Page 9**
- 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.

Where specifically approved by the Principal and agreed with the Exams Officer, members of staff have a very clear role. Principally:

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

Under no circumstances may members of College staff:

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

- Communicate with candidates except where maintaining discipline in the exam room;
- Enter the exam room to provide encouragement;
- Enter the exam room and read candidates scripts.

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 60) 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

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

- The correct examination question **papers have been placed on candidate's desks;**
- 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 should be see-through;
- **Not permitted: ipods; mobile phones; MP3/4 players; smart watches; wrist watches with a data storage device**
- **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.**
- Mobile phones and other electronic devices must be handed to invigilators before the exam begins; **(Refer to Appendix 3, page 55 on Mobile Device JCQ document)**
- **If candidates have access to unauthorised items in the examination room this may be considered as malpractice.**
- **The invigilator, prior to the examination start, must ensure that candidates have removed wrist watches, placing them on their desks.**
- Only bottled water may be consumed in the examination, on the condition that all labels have been removed from containers.
- **For timed Art Exams, candidates may take away 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 all the scripts have been collected. 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 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.

- 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;
- 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 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 subject, unit, component and/or tier, if appropriate;**
- tell the candidates about any erratum notices;
- instruct candidates about emergency procedures

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

You must:

- hand in your mobile phone if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- write 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.
- ***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);
 - Gel pens in your answers;
 - Blotting paper.

The invigilator must:

- announce clearly to the candidates when they may begin to write their answers
- specify the time allowed for the paper(s)
- remind candidates that they are not allowed to 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
- 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 although not encouraged, may only be given at the end of the examination.**
- **The Invigilator must not undertake any of the above or they constitute malpractice.**

DURING THE EXAMINATION

Supervising the candidates

- Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell. Any irregularities must be recorded.
- Invigilators are required to move around the assessment area quietly and at frequent intervals.
- During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.
- 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

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 published starting time for an examination which lasts one hour or more, i.e. **after 10.00am for a morning examination** or **after 2.30pm 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 **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>

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.

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 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm 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

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;
- 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.**

AT THE END OF THE EXAMINATION

Finishing the examination

At the end of the examination invigilators must:

- tell the candidates to stop working **and 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;**
- 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.

Collecting scripts

Invigilators must:

- collect all the scripts/objective test sheets 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;
- 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.**

AFTER THE EXAMINATION

Packing scripts

You must:

- 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)

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.

Policy effective as of October 2017.

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Mrs Joanne Branagh
Examinations Officer

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Mrs Kathleen O'Hare
Principal

APPENDICIES

1. THE ROLE OF THE INVIGILATOR: CHECKLIST FOR INVIGILATORS: PG 45–47

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

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

- 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 10.00am for a morning examination or after 2.30pm 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

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

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 disqualify the candidate.

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

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.
- 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.