

# INVIGILATOR HANDBOOK

## 2024/25

This handbook is reviewed and updated annually

Produced/reviewed by	
Exams Manager	
Date of next review	Sept 2025

## Contents

The role of the invigilator .....	4
Purpose of this handbook .....	4
Instructions for conducting examinations .....	4
Preparing for the exam .....	4
Keeping question papers and other examination materials secure.....	4
Checking and arranging question paper packets .....	4
Starting times for exams .....	5
Timetable clashes and overnight supervision arrangements .....	5
Resources for exams .....	6
Using calculators .....	6
Accommodation (The exam room) .....	7
Invigilation arrangements .....	8
Invigilation arrangements for candidates with access arrangements and Access arrangements .....	9
Contingency planning .....	11
At the beginning of the exam .....	11
Identifying candidates .....	11
The people present .....	12
Question papers, stationery, materials and other equipment.....	12
Starting the exam.....	13
During the exam .....	15
Supervising the candidates .....	15
Candidates who arrive late.....	15
Completing the attendance register .....	16
Leaving the exam room .....	16
Malpractice .....	17
Emergencies.....	17
At the end of the exam .....	18
Finishing the exam.....	18
Collecting scripts.....	18
Unused stationery, Releasing question papers .....	19
CENTRE-SPECIFIC INFORMATION AND INSTRUCTIONS .....	19
Contacting the Exams Officer .....	19
Reporting for duty.....	20
Invigilator briefing .....	20
Dress code .....	20
Payment arrangements .....	20
APPENDIX 1 .....	21
Checklist for invigilators (for written examinations) Effective from September 2024.....	21
APPENDIX 2.....	26
Exam room checklist .....	26
APPENDIX 3.....	28
Exam Crate / Box checklist.....	28

APPENDIX 4.....29  
    Invigilator announcement .....29  
APPENDIX 5.....30  
    Exam room incident log .....30  
APPENDIX 6.....31  
    Emergency evacuation procedure .....31

## The role of the invigilator

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates... **Invigilators have a key role in upholding the integrity of the external examination/assessment process.** The role of the invigilator is to ensure that the examination is conducted according to these *Instructions* in order to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities
- b) ensure the security of the examination materials before, during and after the examination
- c) prevent possible candidate malpractice
- d) prevent possible administrative failures

## Purpose of this handbook

Barnet & Southgate College is committed to ensuring that invigilators are thoroughly trained, briefed in their duties and kept up to date with JCQ and awarding body regulations and instructions regarding the conduct of examinations.

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

Invigilators must know what is expected of them and be aware of the:

- **Instructions of conducting examinations (ICE) 2024-2025**
  - ICE Section 3
  - ICE Section 4
  - ICE Section 5
  - ICE Appendix 1 – Instructions for conducting on-screen tests
  - ICE Appendix 3 – Suggested wording for the invigilator's announcement
  - ICE Appendix 4 – Warning to candidates
  - ICE Appendix 7 – No unauthorised items poster
  - ICE Appendix 8 – People present in the room

**Checklist for invigilators (for written examinations),** – see *Invigilator Handbook, Appendix 1.*

## Instructions for conducting examinations

### Preparing for the exam

#### Keeping question papers and other examination materials secure

All exam papers are sent to the Exams Department and kept securely in the Exam Storeroom and secure storage facility.

Following a second pair of eyes check, which ensures invigilators are in receipt of the correct examination papers, the lead invigilator for the exam must collect their crate from the Exam Team and sign they have received it. Centres must be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.

**The examination papers and additional examination stationery must never be left unattended at any time, and they must be returned to the safe keeping of the Exam Team at the end of the exam.**

At the end of the exam, the lead invigilator must return the crate containing all the exam papers and materials to the Exam Team. The returning invigilator must sign that the crate and exam papers have been returned.

#### Checking and arranging question paper packets

Upon delivery of the exam papers to the college, the Exam Team checks and confirms the delivery is correct. Exam papers and pre-release materials issued by the awarding organisations must always

be stored at the centre's registered address in a secure storeroom and secure storage facility by qualification name, qualification level and in examination date order.

Exam papers must always be kept in their sealed packets.

To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are given to the invigilator and opened. The invigilator, additional to the person removing the question paper packets from secure storage, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before question paper packets are taken to the exam venue and/or are opened. The invigilator must ensure this second pair of eyes check is recorded.

The integrity and security of the electronic question papers must be maintained during downloading, printing and collating. By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material. The file must only be accessed and downloaded for use by candidate(s) who have been entered for the examination.

If the file is stored locally for the purposes of printing, it must be deleted immediately afterwards from the local drive and the recycle bin. Printing must be carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials. Only authorised members of centre staff have access to electronic question papers. Do not create unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.

Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements.

Any deviation from these instructions will be reported to the awarding organisation using a JCQ M2.

### **Starting times for exams**

The awarding bodies' exam start times are 9.00am (morning sessions) and 1.30pm (afternoon sessions).

Unless otherwise stated, examination sessions at Barnet and Southgate College will start at 9.30am and 1.30pm.

### **Timetable clashes and overnight supervision arrangements**

To maintain the security of the examination, all candidates sitting general qualifications examinations must start:

- no earlier than 8.30am and no later than 9.30am (AM sessions)
- no earlier than 1.00pm and no later than 2.00pm (PM sessions)

Where candidates have a timetable clash, they will remain under centre supervision – under the supervision of an invigilator.

In the event of a timetable clash, the higher-stake examination (e.g. Maths) takes place as normal or is prioritised. If candidates are taking two or more examinations in a session and the total time is three hours or less, the Exams Officer will decide the order of the examinations within the timetabled session.

Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.

If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day. The Exams Officer will determine the examination which is to be conducted in a later or earlier session within the same day.

For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times.

Where a candidate has a timetable clash involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination, the examination(s) will not be moved to an earlier session.

Overnight supervision arrangements will be applied as a last resort and once all other options have been exhausted. The Head of Centre must be satisfied with any arrangement for the overnight supervision of a candidate and will accept full responsibility for the security of the examination throughout.

### Resources for exams

Candidates will use resources as set out in the instructions on the question paper and if they have an approved access arrangement or reasonable adjustment such as colour overlays and bilingual dictionaries.

Unless provided, candidates will be expected to bring with them their own authorised materials for their examinations. However, invigilators will be given a supply of essential equipment which can be supplied to candidates in an emergency i.e. black pens, rulers and calculators.

Candidates must not lend equipment to other candidates.

Candidates in possession of unauthorised materials in an examination (whether or not they intend to use it) will be considered as committing malpractice. A JCQ M1 Form with accompanying statements form both invigilators and the candidate(s) will be submitted to the awarding organisation.

Any resources not mentioned on the examination paper or in the awarding organisation's stationery list must not be brought in to the examination room.

In Art, Design and Media examinations, appropriate materials will be provided by the centre.

### Using calculators

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

During an examination a calculator must not be able to offer any of these facilities:

- a. language translators;
- b. symbolic algebra manipulation;
- c. symbolic differentiation or integration;
- d. communication with other machines or the internet.

During an examination a calculator must not give access to pre-stored information. This includes:

- a. databanks, such as the periodic table (with the exception of scientific constants);
- b. dictionaries;
- c. mathematical formulae;
- d. text

A calculator must not be borrowed from another candidate during an examination.

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

In general, calculators must be:

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers

The candidate will be responsible for:

- their calculator's power supply
- their calculator's working condition
- clearing anything stored in their calculator's memory

### **Accommodation (The exam room)**

Candidates must sit their examination(s) at the centre's registered address unless the centre is using an alternative site arrangement or has received permission from an awarding body for a transferred candidate arrangement. (This is where a candidate transfers from one registered centre to another after the submission of examination entries.

Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination. The centre must pay attention to conditions such as heating, lighting, ventilation and noise, whether internal or external, intermittent or continuous.

Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the examination room. Care must be taken with examinations conducted in classrooms, laboratories or libraries.

A reliable clock (analogue and/or digital) must be visible to each candidate in the examination room and must be big enough for all candidates to be able to read clearly.

The clock must show the actual time.

Countdown and 'count up' clocks are not permissible.

Centres must carry out regular checks in advance of the examinations to make sure all clocks used in the examination room are in good working order and show the same time.

A board/flipchart/whiteboard should be visible to all candidates showing the:

- a. centre number, subject title and paper number; and
- b. the actual starting and finishing times, and date, of each examination.

The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.

Wherever possible, for timetabled examinations:

- a. all candidates should face in the same direction;
- b. each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates;
- c. candidates who are working on a drawing board set on an easel or other nonhorizontal surface must be arranged in an inward-facing circle or in some similar pattern.

### **Candidates should normally be seated in candidate number order**

The centre must create a seating plan that shows the exact position of each candidate in the examination room. Any changes made to seating arrangements during the examination must be noted on the seating plan. The seating plan must be available to an awarding body upon request.

Candidates with access arrangements must be identified on the seating plans that are held as part of the centre records.

Any other written external examination may be held in the examination room at the same time, so long as it does not cause any disturbance.

Internal college tests and mock examinations cannot take place in the same room when an external examination is being conducted. The room can only be used for conducting an awarding body's examination.

Formal examination conditions must always be maintained for candidates taking external examinations. A room becomes a 'designated examination room' as soon as Exams Office staff begin to check and prepare it to ensure compliance with JCQ rules.

As soon as preparation for the examination begins, no other activity can take place in that room.

Candidates sitting examinations must not be allowed into the room until the preparation is complete and they are invited to enter the room, under supervised conditions, to start their examination.

The room remains a 'designated examination room' up to the point when all candidates have left and all materials such as candidates' scripts, question papers and resource materials have been removed from the room.

Centres must ensure that there is adequate time allowed for the set up and clearing of the room before and after the scheduled examination time. Throughout this period the room remains 'designated' and cannot be used for any other activity. Centres will need to determine what constitutes 'adequate time' to meet their individual needs, which will be influenced by factors such as the size of the room and the number and nature of the examinations being conducted.

At all other times the room may be used for alternative purposes. For example, coaching sessions, revision sessions, internal school tests and mock examinations.

The JCQ **Warning to Candidates** poster (*JCQ ICE, Appendix 4*) and the JCQ **Unauthorised Items** poster (*JCQ ICE, Appendix 7*) must be displayed in a prominent place outside each examination room.

Any candidate suffering from, or suspected of suffering from, an infectious or contagious disease must take the examination in a separate room where these instructions can be applied.

Centres must keep the candidate's script separate from other scripts.

Centres must not despatch the script until advice has been sought from the awarding body

## Invigilation arrangements

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCTV cannot be used for the purposes of invigilation.

Invigilators have a key role in upholding the integrity of the external examination / assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- a. ensure all candidates have an equal opportunity to demonstrate their abilities;
- b. ensure the security of the examination materials before, during and after the examination;
- c. prevent possible candidate malpractice;
- d. prevent possible administrative failures.

Invigilators must be aware of the **Checklist for Invigilators** (for written examinations):

An invigilator will be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them. This will allow the Head of Centre to be satisfied that the person is a competent invigilator of examinations.

### Invigilator Ratios

Ensure that the examination is conducted as follows:

- at least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations;
- at least one invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE A2 Science practical examinations;
- invigilators may be changed during the examination, as long as the number of invigilators present in the examination room does not fall below the required number;

- when one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates. An invigilator is only allowed a mobile phone in the examination room for this specific purpose. The mobile phone must be kept on silent mode. This will also apply where the invigilator is additionally acting as a practical assistant, a reader and/or a scribe.

All invigilators must be suitably qualified and/or experienced. They must not be current students at the centre. Although centres may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room must not be the sole invigilator.

A teacher, tutor or senior member of centre staff who teaches the subject being examined will not be an invigilator during the examination.

Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination will be kept as awarding bodies may need to refer to these records.

### **Means of summoning assistance**

An invigilator may leave the room to summon assistance if the invigilator ratios are met, or they should contact the roving invigilator or Exams Officer.

Invigilators must:

- a. be familiar with these instructions;
- b. give all their attention to conducting the examination properly;
- c. always be able to see each candidate in the examination room;
- d. be familiar with the JCQ **Warning to candidates**, JCQ **Information for Candidates** and the JCQ **Unauthorised items poster**, (see Appendices 4, 5, 6 and 7) and any specific instructions relating to the subjects being examined;
- e. inform the Exams Officer or Head of Centre if they are suspicious about the security of the examination papers. (In such cases, the Head of Centre must inform the awarding body immediately and send JCQ Form M2b within 7 days of the suspicion arising)

Invigilators must not carry out any other non-examination related tasks in the examination room. This also extends to reading the question paper, as doing so means they are not being vigilant at all times.

## **Invigilation arrangements for candidates with access arrangements and Access arrangements**

Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, the centre must additionally use a 'roving' invigilator.

The 'roving' invigilator will enter the room at regular intervals in order to observe (min 10 mins) the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination.

All EAA arrangements will have been assessed and arranged prior to the exam taking place.

Where a person is appointed to facilitate an access arrangement, i.e.

- a. a Communication Professional;
- b. a Language Modifier;
- c. a practical assistant;
- d. a prompter;
- e. a reader; or
- f. a scribe;

He/she is responsible to the Exams Officer and must be acceptable to the Head of Centre. The person appointed must not normally be the candidate's own subject teacher or teaching assistant. Where the candidate's own subject teacher or teaching assistant is used, a separate invigilator must always be present. The person appointed must not be a relative or friend.

The following arrangements may be provided to a candidate at the time of his/her examinations without prior approval:

- amplification equipment;
- braille;
- closed circuit television (CCTV);
- coloured overlays;
- low vision aid/magnifier;
- optical character reader (OCR) scanners.

### **Language Modifier**

Wherever possible the candidate and the Language Modifier should be accommodated in another room. A separate Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the examination.

### **Practical assistant**

Candidates using a practical assistant may need to be accommodated in another room. Where the candidate and practical assistant are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the practical assistant.

The practical assistant must be made aware, prior to the examination, of the task(s) he/she will be performing as specifically approved by the awarding body.

### **Computer reader/reader**

The centre is responsible for ensuring that the candidate and reader cannot be overheard by or distract other candidates. (This will also apply if the candidate uses a computer reader.)

Where the candidate and reader are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the reader.

Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required.

### **Scribe/speech recognition technology**

The centre is responsible for ensuring that the candidate and scribe cannot be overheard by or distract other candidates. (This will also apply if the candidate uses speech recognition technology.)

Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the scribe.

### **Communication Professional**

Candidates requiring the use of a Communication Professional may need to be accommodated in another room, in which case a separate invigilator will be required.

Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must fully understand the respective role and what is and what is not permissible in the examination room.

Additionally, Exam Officers must ensure that those acting as:

- a. a Communication Professional;
- b. a Language Modifier;
- c. a practical assistant; or
- d. a scribe;

are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the examination and accurately reflect the activities performed by the Communication Professional, Language Modifier, practical assistant or scribe, as appropriate.

**The invigilator may act as a prompter, a practical assistant, a reader and /or a scribe where the candidate is accommodated separately on a one-to-one basis. If the prompter is also acting as a Language Modifier, a separate invigilator will be required.**

## Contingency planning

The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. If facing disruption, the Exams Officer will liaise directly with the relevant awarding body/bodies.

In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body will be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

The awarding bodies will designate 'contingency days' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland: <https://www.gov.uk/government/publications/exam-system-contingency-plan-englandwales-and-northern-ireland>

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

The College also has a centre's Exam Contingency Plan, that will be planned and followed.

## At the beginning of the exam

### Identifying candidates

Invigilators must establish the identity of all candidates sitting examinations, by a College ID badge.

When identifying candidates the attendance register should ideally be completed.

Senior members of centre staff, who have been authorised by their Head of Centre may be present at the start of the examination to assist with the identification of candidates.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. The college will inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

All candidates with access arrangements will be identified on the attendance register and must be made aware of the access arrangements awarded.

## The people present

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). This is to:

- a. identify and settle candidates and instil discipline.
- b. check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate;
- c. check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d. start the examination.

**Only those senior members of centre staff authorised by the Head of Centre to specifically perform the above tasks may be present in the examination room.**

**Senior members of centre staff must not provide advice and guidance on the examination.**

**They must not comment on the question paper or give advice on which sections of the paper and which questions should be attempted.**

**Only candidates sitting the examination/assessment must be present in the examination room while an examination is taking place.**

Centre staff who are called upon to enter the examination room during the course of the examination because a candidate has identified a possible problem which the invigilator is unable to resolve, such as a suspected error on the question paper, do not need prior authorisation from the Head of Centre. If they leave the examination room they may only take the question paper with them if they need to check a possible problem with the relevant awarding organisation.

If the awarding organisation 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 organisation.

## 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.** A member of centre staff, additional to the person removing the papers from secure storage, e.g. 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. If in correct immediately see an Exam Officer on site. Do not leave papers unattended.

**Question papers must never be left unattended once they have been removed from the centre's secure storage facility.**

Invigilators must take all reasonable steps to make sure that the following conditions are met:

- a. The correct examination question papers have been placed face-up on candidates' desks. This includes modified papers and those on coloured paper.
- b. The official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets, must be issued to candidates. **No other stationery, including paper for rough work, can be provided.**
- c. In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. Centres must check that the sheets relate to the subject and the unit/component concerned.
- d. In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Candidates must not be in possession of the following items:

- iPods;
- mobile phones;

- MP3/4 players or similar devices;
- watches.

This means that:

- ideally, all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room must be see-through;
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items

Following the invigilator's announcement (see *JCQ ICE, Appendix 3 or Invigilator Handbook, Appendix 4*) any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.

If candidates have access to unauthorised items in the examination room this will be considered as malpractice. They could be subject to penalties in accordance with the JCQ publication ***Suspected Malpractice: Policies and Procedures***, 1 September 2024 to 31 August 2024.

Food and drink may be allowed in the examination room but must be arranged before the exams via EAA arrangements. However, any food or drink brought into the examination room by the candidate or the centre must be free from packaging and all labels removed from food and drink containers. To enable invigilators to check these items quickly and efficiently:

- food brought into the examination room by the candidate must be free of packaging and in a transparent container;
- drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

### **Timed Art examinations**

For timed Art examinations, candidates may take into the examination room any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done during the timed test. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group. The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

**Timed Art examinations must be taken under formal examination conditions.** Candidates are not permitted to listen to music unless it is an approved access arrangement or reasonable adjustment.

## **Starting the exam**

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examinations until the point at which they are permitted to leave. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. Candidates must not open the question paper until the examination begins.

Before candidates can start the examination, the invigilator must always:

- a. make sure that candidates are seated according to the set seating arrangements;
- b. tell the candidates that they must now follow the regulations of the examination;
- c. ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate;
- d. tell the candidates to read the instructions on the front of the question paper;
- e. check that candidates have all the materials they need for the examination;
- f. tell the candidates about any erratum notices;
- g. instruct candidates about emergency procedures.

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

*(suggested optional wording for invigilators to use for this is provided in JCQ ICE, Appendix 3 or Invigilator Handbook, Appendix 4)*

Candidates must:

- a. hand in their mobile phones and any other unauthorised items if they have not already done so. This is their final chance. Failure to do so may lead to disqualification;
- b. write clearly and in black ink;
- c. write their name, surname, (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on their answer booklets and on any additional answer sheet(s) used;
- d. fill in any other details as necessary;
- e. do all work, including rough work, on examination stationery unless otherwise stated;
- f. write answers in the designated sections of the answer booklet;
- g. neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner;
- h. do any rough work for multiple-choice papers in the question booklet.

**As candidates complete the details on their answer booklet, invigilators should move around the exam room ensuring that this is being done.**

Candidates must not use:

- a. correcting pens, fluid or tape;
- b. erasable pens;
- c. highlighter pens in answers (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. Candidates may also use a highlighter pen to highlight extracts in any resource material provided);
- d. gel pens in answers;
- e. blotting paper.

The invigilator may read the question paper rubric (the instructions on the front of the question paper) to the candidates.

**The invigilator must:**

- a. announce clearly to the candidates when they may complete the details on their answer booklet;
- b. announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point;
- c. specify the time allowed for the paper(s);
- d. remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- e. remind candidates sitting timed Art examinations that the work produced during the timed test period must be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room; (The timed Art examination must be carried out under formal examination conditions.)
- f. only answer questions from candidates about the instructions on the front of the question paper.

**The invigilator must not:**

- a. direct candidates to particular questions or particular sections of the question paper;
- b. make any comment where a candidate believes that there is an error or omission on 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;

- c. 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;
- d. comment on the content of the question paper;
- e. read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- f. re-phrase a question for a candidate;
- g. explain any subject-specific or technical terms to a candidate;
- h. offer any advice or comment on the work of a candidate;
- i. give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. This also extends to where a question paper consists of distinct sections.

*(A five 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 exam

### Supervising the candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty.

Place invigilators at the front, back and sides of the room if possible.

**Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break.**

These incidents must be recorded on an incident log. *See Invigilator Handbook Appendix 5.*

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. However, all other regulations within this booklet apply.

### 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. The Exams Officer will make the final decision if the student is more than 30 minutes late.

A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

On the GCSE English and Maths days, late rooms will be allocated so exam rooms start on time.

A candidate will be considered very late if he/she arrives:

- a. more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;
- b. after the awarding body's published finishing time for an examination that lasts less than one hour.

Where a candidate arrives very late for an examination the Exams Officer will:

- a. send the script to the awarding body/examiner in the normal way;

- b. submit Form JCQ/VLA-Report on candidate admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place.

**Invigilators 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.
- c. warn the candidate that the awarding body may not accept their script.

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 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.

### Completing the attendance register

Invigilators must pay close attention to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results.

The attendance register is a key part of the process of identifying candidates present in the examination room.

The invigilator must:

- a. 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;
- b. write on the attendance register the details of candidates who took the examination but are not shown on the register; (The Exams Officer must make formal entries to the awarding body as soon as possible, if this has not already been done.)
- c. cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

The attendance register must have been completed before the end of the examination. This will ensure that a check can be made as the scripts are collected.

**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.**

The centre must:

- a. brief invigilators on arrangements for transferred candidates (where relevant);
- b. keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

### Leaving the exam room

For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.

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.

**Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff.** This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the

centre to compensate for their temporary absence. Record all incidents on the exam incident log, this includes toilet breaks, write the time in and out and candidate number.

Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room.

Those candidates must not be allowed back into the room.

At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

Scripts, question papers and any other material 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 the centre's secure storage facility.

Upon completion of an on-demand BTEC examination, question papers must not be released to centre personnel and/or to candidates at any time. (This applies to both written and on-screen examinations.)

## Malpractice

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must 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.**

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 Head of Centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination. An invigilator must report any suspected malpractice immediately to an Exams Officer and complete a written statement at the end of the exam, updating the incident log.

The Head of Centre 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 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.

Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025.

In cases of suspected malpractice, examination scripts will be packed as normal and Form JCQ/M1 will be submitted separately to the relevant awarding organisation by the Exams Officer.

## Emergencies

When dealing with emergencies, staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies. Reference should also be made to the following document:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-forhandling-bomb-threats>

The emergency evacuation procedure can be found in *Appendix 6 (Invigilator Handbook)*.

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- a. stop the candidates from writing;

- b. 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;
- c. advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- d. ensure the candidates leave the room in silence;
- e. ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- f. make a note of the time of the interruption and how long it lasted;
- g. allow the candidates the remainder of the working time set for the examination once it resumes;
- h. 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;
- i. 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 Exams Officer will contact the relevant awarding body 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.

## At the end of the exam

### Finishing the exam

A five-minute warning to candidates before the end of the examination is permitted. However, this is at the centre's discretion. Where candidates have different finishing times, invigilators must consider the impact of giving a warning.

At the end of the examination invigilators must:

- a. tell candidates to stop working and remind them that they are still under examination conditions;
- b. allow candidates who arrived late and were allowed the full working time to do their examination, to continue after the normal finishing time. Tell them to stop working after the full working time allowed has passed;
- c. instruct candidates taking written examinations to:
  - o make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre number;
  - o make sure their answers are correctly numbered;
  - o make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples must not be used. Treasury tags should only be used if permitted by the awarding body marking the papers.

Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted for the necessary additional time. Invigilators must be made aware in advance which candidates have been granted extra time and/or supervised rest breaks.

### Collecting scripts

Invigilators must:

1. collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room. All scripts used and unused must be returned to the Exam Officer, e.g. if an invigilator is issued 20 papers for the exam and 15 used, 5 unused exam papers must also be returned and signed for.
2. check that there is a script/objective test sheet for every candidate marked as present on the attendance register;
3. check that the names on the scripts match the details on the attendance register (all awarding bodies except CCEA);

4. put the scripts/objective test sheets in the order shown on the attendance register;
5. check that candidates have used their correct centre and candidate number;
6. give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner.

**Exams Office staff, including invigilators, must ensure scripts are handled securely at all times.**

When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the invigilator may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet and/or on any supplementary sheets used. This should be restricted to the centre number, candidate number, candidate name or component/unit code. The correction should be counter-signed on the script. Centres must not alter any other details on the candidate's script.

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.

Invigilators and Exams Officers must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area.

**Unused stationery, Releasing question papers**

The invigilator must:

1. collect all unused stationery in the examination room;
2. check it for any loose sheets which candidates may have missed;
3. return it to the Exams Officer.

The Exams Officer will:

1. return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments;
2. destroy confidentially any out-of-date stationery

**Releasing question papers**

Question papers must not be released to centre personnel until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.

**CENTRE-SPECIFIC INFORMATION AND INSTRUCTIONS**

**Contacting the Exams Officer**

Colindale Exam Office is on the 4<sup>th</sup> floor (#414)

Southgate Exam Office is on the 5<sup>th</sup> floor (M506)

Wood Street Exam Office is on the ground floor

Please refer to the Exam Team page on The Hub to contact any member of the team. The Exam Team can also be reached via MS Teams chat.

### **Reporting for duty**

Please collect your exam crate from the Exam Office 45 mins before the start time of your exam so you can check and ensure the papers and room are ready for the exam and there is plenty of time to seat the students before the start of the exam to go through the candidate instructions.

Remember to sign for any crates, papers and equipment you take from the Exam Office.

### **Invigilator briefing**

All invigilators will need to complete the online training via The Exams Office (TEO Hub – a national body for Exams Officer and invigilators) and upload their completed assessment certificates onto Evolve. This will record your completion of the training. Prior to each exam session check all details given to you by the Exams Team - all relevant information to check and complete will be in the crate collected from the Exam Office.

### **Dress code**

Please dress appropriately for the exam and follow the College's code of conduct. Do not wear jewellery or shoes that will make noise and distract exam candidates.

### **Payment arrangements**

For external invigilators all methods of payments will be authorised and arranged by the Exams Manager / Deputy Exams Manager.

## Checklist for invigilators (for written examinations) Effective from September 2024

A Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls. <span style="float: right;"><input type="checkbox"/></span>
2	<p>Check that you have the following on display:</p> <ul style="list-style-type: none"> <li>■ an analogue and/or digital clock that all candidates can see clearly; <span style="float: right;"><input type="checkbox"/></span></li> <li>■ a board/display showing the centre number, subject title, paper number and the actual starting and finishing time, and date of each examination. <span style="float: right;"><input type="checkbox"/></span></li> </ul>
3	<p>Check that you have:</p> <ul style="list-style-type: none"> <li>■ for the <b>main examination hall/room</b> a printed paper copy or an electronic copy, accessible via a laptop or tablet, of the <b>2024/25 JCQ Instructions for conducting examinations</b>; <span style="float: right;"><input type="checkbox"/></span></li> <li>■ any subject-specific instructions and/or stationery lists issued by the relevant awarding body; <span style="float: right;"><input type="checkbox"/></span></li> <li>■ a seating plan of the examination. <span style="float: right;"><input type="checkbox"/></span></li> </ul>
4	Check that your mobile phone, to be used in emergencies only, has been switched to silent mode. <span style="float: right;"><input type="checkbox"/></span>
B Identifying candidates	
1	Make sure you know the identity of every candidate in the examination room. <span style="float: right;"><input type="checkbox"/></span>
2	<p>Check the documentary evidence that private candidates or transferred candidates provide. <span style="float: right;"><input type="checkbox"/></span></p> <p>You <b>must</b> ensure that they are the same people who were entered/registered for the examination/assessment.</p>

## C Before the examination

- |   |  |  |
|---|--|--|
| 1 | Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries (see F on page 5), anthologies and set texts.  | <input type="checkbox"/>   |
| 2 | Tell candidates that they must now follow the regulations of the examination.  | <input type="checkbox"/>   |
| 3 | Warn candidates that they <b>must</b> give you any unauthorised materials. <b>This includes AirPods, Earphones/EarBuds, iPods, mobile phones, MP3/4 players or similar devices, watches, smart glasses and any other smart devices.</b>  | <input type="checkbox"/>   |
| 4 | <p>Tell the candidates:</p> <ul style="list-style-type: none"><li>■ to check the day, date, time, subject, unit/component and tier on the front of their question paper;</li><li>■ to read the instructions on the front of the question paper;</li><li>■ to fill in the details on the front of the answer booklet and any supplementary sheets, e.g. candidate name (expect for CCEA examinations), candidate number and centre number in black ink.</li></ul> <p>You <b>must</b> ensure that candidates <b>do not</b> write anything else and <b>do not</b> open the question paper until they are told to do so.</p> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 5 | Tell the candidates about any erratum notices.   | <input type="checkbox"/>   |
| 6 | Remind candidates to write clearly using black ink, not to use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.  | <input type="checkbox"/>   |
| 7 | Tell candidates when they may begin and how much time they have.   | <input type="checkbox"/>   |

## D During the examination

1	Accurately complete the attendance register – <b>see section 22</b> of the <i>Instructions for conducting examinations</i> .	<input type="checkbox"/>
2	<b>See section 21</b> of the <i>Instructions for conducting examinations</i> if a candidate arrives late.	<input type="checkbox"/>
3	Be vigilant. Always supervise the candidates to prevent cheating and distractions.	<input type="checkbox"/>
4	Do not give any information to candidates about: <ul style="list-style-type: none"><li>■ suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by the awarding body;</li><li>■ any question on the paper or the requirements for answering particular questions.</li></ul>	<input type="checkbox"/> <input type="checkbox"/>
5	<b>See section 23</b> of the <i>Instructions for conducting examinations</i> as to when a candidate may leave the examination room.	<input type="checkbox"/>
6	Make sure that a question paper is not removed from the examination room during the examination.	<input type="checkbox"/>
7	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.	<input type="checkbox"/>
8	In an emergency <b>see section 25</b> of the <i>Instructions</i> and your centre's emergency evacuation procedure.	<input type="checkbox"/>
9	Keep a record of any incidents which arise during the examination.	<input type="checkbox"/>
10	Tell candidates to stop writing at the end of the examination.	<input type="checkbox"/>

E After the examination		
1	Check and sign the attendance register.	<input type="checkbox"/>
2	<p>Tell candidates to check that they have:</p> <ul style="list-style-type: none"> <li>■ written all the necessary information on their scripts including supplementary answer sheets;</li> <li>■ crossed out rough work or unwanted answers;</li> <li>■ placed any loose additional answer sheets inside the answer booklet.</li> </ul> <p>For CCEA examinations any loose additional sheets should be placed behind the candidate's script.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Collect all scripts, question papers and any other material before candidates leave the examination room.	<input type="checkbox"/>
4	Arrange scripts in the order candidates appear on the attendance register.	<input type="checkbox"/>
5	Make sure that scripts are <b>stored securely</b> before being sent to the examiner or the awarding body.	<input type="checkbox"/>
F Use of calculators and dictionaries		
1	Candidates can use calculators, unless the specification for the subject says otherwise.	<input type="checkbox"/>
2	Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.	<input type="checkbox"/>
3	Candidates who meet the JCQ regulations may use bilingual dictionaries.	<input type="checkbox"/>

**G Access arrangements**

- 1** Check in advance with the exams officer which candidates have been granted access arrangements e.g. 25% extra time, supervised rest breaks. Ensure you understand the nature and delivery of the arrangement(s) and that you are aware of any materials the candidate is allowed access to, e.g. a bilingual dictionary, a coloured overlay, a modified enlarged question paper. Ensure that access arrangements candidates are identified on the seating plan.



### Exam room checklist

This checklist has been designed to help you prepare for examinations within your centre. It is not an exhaustive list of tasks. Exam Officers may add additional tasks which are relevant to their centre.

Activity	Complete?
<ul style="list-style-type: none"> <li>At least two people have double checked each question paper packet <b>before</b> it is opened to make sure the correct question papers (<b>day, date, time, subject, unit/component and tier of entry if appropriate</b>) will be issued to candidates. A record of these checks <b>must</b> be kept.</li> </ul>	
<ul style="list-style-type: none"> <li>The correct stationery is available in each exam room (e.g. generic answer booklets, continuation paper, calculators).</li> </ul>	
<ul style="list-style-type: none"> <li>Clocks in each exam room are in full working order.</li> </ul>	
<ul style="list-style-type: none"> <li>Whiteboards / Easels are present and visible to all candidates</li> </ul>	
<ul style="list-style-type: none"> <li>Desks are laid out according to the seating plan.</li> </ul>	
<ul style="list-style-type: none"> <li>A copy of the 2024/25 'ICE' booklet is available in the main exam room(s) either electronically or in hard copy.</li> </ul>	
<ul style="list-style-type: none"> <li>Invigilators and members of centre staff facilitating access arrangements are fully aware as to which candidates have approved access arrangements and what those arrangements are.</li> </ul>	
<ul style="list-style-type: none"> <li>Invigilators are fully aware of any candidates who have exam clashes so that they can be immediately supervised once the exam has finished, prior to their next exam commencing.</li> </ul>	
<ul style="list-style-type: none"> <li>Word processors to be used in the exam have had connectivity to the internet disabled.</li> </ul>	
<ul style="list-style-type: none"> <li>Where technology is to be used in the exam (e.g. CD players, DVD players, MP3/4 players), it has been checked to make sure it is in good working order.</li> </ul>	
<ul style="list-style-type: none"> <li>Invigilators are fully aware of the centre's exam contingency plan and emergency evacuation procedures.</li> </ul>	
<ul style="list-style-type: none"> <li><i>Warning to Candidates</i> and <i>Unauthorised items</i> posters are in place outside each exam room.</li> </ul>	

<ul style="list-style-type: none"> <li>• Invigilators have been reminded that they must only have mobile phones on their person in the exam room for use in an emergency or to summon assistance. They have been asked to check that they have been switched to silent mode.</li> </ul>	
<ul style="list-style-type: none"> <li>• All non-examination materials/subject-specific materials have been removed from the walls of the exam room(s).</li> </ul>	
<ul style="list-style-type: none"> <li>• A sweep of the exam room for unauthorised materials <b>must</b> be conducted <b>prior to</b> the exam commencing and <b>before</b> candidates have sat down.</li> </ul>	
<ul style="list-style-type: none"> <li>• Procedures are in place for identifying all candidates ahead of the exam, including an ID check of any private candidates or transferred candidates.</li> </ul>	
<ul style="list-style-type: none"> <li>• Invigilators and Exams Office staff are aware of the protocol in the unlikely event of a suspected question paper error being identified.</li> </ul>	
<ul style="list-style-type: none"> <li>• Centre issued formulae booklets, data sheets, set texts etc. have been checked to ensure they are clean and free of annotations.</li> </ul>	

## Exam Crate / Box checklist

Activity	Complete?
<b>Signing in/out</b>	
QR sign in / out: <ul style="list-style-type: none"> <li>• Invigilator attendance in</li> <li>• Receipt of Exam Crate / Box</li> <li>• Return of Exam Crate / Box</li> <li>• Invigilator attendance out</li> </ul>	
<b>Exam Crate / Box contents</b>	
Exam Seating Plan	
Exam Attendance Register	
Exam Incident Log	
Centre Evacuation Procedure	
Responsibilities of Lead Invigilator (document)	
Exam Room Desk Cards	
JCQ Instructions for Conducting Examinations (ICE) booklet	
JCQ Instructions for Conducting Functionals Skills Examinations ( <i>if applicable</i> )	
Instruction Manuals – Online Examinations ( <i>if applicable</i> )	
Examination Stationery ( <i>applicable to the examination</i> ) <ul style="list-style-type: none"> <li>• Materials</li> <li>• Additional Answer Booklets / Sheets</li> </ul>	Materials
	Answer sheets/books
Word Processor Cover Sheets ( <i>applicable to candidates with approved access arrangement</i> )	
Scribe Cover Sheets ( <i>applicable to candidates with approved access arrangement</i> )	
Invigilator's Announcement	
Exam Poster: Warning to Candidates	
Exam Poster: No Unauthorised Items	
Exam Poster: Silence – Examination in Progress	
Exam Poster: Centre Number	
Examination Papers <b>Have you checked the:</b> <ul style="list-style-type: none"> <li>• day, date, time and tier of entry (<i>if applicable</i>) of the exam paper(s)</li> </ul>	

## Invigilator announcement

1	You must now follow the regulations of the examination.
2	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material
3	Check your pockets now. Check for things such as notes, books, papers, AirPods, Earphones/ Earbuds, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4	If you have a watch, hand it to an invigilator now.
5	(For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check you have the correct edition of the allowed set text(s).
6	(For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check you have the correct edition of the allowed set text(s).)
7	Check the day, date, time, subject, unit/component and tier on the front of your question paper now. Put up your hand if you think you have been given the wrong question paper.
8	Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.

**PAUSE TO ALLOW TIME FOR CANDIDATES TO FILL IN THE DETAILS**

9	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10	Check that you have all the materials you need for the exam.

**PAUSE TO ALLOW TIME FOR QUERIES**

**TELL THE CANDIDATES ABOUT ANY ERRATUM NOTICES**

11	Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes
12	You must write in the designated sections of the answer booklet
13	You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
14	You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers
15	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.
16	If the fire alarm sounds, remain seated and wait for instructions from the invigilator

**TELL THE CANDIDATES WHEN THEY MAY BEGIN AND HOW MUCH TIME THEY HAVE**

**EXAM ROOM INCIDENT LOG**

This log is for exams officer and invigilator use to record any irregularities<sup>1</sup> that may take place in the exam room at the point of occurrence

Day	Date			Session <input checked="" type="checkbox"/>		Exam room
	DD	MM	YYYY	AM	PM	

**Exam(s) taking place in this room**

**Start and Finish times** (for each exam paper) to be confirmed when the **actual** times have been displayed when the exam(s) starts

Paper No.	Awarding body and Subject title	Start time	Finish time

<input type="checkbox"/> <sup>2</sup>	Incident description and any actions (taken by exams officer and/or invigilator) at the point of occurrence
<input type="checkbox"/>	TIME:          INCIDENT RECORDED BY (Name, signature, role):
<input type="checkbox"/>	TIME:          INCIDENT RECORDED BY (Name, signature, role):
<input type="checkbox"/>	TIME:          INCIDENT RECORDED BY (Name, signature, role):

After the exam(s) in this room has (have) concluded, incidents recorded here will inform any required follow-up actions/reports to awarding bodies. This log will be affixed to signed copies of the **seating plan, attendance register(s)** and **exam room checklist** for this exam room session and retained on file (until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)

A completed Exam Room Incident Log **must** be retained on file as it may be required by an awarding body.

<sup>1</sup> Irregularities are unplanned incidents that could impact on the integrity and security of the exam, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress/need to leave the exam room temporarily (e.g. requiring a toilet break); noise/disturbance inside/outside the exam room which is more than minor/momentary; unauthorised persons entering the exam room, etc.

<sup>2</sup> Column FOR EXAMS OFFICER USE ONLY: If an incident relates to a matter that must be reported as follow up to the awarding body (e.g. very late arrival, suspected malpractice, special consideration) tick/initial box in relevant row to confirm submission of report/request to awarding body |

## Barnet and Southgate College

## Emergency evacuation procedure for examinations

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

Emergency evacuation procedure
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25.3, <b>Emergencies</b> )
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 must be advised to close their answer booklet
Ensure candidates leave the room in silence
Ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 remainder of the working time set for the examination once it resumes
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 to send to the relevant awarding body