

Invigilators: Roles and Responsibilities

To be read in conjunction with the JCQ Invigilators booklet – 'Instructions for conducting examinations' covering the period 1 September 2014 to 31 August 2015. Any reference in the Instructions to informing the Head of Centre should be done via the Examination Officer.

Invigilators have a key role in upholding the integrity of the external examination process. Their role is to ensure that any examination is conducted as per the JCQ regulations. Invigilators work as a team with a lead invigilator in the main examination room.

Preparing for an examination:

- Invigilators should be available 30 minutes before the start of any examination session (AM/PM) and should report to the lead invigilator.

Starting an examination:

- As soon as candidates enter the examination room they are subject to examination conditions and regulations.
- Check that no candidate enters with any unauthorised material. If any is seen these should be removed from the examination room. The only exceptions are calculator covers or clear glass cases which should be placed on the floor by the candidate seat.
- Ensure that candidates are seated quietly and as soon as possible.
- When issuing the question papers, ensure that the candidates have the correct paper and any materials required whilst also checking that there are no unauthorised materials accessible to the candidate.
- When the candidates are advised to read the instructions on the front of the question paper and complete the required information, invigilators should move quietly amongst the candidates ensuring that the correct information is being completed using black ink (unless instructions state otherwise).
- Any candidates, in the main examination room, with special requirements and/or access arrangements will normally be seated separately with a ticket on their desk to indicate these requirements. Invigilators should ensure that they are aware of the special arrangements afforded to each identified candidate.
- Ensure the completion of the examination room attendance register in accordance with the JCQ ICE regulations.

Candidates who arrive late:

- When a candidate arrives late after the start of the examination this must be reported immediately to the Examinations Officer or Administrator to confirm that the candidate is allowed to take the examination.

Candidates who are ill:

- **Before the start of an examination:** Where a candidate reports any illness, feeling unwell or any other reason which might affect their examination they should be referred immediately to the Examination Officer or Administrator.
- **During an examination:** Where a candidate reports any illness, feeling unwell or any other reason which might affect their examination they should be referred immediately to the Examination Officer or Administrator and if appropriate, the candidate escorted to the Nurse's room.

During examinations Invigilators must:

- Give all their attention to conducting the examination properly.
- Ensure that the correct start and finish times for each examination are clearly displayed.
- Supervise candidates throughout the whole time the examination is in progress, giving their complete attention to this duty at all times.
- Observe each candidate in the examination room at all times, however, do not over-invigate or disturb candidates.
- Ensure that invigilators are placed at the front, back and sides of the examination room. Invigilators must not be seated.
- Ensure that movement around the assessment area is done quietly and at frequent intervals.
- Invigilators must not talk amongst themselves unless it is to convey relevant information.
- No advice should be given to candidates, you may only answer questions regarding the instructions on the front of the question paper.
- Invigilators must not carry out any other task (for example, reading a book) whilst in the examination room.
- Ensure that candidates do not borrow any other candidates examination equipment.
- No paper for rough working should be provided unless instructions on the question paper state otherwise.
- Ensure strict supervision of any candidates leaving the room. A record of times and candidates should be kept. Toilet breaks are only normally allowed after the first 30 minutes of an examination and not within the last 30 minutes of any examination.

Malpractice and other irregularities including behaviour management:

- Any malpractice or other irregularities must be recorded and the Examination Officer informed immediately.
- In a case of suspected malpractice, invigilators must remove and keep any unauthorised material and warn the candidate that the matter will be reported. Allow the candidate to continue unless it is felt that the malpractice warrants removal of the candidate from the examination room in which case the Examination Officer must be informed immediately to remove the candidate.

- Be vigilant about the use of Mobile phones. If a phone rings during an examination, find it as quickly as possible, ensure it is switched off and remove it from the examination area. Allow the examination to continue, the Examination Officer will take any necessary disciplinary action when the examination is over. (Don't forget to switch off your own mobile phone before the start of the sessions).
- Any instance where the invigilator feels that a candidate needs immediate disciplinary action, do not attempt this yourself. Warn the candidate that their actions are jeopardising their examination and contact the Examination Officer immediately who will then take the appropriate action.

Emergency Evacuation procedures:

- In the event of an emergency where evacuation of the examination room is necessary, the lead invigilator will instruct the candidates to stop writing immediately and to leave all question papers and scripts.
- The attendance register should be collected and the candidates evacuated in silence and in accordance with the 'Evacuation Procedures'.
- Candidates should be supervised as closely as possible to ensure that no discussions take place.
- When the 'all clear' is given, the candidates should be escorted back to the examination room and the lead invigilator will re-start the examination allowing the full working time.

Ending the examination:

- Candidates should be advised to stop working and to make sure they have put all the necessary information on their scripts and any additional answer sheets. All sheets should be in the order they answered the questions and fastened with a treasury tag.
- Ensure all scripts and test sheets are collected before the candidates are allowed to leave the examination room.
- The candidates should be allowed to leave the examination room in an orderly manner and remain under examination conditions until they have exited the examination room. Invigilators should ensure that disturbance to any candidates remaining in the examination is kept to the minimum.
- Scripts should be checked to ensure that the candidate name, examination number and centre number are correct. The scripts should then be collated in the order shown on the attendance register and returned to the Examination Office immediately after the examination, maintaining security and confidentiality at all times.
- All scripts are confidential between the candidates and the awarding body and no-one, including invigilators, should be allowed to read or photocopy them.
- Any unused examination stationery and question papers should be collected and kept secure and returned to the Examination Officer at the end of each examination session.