

Invigilation Guide

Introduction

It is important that invigilation is carried out efficiently and professionally and within the guidelines of the "Instructions for the Conduct of Examinations" (ICE) booklet.

Exams at Severn Vale will take place in the Sports Hall and EAA locations.

All morning exams will start at 9.30am and afternoon exams at 1.15pm. Invigilators will need to be in the exam room at 8.00am and/or 12.00pm. Some exams may finish after the end of the school day. Exams that clash will have their own start and finish times.

Preparation for Exams

Each room will be set out as per the seating plans, working in row and column number order. Seating plans and exam posters should be displayed outside the exam rooms for candidates to read. Clocks must be accurate and visible.

Candidates will always be seated by exam subject and then by candidate number as detailed on the desk cards and seating plan.

Exam papers must never be left unattended in the room.

Details of each exam being held in each session must be written on the white boards at the front of the room, including centre number, exam board, exam subject and paper references, time allowed and the start/finish times of the exam. Additional times must be shown separately.

Entry to Exam Room

Students must leave their coats and bags in the main hall. They must enter the room calmly and in silence and must be reminded that they are now under exam conditions and hence JCQ Rules and Regulations apply.

Candidates must **not** bring into the exam any unauthorised material, other than that permitted for the exam as detailed on each paper. Mobile phones are strictly prohibited.

All phones/iPods/iWatches/Airpods/wrist watches must be switched off and handed in to the invigilator prior to the exam starting. Pencil cases must be see through and should be checked once pupils are seated.

Starting the Exam

Once all students are seated, the Assistant Headteacher/Exams Officer must remind everyone of the exam rules before starting each exam session. This is in the form of a yellow crib sheet.

Registration

Once the exam has started, the exam register must be completed for each subject using a copy of the seating plan provided. If there are any absentees, please inform the Exams Officer who will attempt to contact the candidate. They will be allowed to enter the exam late, up to a certain point and will be allowed the full time to complete the exam. The Exams Officer will clarify deadline times for late arrivals (subject to the length of exams) on the day.

During the Exam

Please give invigilation your full attention. It is not permissible to bring any kind of work or reading material into the exam room, nor are invigilators allowed to read the exam paper.

Invigilators are not allowed to talk to each other. It is written communication only using a notepad provided.

Never offer advice or clarification to any candidate who does not understand a question or terminology within the question. Your reply must always be "I am sorry, but I am not permitted to help you".

Security

Security of the exam papers must be maintained at all times. Teachers are NOT permitted to see a paper at the time of the exam, nor are they allowed to remove a paper from the exam room. If any member of staff attempts to do this, you must inform the Exams Officer immediately.

Assistance

If you need assistance during the exam an invigilator must inform the teacher present who will then contact the Exams Officer if necessary. Sole invigilators must use the walkie-talkie provided to contact the Exams Officer. If there is NO reply when using the walkie-talkie, you must ask Reception to locate a senior member of staff to assist with the situation. Remember to record the incident in the Incident Log book provided and ensure the Exams Officer is aware of the situation. After the exam has finished you may be required to complete a Witness Statement and then assist the Exams Officer with the completion of any necessary forms that need to be sent to the exam board.

Malpractice

If you suspect a candidate of "cheating" or a candidate/teacher of any other form of malpractice, please contact the Exams Officer immediately. If any candidate is disturbing or disrupting the exam in any way, warn the candidate clearly, but discreetly, and then immediately inform the teacher present, the Exams Officer or a senior member of staff.

Emergencies

In the event of an emergency please apply the Emergency Procedure.

The following action will be taken in an emergency such as a fire alarm or a bomb alert:

- Invigilators will evacuate the exam room in line with SLT instructions
- Candidates must leave the exam room through the fire exit doors, quickly and quietly
- Candidates will assemble at the designated assembly point, where an exam register will be taken
- All question papers and scripts will be left in the exam room
- Candidates will be supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the exam. All pupils will be kept in isolation, away from the rest of the school. No access to mobile phones is permitted
- A note of the time of the interruption and how long it lasted will be taken by the lead invigilator
- Candidates will be allowed the full working time set for the exam. Once all pupils are seated allow them 5 minutes to settle and refocus before restarting the exam
- If there are only a few candidates, candidates may be taken (with question papers and scripts) to another place to finish the exam
- A full report of the incident and of the action taken will be sent to the awarding body within 7 days of the incident

In case of a power cut candidates must remain quietly in their seats until the problem is resolved. Candidates will be allowed the full working time set for the exam.

At the End of an Exam

Five Minute Warning

The teacher/invigilator must inform the candidates that they have 5 minutes left at the appropriate time.

Finishing the Exam

The teacher will:

- Indicate clearly that the exam has finished
- Remind the pupils to check that they have written their full legal name, exam number and centre number on the answer booklet and any additional sheets used
- Invigilators will supply treasury tags to those candidates that need to secure additional sheets to the main answer booklet
- Remind the pupils that exam conditions still apply. They should remain silent until they have left the exam room. Once all desk cards, papers and equipment on loan have been collected, then the candidates will be asked to leave 1 row at a time. Mobile phones are collected from an invigilator

Collection of Script

- At the end of the exam, please collect the scripts in candidate number order, either by class or by whole year as instructed by the Exams Officer
- The scripts should then be handed in person to the Exams Officer. They must never be left unattended
- Once all candidates have left the room please tidy desks and chairs, ready for the next exam

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