



# Exam Invigilation Procedures Policy

September 2022

(To be reviewed August 2023)

## **Safeguarding Statement**

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

### **1. Introduction:**

This policy aims to ensure the fair and orderly conduct of examinations and to set out the responsibilities of invigilators who act on behalf of SupaJam Education In Music And Media. It outlines the responsibilities of invigilators, and indicates the boundaries of discretion which they may exercise in carrying out their duties. The integrity of the colleges examination process is of paramount importance. Examination invigilators play a vital role in ensuring that the correct protocols are followed, that security is maintained, and that examinations are conducted in a fair and appropriate manner. Invigilators should familiarise themselves with this policy and specifically the invigilators' responsibilities. This policy applies to all examinations, including computer-based exams and those arranged for students with reasonable adjustments. All procedures shall be followed in accordance with main examination room instructions unless otherwise stated.

### **2. Appointment of invigilators**

All examinations shall be invigilated by persons employed by the college (normally, academic staff) or, in the case of a class taught or examined elsewhere, by staff of that learning centre. Head of Centre (or Exams Officer in place when the Head of Centre is absent) who has made special provision in terms of exams shall be responsible for the appointment of invigilators.

Where reasonable adjustments have been made for students registered with the college as having reasonable adjustments to their examination arrangements, it may also be necessary to train individuals to act as scribes or readers as appropriate.

### **3. Examinations conducted across multiple rooms/ locations**

Where an examination takes place over more than one room/location, it is essential that all invigilators are provided with identical instructions for the conduct of the examination. All invigilators will be given a copy of the ICE document as instructed by JCQ requirements. In the event that any issues are identified with individual examination papers, immediate steps must be taken to ensure consistent communication to students across all examination rooms.

Invigilators are trained within the centre to deal with different disabilities and access arrangement needs to enable them to deal with any access arrangement needs priorly put into place.

#### **4. Responsibilities of invigilators**

Other than in exceptional circumstances, a minimum of two invigilators shall be appointed and be present in each examination room.

For each examination room, one invigilator shall act as invigilator in charge.

All invigilators are responsible for:

4.1 Arriving at the examination room at least 20 minutes before the scheduled start time of the examination;

4.2 Ensuring that if they are unable to attend the examination, that an appropriate substitute is appointed and briefed by the Exams Officer;

4.3 Ensuring that the examination room is set up as required for their examination activity;

4.4 Ensuring that they are aware of the examination room emergency exit procedures and nearest toilet facilities;

4.5 Liaising with the Exams Officer to ensure the correct examination papers have been delivered to the room;

4.6 Assisting in supervising students' entry into the examination room and keeping a register of candidates attending each examination;

4.7 Distributing examination materials to candidates, and ensuring the security of the materials at all times;

4.8 Supervising the examination for the duration of the scheduled time, and any additional period resulting from late starts, power failure or fire alarm breaks, or for candidates allocated additional time, ensuring vigilance at all times;

4.10 Communicating any problems/incidents/emergencies to the Exams Officer;

4.11 The collection of answer book(s) from each candidate in attendance;

4.12 Controlling the use of electronic devices by candidates;

4.13 Ensuring candidates are not disturbed either by other candidates or by invigilators: If any disturbance happens to notify Exams Officer immediately;

4.14 Ensuring candidates arriving late are dealt with quickly and according to procedures. See section 4.8 Late Admission and Extra Time;

4.15 Ensuring examination conditions are maintained when candidates leave the examination room; and

4.16 Arranging the secure delivery of candidates' work to the Exams Officer.

## **5. Responsibilities of Exams Officer.**

5.1 Check with the invigilators on duty that proper provision has been made for all examinations concerned before candidates are admitted to the room;

5.2 Ensure that invigilation is adequate and appropriately conducted throughout the examination period;

5.3 Check that all invigilators are satisfied that the correct examination paper(s);

5.4 Ensure there are arrangements in place for the secure delivery of all candidates' answer books;

5.5 Report/communicate any irregularity in the conduct of an examination, including: a. Any instances of illness or distress; b. The admission or non-admission of latecomers; c. Queries/concerns raised by candidates which may subsequently be possible grounds for complaint; Policy on Invigilation of Examinations.

## **6. Routine procedures of invigilation**

### **6.1 Attendance of Invigilators**

6.1.1 All invigilators must be present in the examination room at least 20 minutes before the scheduled start time of the examination, and should normally be present in the room for the first fifteen minutes and the last fifteen minutes of the examination. For the main part of the examination, invigilators are expected to take turns on active duty in the room;

6.1.2 There will be a minimum of two invigilators (one Invigilator in Charge and one other) for each examination room up to a maximum of 50 students. One further invigilator will normally be appointed for each additional 50 students thereafter;

6.1.3 In the case of examination rooms for students with reasonable adjustments where there may only be one student in an examination room then the invigilator/student ratio may be 1:1. If two or more students are sitting the examination in rooms with reasonable adjustments, there should be two invigilators present, where possible.

### **6.2 Preparation of the examination room**

6.2.2 When all necessary question papers and answer books have been set out, invigilators should inform the exams officer that everything is prepared for the examination to continue.

### **6.3 Admission of candidates**

6.3.1 Candidates are normally admitted to the examination room approximately five minutes before the scheduled start time of the examination, but should not be admitted before all preparations have been made;

6.3.2 Unless a place is allocated to each candidate, invigilators shall direct candidates as to where they should sit; Exams Officer would have named tables with students names or invigilators should follow the seating plan;

6.3.3 There should be no communication between candidates as soon as they take their seat in the examination room;

6.3.4 Textbooks, notes, all electronic devices and other aids may not be introduced into an examination room unless specifically permitted by the examiners concerned;

6.3.5 Candidates should be directed to deposit bags, coats and other personal belongings including mobile phones at the front of the examination room away from candidates' desks, or other appropriate location as identified by invigilators;

6.3.6 During an exam the consumption of food and drink, other than bottled water and small confectionery items, is not permitted in the exam room, unless this has been agreed as a reasonable adjustment. Use of e-cigarettes is not permitted in the exam room, in line with the college local smoking rules.

### **6.4 Start of Examination**

6.4.1 When candidates have been admitted to the examination room and are seated, the invigilator in charge should make the announcements, prior to announcing that the examination has started and candidates may begin writing.

It is usual to allow candidates to complete the cover of their answer book and the attendance slip before the examination begins;

6.4.2 Candidates must be instructed to check and ensure that the paper in front of them is the one they should be sitting and listen carefully to the announcements made by the Invigilator in Charge at the beginning of the examination;

6.4.3 Once students have been seated they should not be allowed to leave the room for any reason, including toilet breaks, before the start of the exam;

6.4.4 Candidates cannot leave the examination hall (including for toilet breaks) during the first third of the examination or during the last fifteen minutes, unless a student has a reasonable adjustment permitting this;

6.4.5 The actual start time of the examination should be noted. Should the start of the examination be delayed for any reason an equivalent period of extra time shall be allowed following the JCQ requirements.

## **6.5 Use of Electronic Devices**

6.5.1 Electronic devices are not permitted during examinations (unless with prior written permission of the Department/College). Electronic devices include (but are not limited to): mobile phones, music players, tablets and smart watches. Candidates are not permitted to bring earphones into the examination room;

6.5.2 The College accepts no responsibility for any loss or damage to mobile phones, earphones or other electronic devices while in the examination room. For this reason the College recommends that candidates do not bring such devices into the examination room. If they are brought into the examination room, then they must be turned off and located away from the candidate for the duration of the examination;

6.5.3 When authorised by the examiners and under terms determined by the Head of Centre, candidates may make use of calculators in an examination room. Candidates are not permitted to share the use of calculators except where they have been provided by examiners. At the discretion of the Head of Centre, invigilators should normally try to ensure that calculators' memories are cleared at the beginning of each examination.

## **6.6 Register of Attendance**

6.6.1 Invigilators are required to keep a record of candidates in attendance at each examination so that collected answer books can be checked at the close of the examination, or subsequently if necessary. A list of candidates expected to attend each examination will be delivered to central examination rooms, along with examination papers;

6.6.2 The college recognises that some people may wish to wear clothing or items that may obscure their face. It may be necessary for the purposes of identification during an exam to ask a candidate to temporarily remove any garment that obscures their identity. In this case the candidate may request a person of the same gender and a private area for identification checks to be made.

## **6.7 Temporary absence**

6.7.1 When a candidate requests and is granted permission to leave the examination room temporarily, they should be escorted as far as is reasonable throughout their absence. An invigilator has discretion to authorise any employee they deem fit to act as a candidate's escort;

6.7.2 Candidates are not permitted to take with them any examination related materials or mobile devices.;

6.8.3 No additional time will be granted for any absence from the examination room, except where a student has reasonable adjustments permitting this.

## **6.8 Toilet breaks**

6.8.1 Candidates must be escorted as far as is reasonable by an invigilator should they need to go to the toilet. Candidates should be warned that if they are found to have taken a toilet break with unauthorised materials in their possession they will be reported and disciplinary action will be taken;

6.8.2 Once students have been seated they should not be allowed to leave the room for any reason, including toilet breaks, before the start of the exam. Candidates cannot leave the examination hall/room during the first third of the examination or during the last fifteen minutes (including for toilet breaks), unless a student has a reasonable adjustment permitting this.

## **6.9 Departure on early completion of an examination**

6.9.1 Candidates may leave an examination at any time after it has been in progress for one-third of its scheduled duration but are not normally permitted to leave during the last fifteen minutes

6.9.2 This restriction is designed to prevent the general disturbance that may be caused by the number of candidates who might otherwise leave, particularly during the last five minutes;

6.9.3 When fewer than ten candidates are present, the restriction is not necessary;

6.9.4 Invigilators should not record the time of a candidate's departure from an examination on the answer book.

## **7.1 Warning on end of examination**

7.1.1 Fifteen minutes before the end of an examination, invigilators should warn candidates that fifteen minutes of the examination period remain and that candidates are no longer permitted to leave and must remain in their places until the examination is over. Invigilators must also warn candidates again when only five minutes remain.

## **7.2 Procedure at the end of an examination**

7.2.1 At the end of an examination candidates must be reminded that they are required to remain in their seats until they are told they may leave;

7.2.2 Invigilators are responsible for collecting answer book(s) from each candidate whilst still in their places, starting with the answer books of candidates nearest room exits;

7.2.3 To ensure all answer books have been collected, invigilators should check the number of answer books collected against the number of candidates in attendance;

7.2.4 Invigilators should not allow students to leave the examination room at the end of the examination until the number of papers has been reconciled to the attendance list.

## **7.3 Disturbing behaviour**

7.3.1 When dealing with a candidate whose conduct they believe to be disturbing to other candidates an examination, the invigilator should involve another invigilator as soon as possible to assist and act as a witness. This is important from a legal point of view for the protection of the invigilator and the college.

## **APPENDIX 1**

### **INVIGILATOR ANNOUNCEMENTS FOR WRITTEN EXAMS**

If possible, candidates are to be allowed to enter the examination room approximately 10 minutes before the examination is due to start.

When the students are settled the following announcement should be made:

FIRST ANNOUNCEMENT TO BE MADE BY INVIGILATOR IN CHARGE, AT THE START OF THE EXAM

"YOUR ATTENTION PLEASE:

1. PLEASE DISPLAY YOUR STUDENT CARD ON YOUR DESK THROUGHOUT THE EXAMINATION.
2. COMPLETE THE ATTENDANCE SLIP IF THERE IS ONE ON YOUR DESK.
3. ONLY AUTHORISED MATERIALS SHOULD BE ON YOUR DESK DURING THE EXAMINATION.
4. \*\*\*CHECK THAT THE PAPER IN FRONT OF YOU IS THE ONE YOU SHOULD BE SITTING.\*\*\*
5. \*\*\*ALL CANDIDATES SHOULD WRITE CLEARLY ON THE FRONT OF ALL ANSWER BOOKS USED, THE DESK NUMBER WHERE THEY ARE SEATED (AS INDICATED ON TOP RIGHT CORNER OF DESK).\*\*\*
6. PLEASE READ THE INSTRUCTIONS ON THE EXAM BOOKS CAREFULLY. IT IS ESSENTIAL THAT YOU FILL IN YOUR REGISTRATION NUMBER ON THE FRONT OF THE EXAM BOOK AND ON ALL STATIONERY USED. YOU SHOULD ONLY SEAL THE STICKY EDGE ONCE YOU HAVE COMPLETED THE EXAM.
7. IF YOU REQUIRE CONTINUATION SHEETS OR ADDITIONAL ANSWER BOOKS PLEASE LET US KNOW BY RAISING YOUR HAND. TREASURY TAGS WILL BE SUPPLIED FOR YOU TO SECURE THE CONTINUATION SHEETS TO YOUR EXAM BOOK.
8. YOU CANNOT LEAVE THE HALL DURING THE FIRST THIRD OF THE EXAMINATION OR DURING THE LAST FIFTEEN MINUTES. I WILL WARN YOU WHEN

THERE ARE FIFTEEN MINUTES AND FIVE MINUTES LEFT. WHEN LEAVING THE ROOM, PLEASE DO SO QUIETLY.

9. IF YOU ARE FOUND TO HAVE TAKEN A BREAK DURING THE EXAMINATION WITH ANY UNAUTHORISED MATERIALS IN YOUR POSSESSION YOU WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN.

10. IF YOU COMPLETE THE EXAMINATION EARLY, PLEASE RAISE YOUR HAND AND WAIT FOR YOUR EXAM BOOK TO BE COLLECTED BEFORE YOU LEAVE THE ROOM.

11. PLEASE ENSURE THAT ALL MOBILE PHONES AND OTHER ELECTRONIC DEVICES ARE SWITCHED OFF AND ARE PLACED IN YOUR BAG.

12. AT THE END OF THE EXAMINATION PLEASE REMAIN IN YOUR SEAT AND FOLLOW THE INVIGILATOR INSTRUCTIONS.

13. YOU MAY NOW BEGIN WRITING ...

" 15 minutes before the end of the examination invigilators should remind candidates that they may NOT now leave the room until the examination is formally over. Invigilators should give candidates a final reminder 5 minutes before the end of the examination.

12 At the end of the examination the following announcement should be made:

(2ND ANNOUNCEMENT TO BE MADE BY INVIGILATOR IN CHARGE, AT THE END OF THE EXAM)

"YOUR ATTENTION PLEASE:

1. THE EXAMINATION IS NOW OVER, PLEASE STOP WRITING.

2. PLEASE REMAIN SEATED IN SILENCE WHILE THE EXAMINATION SCRIPTS ARE COLLECTED

3. DO NOT LEAVE THE ROOM UNTIL INSTRUCTED TO DO SO BY AN INVIGILATOR.