

JCQ Invigilation training checklist

This is a resource which has been designed to help you develop training and briefing sessions for invigilators.

Introduction

The invigilator's role

Invigilators play a key role in upholding the integrity of the examination process. The role of the invigilator is to ensure that the examination is conducted in accordance with the **JCQ *Instructions for conducting examinations* (ICE)** to:

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

ICE 12.1

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Familiarisation with key documents including:

- JCQ *Instructions for conducting examinations*
- JCQ *Checklist for invigilators (for written examinations)*
- JCQ *Warning to candidates* poster
- JCQ *Unauthorised items* poster
- any specific instructions relating to the subjects being examined.

ICE 12.9

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Your centre's arrangements, for example:

- exams contingency plan
- emergency evacuation procedures
- safeguarding policy
- documentation that the invigilator is required to complete to declare any conflicts of interest or current malpractice/maladministration sanctions.

ICE 25

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Invigilation arrangements

Before the start of the examination, stress to invigilators that their mobile phones must not be used for anything other than summoning assistance or exam emergencies. Invigilators must check that their mobile phone, to be used only in emergencies, has been switched to silent mode.	ICE 12.8 (b)	<input type="checkbox"/>
The arrangements for invigilators to contact a member of centre staff should an incident occur (particularly arrangements for sole invigilators).	ICE 12.8 (b)	<input type="checkbox"/>
Invigilators must be able to see all candidates. Particular attention should be paid to ensuring all candidates can be seen if the centre is using screened booths for Modern Foreign Language (MFL) Listening examinations.	ICE 11.12 ICE 12.9 (c)	<input type="checkbox"/>
The arrangements for notifying the exams officer or head of centre if invigilators are suspicious about the security of the examination papers.	ICE 12.9 (e)	<input type="checkbox"/>
The requirements and arrangements for dealing with disruptive candidates in the examination room and recording the incident.	ICE 24.1	<input type="checkbox"/>
The requirements and arrangements for removing any unauthorised material that the candidate may have in the examination.	ICE 24.2	<input type="checkbox"/>
Your centre's arrangements for storing unauthorised items that may be handed in prior to the start of an examination.	ICE 18.4 (d) ICE 18.4 (e)	<input type="checkbox"/>
JCQ <i>Notice to centres</i> – The people present in the examination room Which centre staff are allowed to enter the examination room and any restrictions? What should an invigilator do if an unauthorised individual enters the examination room?	ICE 17	<input type="checkbox"/>
The requirements and arrangements for invigilating on-screen examinations.	ICE Appendix 1	<input type="checkbox"/>

Invigilation arrangements for candidates with access arrangements

The requirements and arrangements for 'roving' invigilators.	ICE 13	<input type="checkbox"/>
The requirements and arrangements for invigilators also acting as a practical assistant, a reader and/or a scribe.	ICE 13.2/13.3/13.4	<input type="checkbox"/>
The requirements for invigilators where candidates have a Language Modifier or a Sign Language Professional.	ICE 13.1/13.5	<input type="checkbox"/>
The requirements and arrangements for invigilating candidates with access arrangements including colour naming for candidates who are colour blind (ICE 14.10) and using word processors (ICE 14.20–14.27).	ICE 14.10 ICE 14.20–14.27	<input type="checkbox"/>

Setting up the examination room

<p>The responsibility of invigilators in setting up the examination room may vary between centres. Topics to consider include:</p> <ul style="list-style-type: none"> ■ The invigilator's responsibility for checking that any charts, diagrams, etc. have been cleared from the walls. ■ The invigilator's responsibility for checking that you have the following on display: <ul style="list-style-type: none"> • an analogue and/or digital clock that all candidates can see clearly when sitting down. • a board/display showing the centre number, subject title, paper number and the actual starting and finishing time, and date of each examination that all candidates can see when sitting down. ■ Informing invigilators that an electronic copy, accessible via a laptop or tablet, or a printed paper copy of the JCQ <i>Instructions for conducting examinations</i> must be available in the main examination hall/room. ■ Informing invigilators of subject-specific instructions and/or stationery lists issued by the relevant body. ■ Informing invigilators about seating plan. 	ICE 11 ICE 11.7 ICE 11.8 ICE 11.9 ICE 12.8	<input type="checkbox"/>
<p>The requirements and arrangements for ensuring that the conditions for question papers, stationery, materials and other equipment are met.</p> <p>Stress to invigilators that question papers must never be left unattended.</p> <p>Inform invigilators of the requirements relating to the security of question papers and the importance of another member of centre staff checking the day, date, time, subject, unit/component and, if appropriate, tier of entry immediately before each question paper packet is opened. This check must be recorded.</p>	ICE 18.1 ICE 18.3	<input type="checkbox"/>
Materials that candidates are allowed to take into timed Art examinations.	ICE 18.5	<input type="checkbox"/>

Identifying candidates

The requirements and arrangements for identifying every candidate in the examination room and the role of the invigilator.	ICE 16.1 ICE 16.2	<input type="checkbox"/>
The requirements and arrangements for checking the documentary evidence that private candidates or transferred candidates provide to ensure that they are the same people who were entered/registered for the examination/assessment.	ICE 16.5	<input type="checkbox"/>
The arrangements for informing invigilators about access arrangements for candidates.	ICE 16.8	<input type="checkbox"/>

Starting the examination

The arrangements for making sure that candidates are seated according to the planned seating arrangements.	ICE 19.2 a	<input type="checkbox"/>
The requirement to provide candidates with all relevant information prior to them starting the examination. The centre may have created its own script for invigilators to read or may use Appendix 3 in ICE.	ICE 19 Appendix 3 Invigilator checklist (written examinations)	<input type="checkbox"/>
The requirements and arrangements if a candidate arrives late for an examination.	ICE 21	<input type="checkbox"/>
The conduct required of an invigilator to prevent malpractice – what they must not do.	ICE 19.6	<input type="checkbox"/>

During the examination

<p>The expectations of invigilators when supervising candidates.</p> <p>Stress to invigilators that they must:</p> <ul style="list-style-type: none">■ Give all their attention to conducting the examination properly, be vigilant and always supervise the candidates to prevent cheating and distractions.■ Not perform any other non-examination related tasks in the examination room. This extends to reading the question paper.■ Record any incidents in the log.	ICE 20	<input type="checkbox"/>
<p>The requirements and arrangements for completing the attendance register.</p> <p>The arrangements for informing invigilators about transferred candidates.</p>	ICE 22	<input type="checkbox"/>
<p>Calculators: An invigilator may give a candidate a replacement calculator.</p> <p>It is acceptable for candidates to place their calculator on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.</p>	ICE 10.10 ICE 10.11	<input type="checkbox"/>

Leaving the examination room

<p>The requirements relating to when candidates can leave the examination room early.</p>	ICE 23.1–23.2	<input type="checkbox"/>
<p>Candidates must hand in their script, question paper and other materials before they leave the examination room.</p>	ICE 23.7	<input type="checkbox"/>
<p>The arrangements for candidates leaving the examination room temporarily.</p>	ICE 23.3	<input type="checkbox"/>
<p>Candidates must not remove scripts, question papers and other materials from the examination room.</p>	ICE 23.6/23.7	<input type="checkbox"/>

Finishing the examination

Does your centre allow invigilators to give a 5 minute warning before the end of an examination?	ICE 26.1	<input type="checkbox"/>
The requirements for invigilators in finishing the examination.	ICE 26.2	<input type="checkbox"/>
Ensuring candidates granted extra time and/or supervised rest breaks can carry on uninterrupted for the allocated additional time.	ICE 26.3	<input type="checkbox"/>
The requirements and arrangements for invigilators to collect scripts.	ICE 27	<input type="checkbox"/>
The requirements and arrangements for invigilators to collect unused stationery and return to exams officer.	ICE 30.1	<input type="checkbox"/>