

# **Guardians of Integrity**

## **IB Examination Invigilation 2025**

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Protocols for Security, Fairness, and Standardization at Chapel School

Based on Conduct of examinations booklet 2025 and Chapel School IB Invigilation Guide.

# The Core Mission & Team Structure

**Core Principle:** Security, Fairness, Standardization.

**The Golden Rule: When unsure, PAUSE, DOCUMENT, ESCALATE.**



## Lead Invigilator

The Commander. Starts/ends exam, reads instructions, manages timing.



## Circulating Invigilator

The Patroller. Moves through the room, monitors conduct, supervises absences.



## Monitoring Invigilator

The Observer. Seated at the back, observes the whole room, logs incidents.

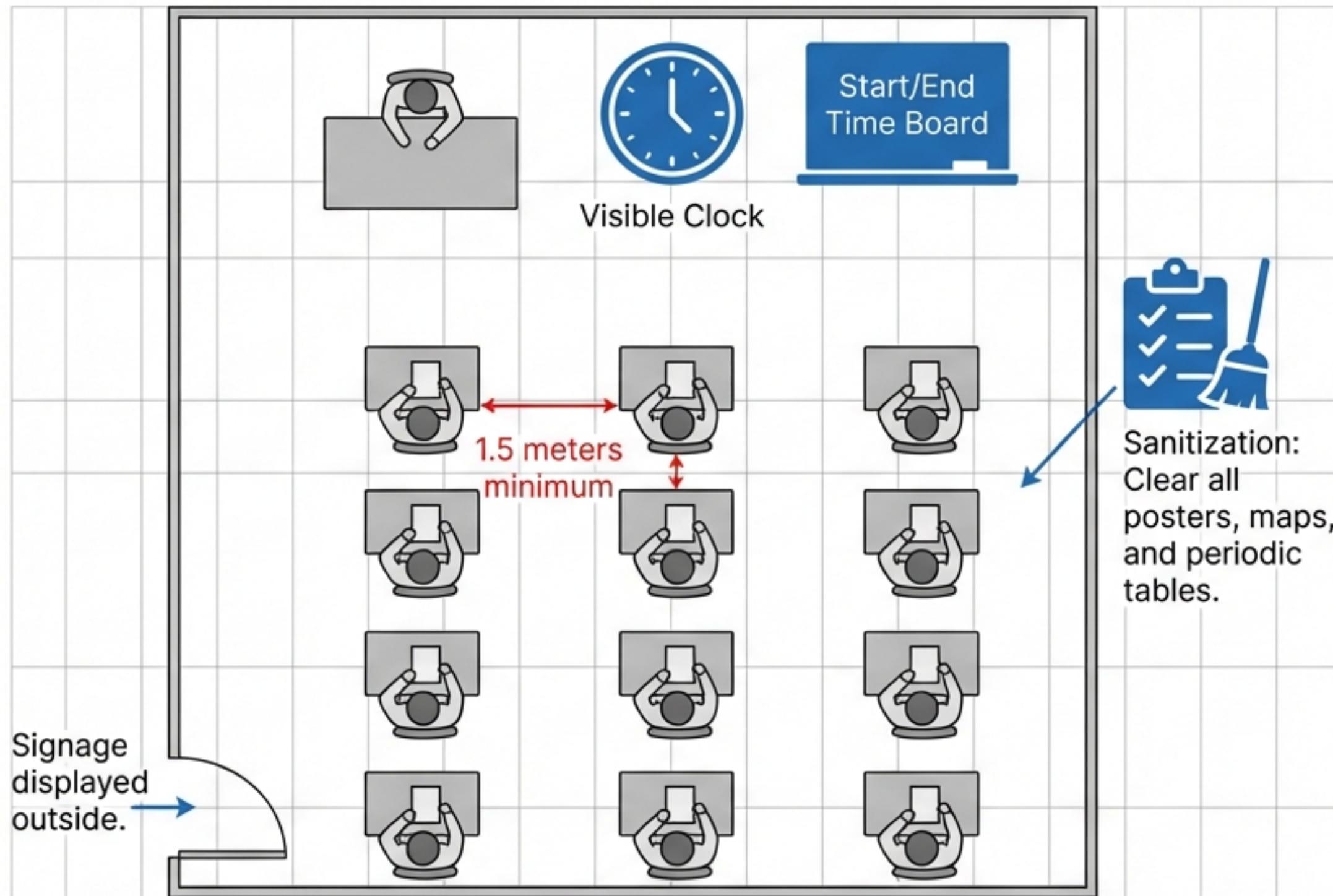


## Floating Invigilator

The Support. Supports multiple rooms; immediately contactable.

**Staffing Ratio:** 1:20 (Min 2 per room). Subject teachers may NOT invigilate their own subject.

# Phase 1: Securing the Environment



**EXAMINATION IN PROGRESS**  
**SILENCE PLEASE**

# Phase 1: Authorized vs. Unauthorized Materials

The 'Bag Drop': All unauthorized items must be left outside or at the back.

## AUTHORIZED



**Blue/Black Ballpoint Pens**



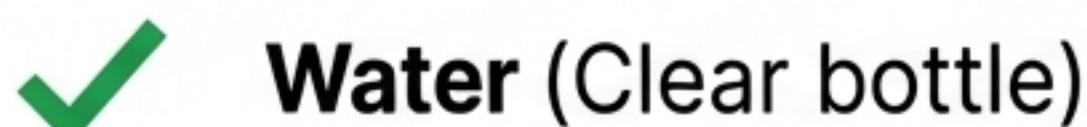
**Soft Pencils (Graphs/MCQ)**



**Approved Calculators  
(Cover Removed)**



**Translation Dictionary  
(Non-language subjects only)**



**Water (Clear bottle)**

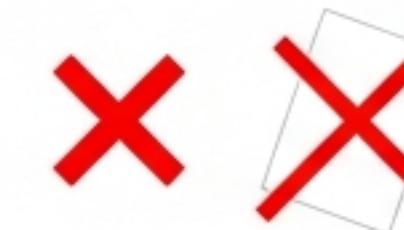
## STRICTLY PROHIBITED



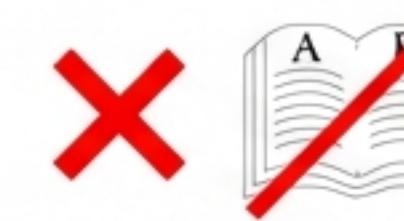
**Phones / Smartwatches /  
Headphones**



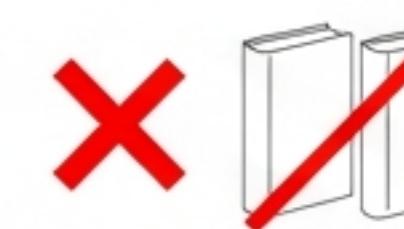
**Correction Fluid / Pens**



**Rough / Scratch Paper**



**Gel Pens / Erasable Pens**



**Notes / Textbooks**

# Phase 2: Admission & The Start



T-Minus 10 Mins



T-Minus 2 Mins



START

## Admit Students (Silence)

Identity Check  
(Photo/Coversheet)

## The Packet

Open sealed packets  
IN FRONT of students.

## Reading Time Begins

5 Minutes. Reading ONLY.  
No writing, highlighting,  
or calculators.



## Exceptions Box

- No Reading Time for: Stand-alone MCQ Papers (e.g., Design Tech Paper 1).
- **Mixed Papers:** Single 5-minute reading time for the whole paper.

# Phase 3: Active Invigilation

Invigilation is a verb. It requires active presence.

## Behavior



## Behavior

Circulate regularly but unobtrusively. Never hover. DO NOT read books, grade papers, or use laptops. Focus 100% on students.

## Student Questions



## Student Questions

The Golden Rule: “Repeat instructions only.” Never interpret questions, explain vocabulary, or suggest approaches.

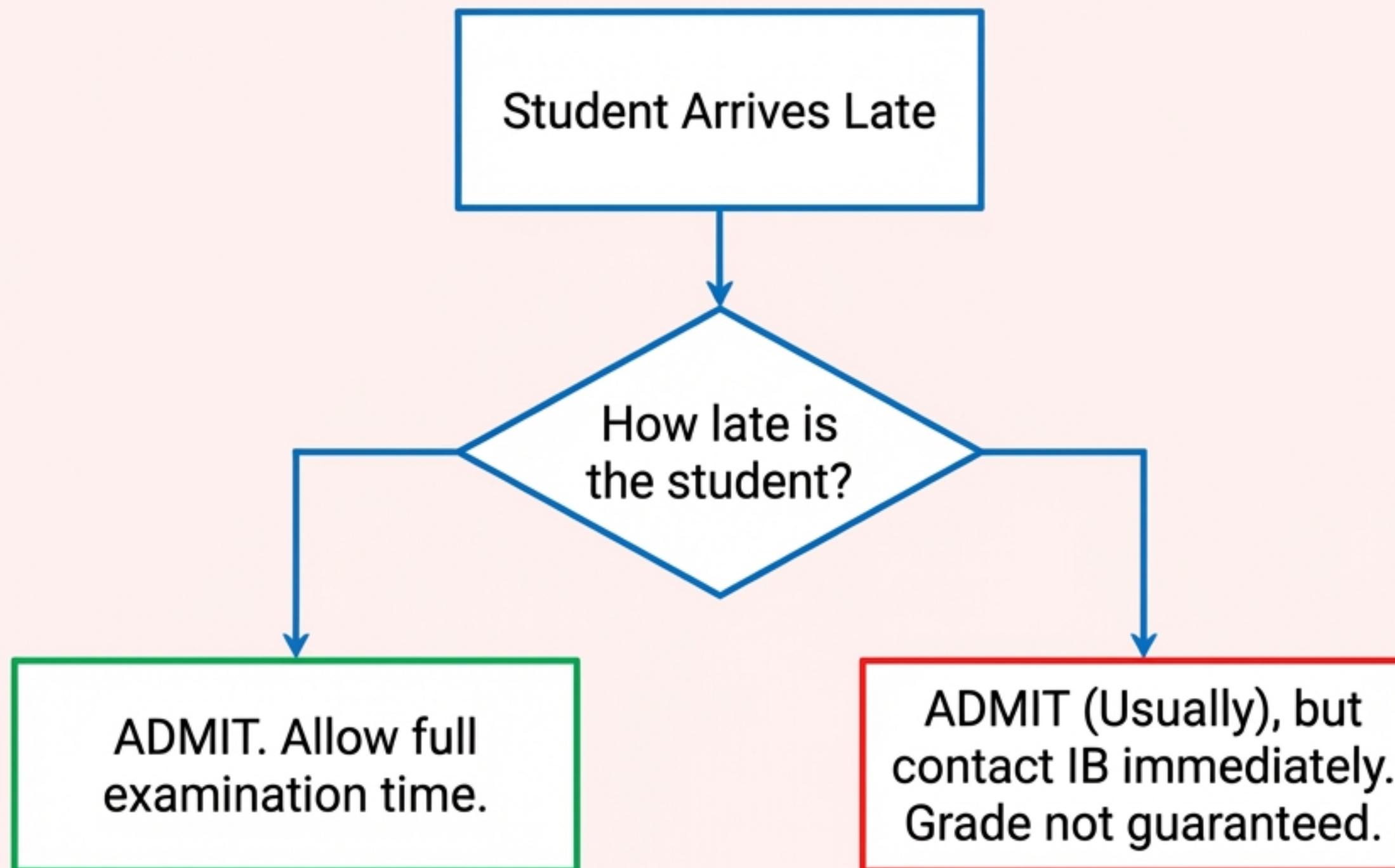
## Restroom Protocol



## Restroom Protocol

One student at a time. Supervised by same-gender staff. Log Session Number and Time Out/In. No extra time given.

# Protocol Branch A: Late Arrivals & Attendance

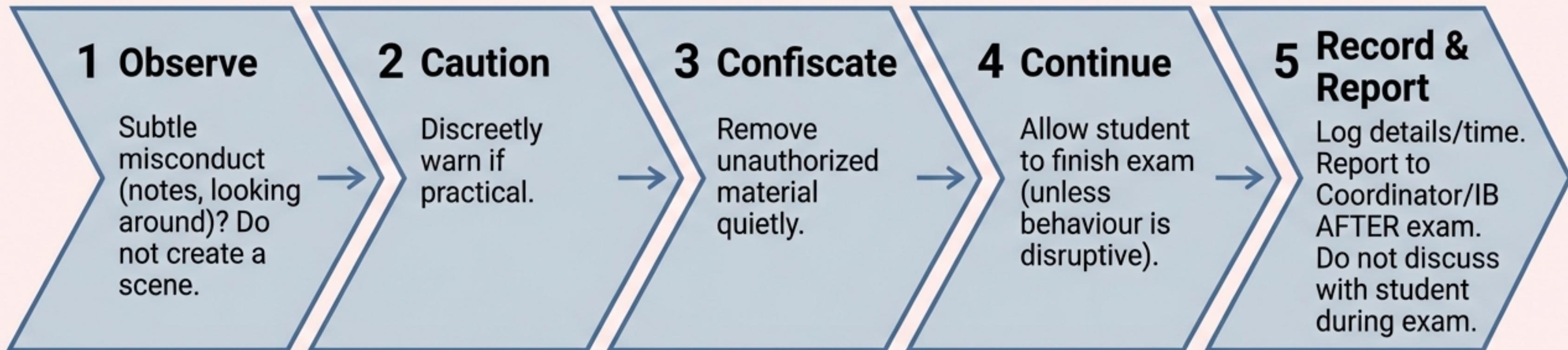


## Recording Absences

- Wait 1 HOUR before marking absent.
- Mark 'Absent' box on coversheet.
- Do not remove the coversheet.
- Security Check:  
Ensure late arrival has not communicated with early leavers.

# Protocol Branch B: Suspected Misconduct

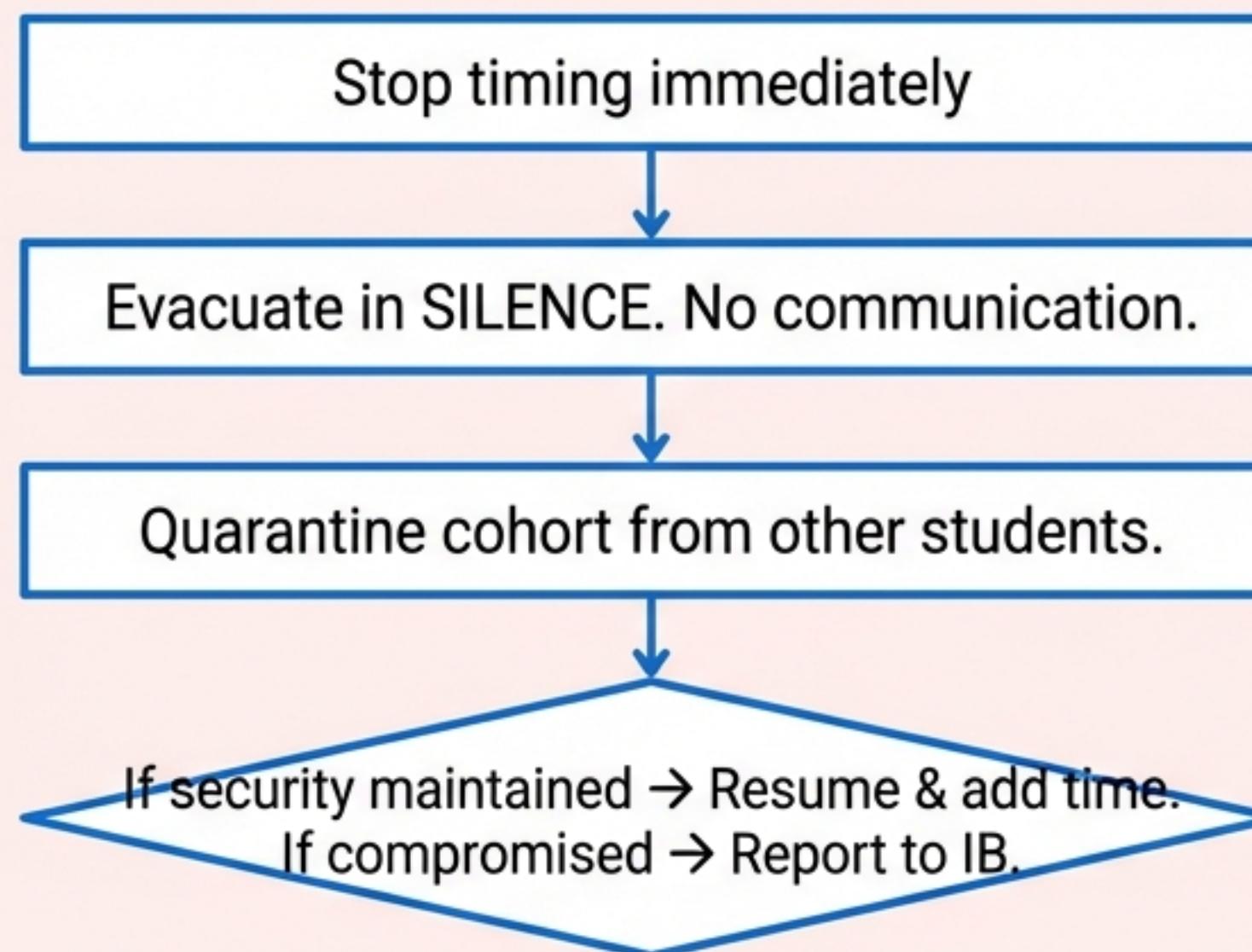
The burden of proof is on the record, not the confrontation.



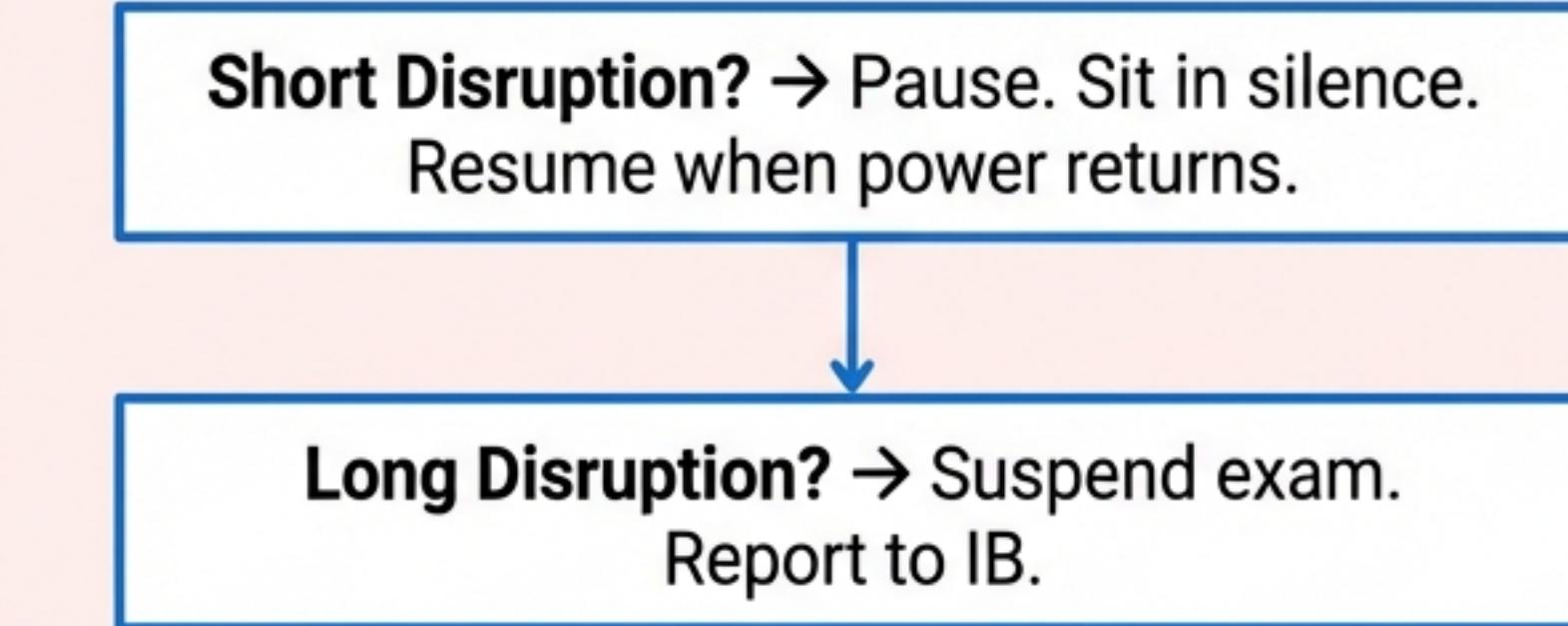
**RED FLAG:** Disruptive Behavior? Stop immediately.  
Expel if necessary to protect other students.

# Protocol Branch C: Emergency Response

## Fire Alarm / Evacuation



## Power Failure



Report all interruptions to IB Answers/Coordinator immediately.

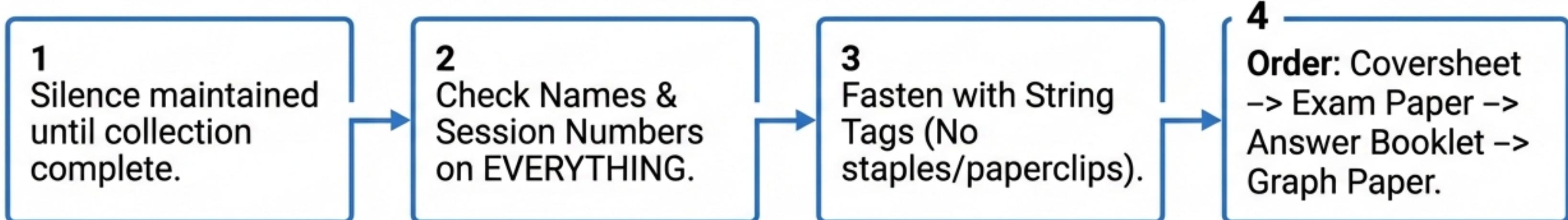
# Phase 4: Ending the Examination

## Timeline Points

- 30 Minutes Remaining:** Announce warning.
- 5 Minutes Remaining:** Announce warning.  
“Draw line through rough work”.
- 0 Minutes:** COMMAND “Stop writing immediately”.

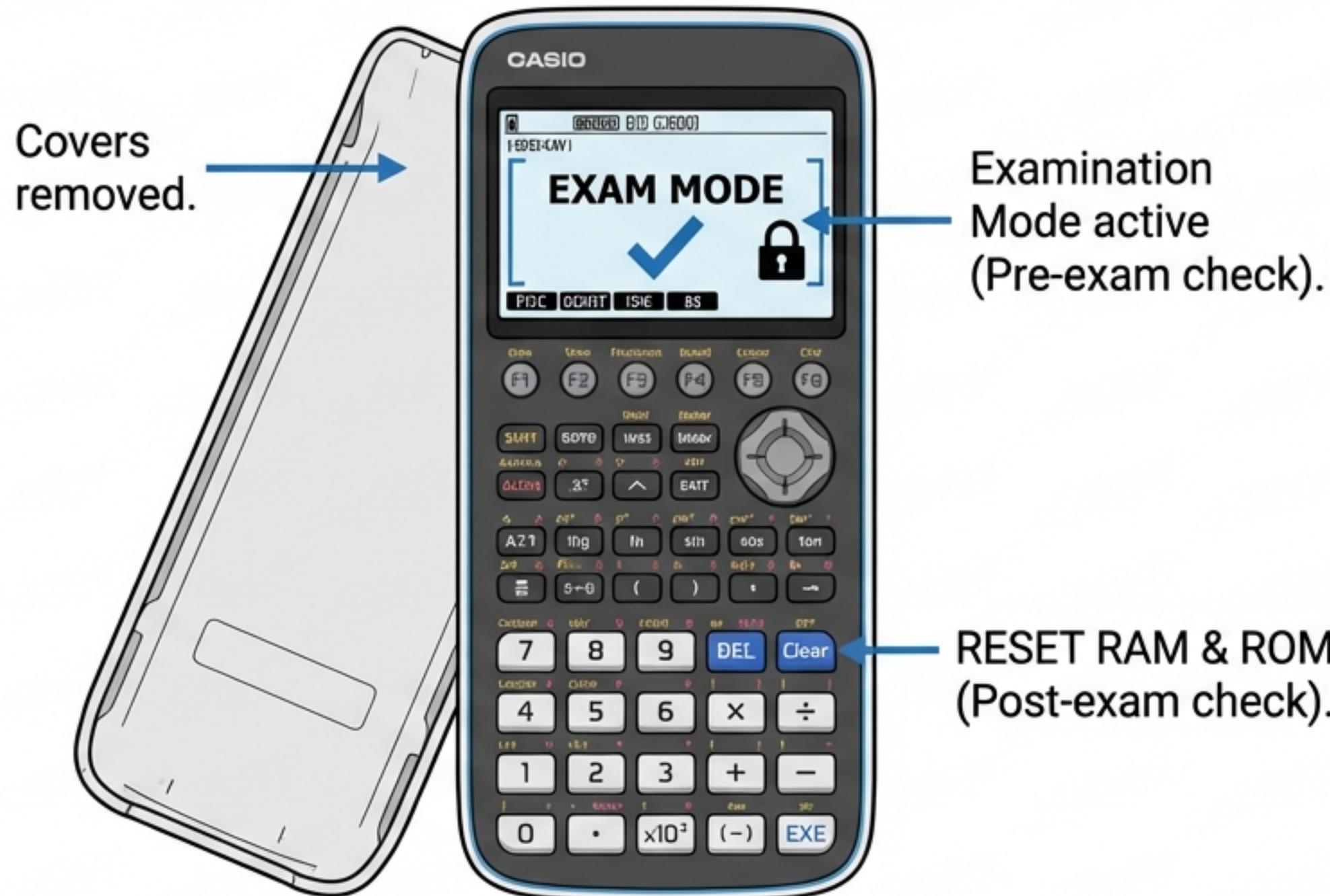


## The Check



# Special Focus: Calculator Security

## Preventing Data Leakage via Memory



**CRITICAL POST-EXAM STEP:**  
Memory must be cleared BEFORE the student leaves the room. This prevents formulas/notes from being smuggled out.

**Prohibited:** Phone calculators, notes stored in memory.

# Phase 5: Secure Processing & Packing

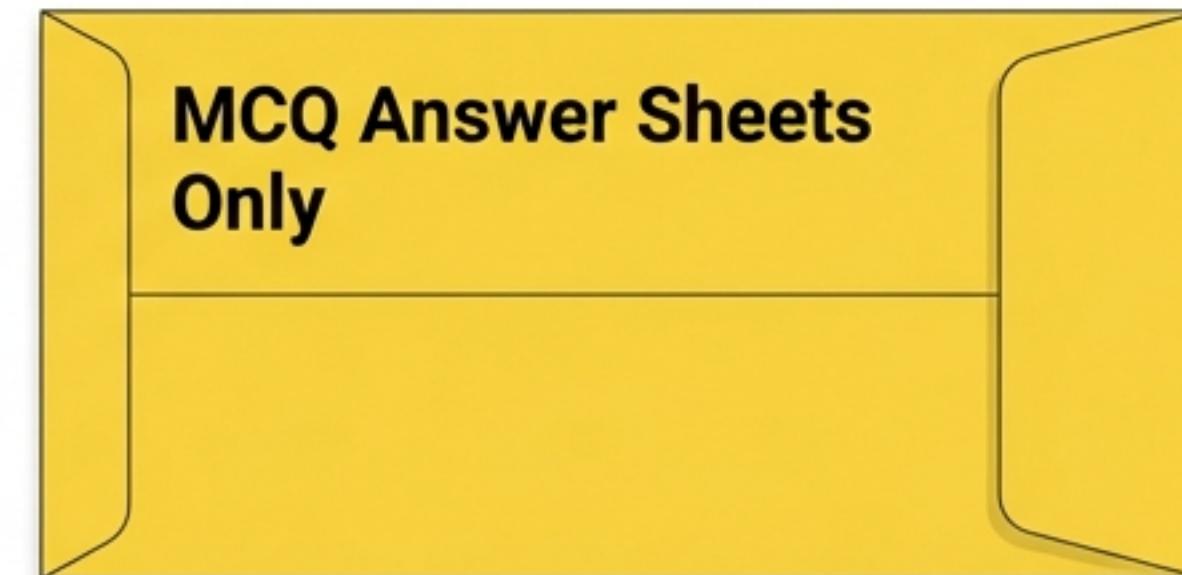
**The 24-Hour Rule:** Teachers cannot see papers for 24 hours.

**Blue Envelope**



QR Code visible through window. Unaddressed.

**Yellow Envelope**

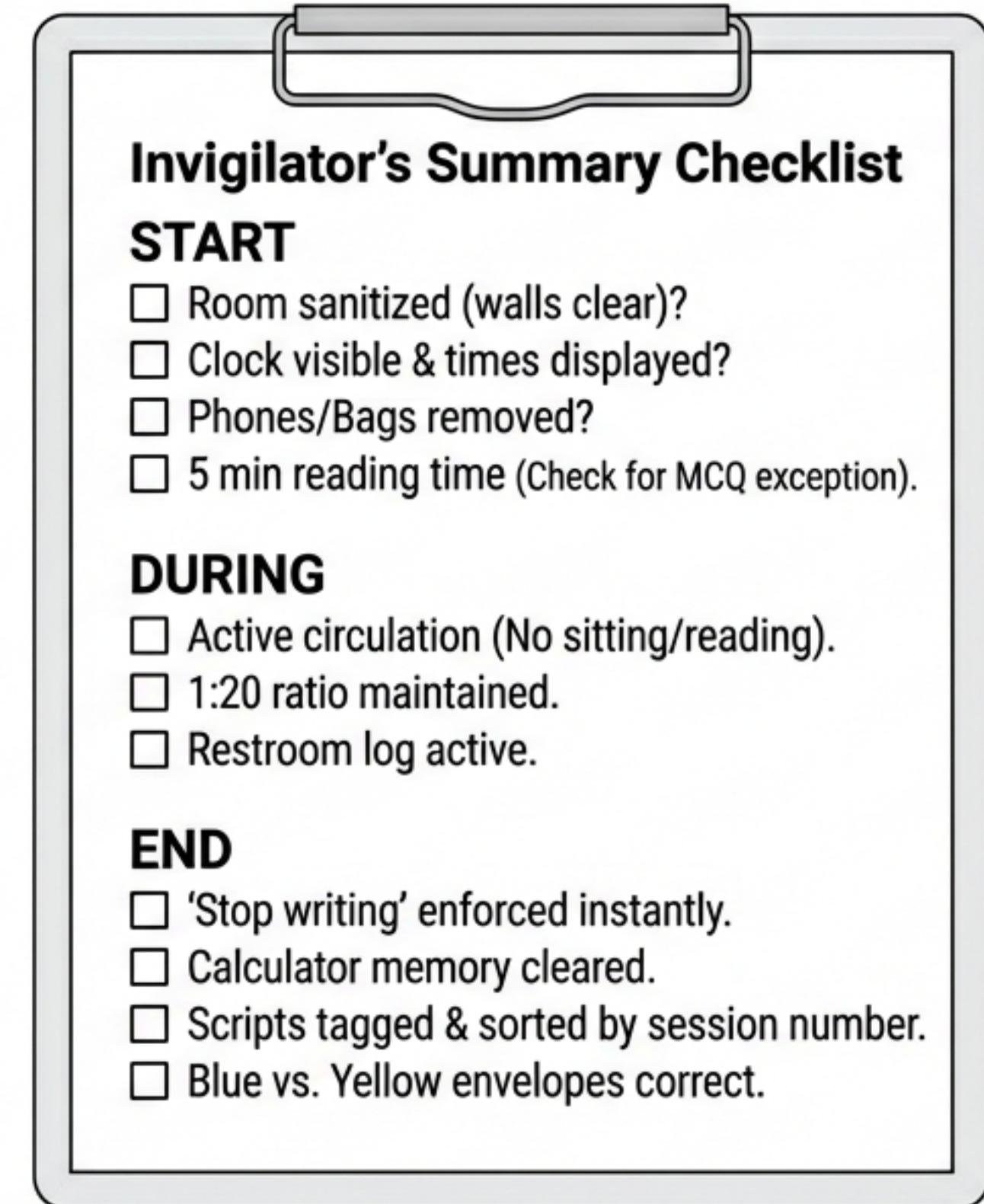


Used for Science Paper 1.

## Packing Checklist

- Numerical order by Session Number.
- Include Absent coversheets (Marked 'X').
- Send via secure courier within 24 hours.

# Invigilator's Summary Checklist



**Invigilator's Summary Checklist**

**START**

- Room sanitized (walls clear)?
- Clock visible & times displayed?
- Phones/Bags removed?
- 5 min reading time (Check for MCQ exception).

**DURING**

- Active circulation (No sitting/reading).
- 1:20 ratio maintained.
- Restroom log active.

**END**

- 'Stop writing' enforced instantly.
- Calculator memory cleared.
- Scripts tagged & sorted by session number.
- Blue vs. Yellow envelopes correct.

# Contact & Support Channels

## School Support

IB Coordinator: [Insert Name]

Tech Support: [Insert Extension]

## IB Answers (Non-Emergency)

Email: support@ibo.org

Resource: 'Conduct of examinations booklet 2025'

## IB Emergency Line (UK)

Tel: +44 29 2054 7740

Use for: Urgent exam stoppage / Security breaches.



Scan for full Conduct Booklet 2025