Invigilation Policy

A **Beyond** ACADEMY
SCHOOLS TRUST

Contents

Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

Invigilators are the staff inside the examination room that are responsible for conducting an exam session. Invigilators have a key role in upholding the integrity of the external exam or assessment process, ensuring they are conducted according to the JCQ guidelines. In order to do this, they will need to read and understand the guidance that it set out by this policy and the JCQ document **Instructions for Conducting Examinations (ICE)**.

Invigilator Responsibilities

Invigilators must:

- Be familiar with the JCQ document, 'Instructions for conducting examination'.
- Be familiar with the JCQ Mobile Phone poster, JCQ Information to Candidates, the JCQ Warning to Candidates.
- Give all their attention to conducting the examination properly.
- Be aware of any specific instructions relating to the subjects being examined.
- Accurately complete the attendance register during the examination in line with the awarding body's instructions.
- Be able to observe each candidate in the examination room at all times.
- Be aware of school procedure in case of emergency.
- Be aware of any candidates present who have medical conditions.
- Be familiar with the administration technique for EpiPens.
- Inform the Exams Officer, Exams Administrator or Headteacher if they are suspicious about the security of the examination papers.
- Be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell.
- Report and record any incident that occurs during the examination.
- Be familiar with evacuation procedures.

Invigilators must not:

- Carry out any other task in the examination room, e.g. reading a book.
- Use mobile phones or other electronic devices.

- Have conversations unrelated to the examination taking place.
- Help or support students in ways not permitted by JCQ regulations, unless a student has a specific access arrangement in place.

Exams Officer Responsibilities

The Examinations Officer must:

- Appoint invigilators to make sure that the examination is conducted according to JCQ requirements.
- Ensure all invigilators have an Enhanced Disclosure and Barring Service certificate, and a record is kept on their personnel file within the centre.
- An invigilator should be asked to declare whether he/she has invigilated previously and whether he/she has any current malpractice applied to them.
- Make sure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre. No relative, friend or peer of a candidate must be the sole invigilator.
- Make sure that invigilators are appropriately trained in their duties.
- Schedule at least one invigilator for each group of 30 candidates or fewer.
- Taking timetabled written or on-screen exams.
- Ensure that where 1 invigilator is present in an exam, they must be able to access help easily without leaving the exam room or disrupting the candidates i.e. mobile phone.
- Keep signed records of the seating plan, the 'Invigilation Arrangements' and copies of the attendance records for each examination.
- Ensure a suitable room is provided for the examination with appropriate conditions for taking the examination.
- Make sure that a Teacher/SLT Member who has prepared the candidates for the subject of the examination during the academic year **is not** present during the timetabled written or on–screen examinations.
- Ensure only those candidates actually sitting the examination are present in the examination room while an examination is taking place.

Other School Staff

Only members of staff authorised by the Head of Centre and agreed with by the Exam Officer should be present in the Examination room to carry out specific roles, such as:

- To identify and settle candidates and instil discipline.
- To deal with any disciplinary matters.
- To check that candidates have been issued with the correct question papers for their subject, unit, component and tier of entry, if appropriate.
- To check that candidates, have the necessary equipment & materials for the examination where permitted i.e. calculators, anthologies, set text.

Under no circumstances may members of school staff:

- Be present at the start of the examination and read the examination question paper before leaving the room.
- Enter the exam room uninvited, with the sole intention of accessing the question paper.
- Provide advice to candidates without the permission of the awarding body.
- Comment or advise on the question paper in regard to which sections to complete.
- Have access to the question paper unless this is specifically requested by the Exams Officer or an invigilator, for example, where a possible printing error has been identified.
- Give any indication of their opinion of a question paper to candidates having been asked to inspect its content.
- Communicate with candidates except where maintaining discipline in the exam room.
- Enter the exam room to provide encouragement.
- Enter the exam room and read candidates' scripts.

Invigilation for Access Arrangements

Candidates requiring any of the access arrangements listed below may be accommodated separately and with separate invigilators.

- Oral Language Modifier.
- Practical Assistant.
- Prompter.
- Reader.
- Scribe.
- Word Processor.
- Extra Time.

Equality Impact Assessment

Who is the policy or process intended for?	Students	Employees	Govs/ Trustees	Volunteers	Visitors
	☑	☑	☑	☑	☑

Status of the policy or process:	New policy or process		Existing policy or process	
	☐		☑	

Analysis			

Protected Characteristic	Impact analysis			Explanation of impact analysis
	Positive	Neutral	Negative	
Age:	☐	☑	☐	
Disability:	☐	☑	☐	
Sex:	☐	☑	☐	
Gender reassignment:	☐	☑	☐	
Race:	☐	☑	☐	
Religion or belief:	☐	☑	☐	
Sexual orientation:	☐	☑	☐	
Marriage or civil partnership:	☐	☑	☐	
Pregnancy and maternity:	☐	☑	☐	
Student groups (PP/SEN/CLA):	☐	☑	☐	

Evaluation and decision making	
Summary of action taken:	
Final decision:	