


Cambridge House Grammar School

Instructions for Invigilators for Conducting External Examinations including Access Arrangements Policy.

Signed:  Chair of Board of Governors

Signed:  Principal

Reviewed 09.06.25

Head of Centre Mr R Marsh
Exams Officer Dr K McClurg
Exams Secretary Mrs J McNeill
Chief Invigilators Mrs J Patterson and Mrs L Turtle

Introduction

Invigilators play a key role in upholding the integrity of the external examinations/assessment process. The role of the invigilator is to ensure that the examination is conducted according to these instructions in order 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 possible candidate malpractice;
- Prevent possible administrative failures.

You must be familiar with key documents including:

- JCQ instructions for conducting examinations (ICE)
- JCQ AARA
- JCQ checklist for invigilators (for written examinations)
- JCQ warning to candidates
- JCQ unauthorised items poster
- Any specific instructions relating to the subjects being examined

Specific documents relating to arrangements within Cambridge House Grammar School including:

- Emergency evacuation procedures
- Examination Contingency policy
- Safeguarding policy
- Documentation that the invigilator is required to complete to declare any conflicts of interest or current malpractice/maladministration sanctions

Invigilation Arrangements

You **must** have a mobile phone. The mobile phone **must not** be used for anything other than summoning assistance or emergencies. Invigilators must check that their mobile phone, to be used in emergencies only, has been switched to silent mode.

You must be able to clearly see all candidates.

In the case of an emergency, **do not** leave the examination room, stay with the candidate(s) and contact one of the numbers below and wait until support arrives.

If a candidate in an alternative room needs the toilet, please put the exam materials into the brown envelope, seal it and carry it with you. Use the staff toilet behind the office. If it is busy there use the staff toilets downstairs. Remember the candidate is still under exam conditions during this time. Candidates do not get time back for toilet breaks. Candidates are not allowed to leave the hall during break time or lunch time.

Emergency contact numbers

School Office - **028 25643151**

Mr Marsh, HoC - **07921199575**

Dr McCLurg, EO - **07740467328**

Mrs J McNeill ES-

07808345523

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- Where candidates are unable to return to the building to complete the examination, the relevant awarding body must be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.
- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- make a full report of the incident and of the action taken and send to the relevant awarding body.

(See Examination Contingency Policy for full details)

If you are suspicious about the security of the questions papers you need to speak to HoC/EO. You can also get direct advice from <https://www.jcq.org.uk/exams-office/malpractice/>

If a situation arises that you have to deal with disruptive candidate(s) in the examination please phone for support and record details of the incident in the Exam room incident log.

Pupils have been informed to arrive in school in good time before the start time of the exam to allow for all unauthorised items to be removed, including phones, and all types of watches, revision notes, school bags, water bottles etc. The HoC, EO or ES will be in the school foyer before the start of the examination to remind pupils not to bring these items into the exams room. The HoC and/or EO and /or CI will do a final reminder in the exam room. This time should also be used to check all candidates have the required equipment and materials with them.

When a room is designated an examination room it will be secured and have a 'Do Not Enter' poster displayed. When a room is designated an examination room the only staff allowed in the room is the CI, HoC, EO, ES and Invigilators, so long as they have not taught, or are an expert in, the subject being examined.

If an unauthorised individual enters the examination room before the start of the exam they should be informed of the JCQ regulations and the matter reported to HoC and EO after the examination. If an unauthorised individual enters the examination room during an examination they should be quietly removed and the incident recorded in the 'exam room incident log'. The incident should be reported to HoC and EO.

Invigilation arrangements for candidates with access arrangements

JCQ requires a 'roving' invigilator to be used at times when invigilators in satellite rooms are also acting as prompts, scribes, readers, or the candidate is using a word processor. The roving invigilator will enter the room(s) at regular intervals to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the reader/scribe/prompt in maintaining the integrity of the examination. The roving invigilator will keep a log.

Prompter

Also see the memory aid for prompter.

A prompter is a responsible adult who may assist the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.

The role

- The Head of Centre must ensure that the person appointed to facilitate an access arrangement is trained and fully understands the rules.
- Where the candidate is accommodated separately on a one to one basis, the invigilator may act as a prompter, a practical assistant, a reader and/or a scribe as long as permission has been given for these arrangements.
- If the prompter is acting as a Language Modifier a separate invigilator will be required.
- The prompter must not normally be the candidate's own subject teacher and must not be a relative, friend, peer or private tutor of the candidate.

When is a prompter needed

When the candidate:

- has little or no sense of time (e.g. candidates with ADHD or ASD) or;
- persistently loses concentration or;
- is affected by an Obsessive-Compulsive Disorder which leads them to keep revising a question rather than moving onto other questions;
- In such instances a candidate may be assisted by a prompter who can keep the candidate focused on the need to answer a question and then move on to answering the next question.

A prompter may...

- use the following prompts either vocally or written on a flash card such as: "Jack - focus on the question"; "Jack - there are 15 minutes left"
- tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question
- use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g. "Jack"

A prompter must...

- abide by the regulations since failure to do so could lead to the disqualification of the candidate
- not advise the candidate regarding which questions to do, or on the order in which questions should be answered
- not give factual help or offer any suggestions or communicate in any way other than those listed

FAQ

How often do I interact with the candidate?

Discuss with the candidate before the examination how often they require you interact e.g. tap on a desk every 15 minutes to help them move on.

Can I talk to the candidate?

You may speak only to guide the candidate to move on with their work e.g. you notice that a candidate with Attention Deficit Disorder has lost focus and is looking out of the window, you may call their name to bring attention back to the question paper.

You may also tell them how much time they have left.

What can I do if a candidate is sitting doing nothing?

Candidates with Autism Spectrum Disorder or Obsessive-Compulsive Disorder may go over the same question again and again or do nothing at all. If a candidate appears to not be doing anything you may intervene by tapping on the desk or telling them to focus on a question.

Reader

Also see the memory aid for reader.

What is a reader?

- A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate.
- This may involve reading the whole paper to the candidate or the candidate may request only some words to be read.

The role

- The reader is responsible to the Head of Centre/Exams Officer and must be a person acceptable to the Head of Centre.
- Where the candidate is accommodated separately on a one to one basis, the invigilator may act as a prompter, a practical assistant, a reader and/or a scribe as long as permission has been given for these arrangements.
- The reader must not normally be the candidate's own subject teacher and must not be a relative, friend, peer or private tutor of the candidate.

Types of disability or access needs requiring a reader

- Autistic Spectrum Disorder (ASD)
- Learning Difficulties
- Sensory and/or Physical Needs (HI, MSI, PD, VI)
- Social, Mental and Emotional Needs (eg. ADD, ADHD)
- Speech, Language and Communication Needs (SLCN)

A reader may...

- enable a vision impaired candidate to identify diagrams, graphs and tables but must not give factual information or offer any suggestions, other than the information which would be available on the paper for sighted candidates.
- read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words).
- decode symbols and unit abbreviations in Maths and Science examinations as this will not affect the integrity of the assessment.
- if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.
- read back, when requested, what the candidate has written without any emphasis on any errors.

A reader must...

- read accurately
- have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy.
- only read the instructions of the question paper and questions, and must not explain or clarify.
- only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help.
- only read the instructions/rubric of a paper testing reading and must not read individual questions or text.
- abide by the regulations since failure to do so could lead to the disqualification of the candidate.
- not advise the candidate regarding which questions to do, when to move on to the next question, or the order in which questions should be answered.
- not decode any symbols in a Music examination.

The rules

- A reader is not a practical assistant, a prompter or a scribe but the same person may act as such, as long as permission has been given for any or all of these arrangements.
- The reader must not be the candidate's own subject teacher or a relative, friend or peer of the candidate.
- The HoC must ensure that the person appointed to facilitate an access arrangement is trained and fully understands the rules for the regulations on the use of a reader.

What you can and cannot do as a reader

- I am here to read for you in your examination;
- You must make clear what you want to be read;
- I can only read the instructions and the questions;
- I can repeat instructions, but only if you make it clear which instructions you want me to read;
- I can spell words if you ask me, but only words on the question paper;
- I can read back your answer, but only if you ask me;
- In GCSE English Language examinations:
 - I can read the questions in the Writing section of the paper, but I can't read any of the questions in the Reading section.

Scribe - Also see the memory aid for scribe.

Scribe cover sheet

- In all cases a scribe cover sheet must be completed;
- Where an application is processed using Access Arrangements Online, e.g. GCSE and GCE qualifications, a pre-populated scribe cover sheet must be printed from the system;
- The cover sheet must indicate whether graphs and diagrams were completed by the candidate or the scribe;
- The cover sheet must be signed by the scribe and countersigned by the head of centre or the examinations officer;
- The cover sheet must be placed inside the candidate's completed script when handwritten;
- Where the candidate's completed script has been typed by the scribe, the cover sheet and the typed responses must be placed inside the candidate's answer booklet;
- A cover sheet must also be securely attached to any non-examination assessment completed with the aid of a scribe. The work must be sent to CCEA in addition to the sample requested;
- The cover sheet must be signed by the scribe and countersigned by the head of centre or examinations officer.

What you can and cannot do as a scribe

- I am here to write/type for you in your examination;
- I must write/type **exactly** what you say;
- I **can** draw maps, graphs and diagrams, but I can only draw exactly what you tell me;
- I **can't** draw for you in a Design examination;
- If we have problems communicating, I must tell the invigilator;
- I **can't** give you any help with answers;
- I **can't** suggest when an answer is finished;
- I **can't** tell you which questions to choose;
- I **can't** tell you when to move on to the next question;
- I **can't** tell you which questions to do first;
- I **can** read back what I have written/typed, but only if you ask me;
- I **can** change what I have written/typed, but only if you ask me;
- If you are allowed rest breaks, I **can't** write/type in those breaks;

Use of a scribe in subjects assessing QWC

- In subjects where quality of written communication (QWC) is being assessed or where the candidate's spelling, punctuation and grammar (SPaG) is specifically being assessed, a scribe will be allowed
- Where a scribe is used in an examination assessing quality of written communication or spelling, punctuation and grammar, marks can only be awarded if the candidate can demonstrate that he/she has carried out the particular skills being assessed.
- If a candidate chooses to dictate his/her spellings and/or punctuation, up to a maximum of 50% extra time may be awarded. An approved application for a scribe will allow the SENCo to grant up to a maximum of 50% extra time to the candidate when spelling, punctuation and grammar is being assessed

Rules

- The Head of Centre must ensure that the person appointed to facilitate an access arrangement is trained and fully understands the rules;
- Guidance on Quality of Written Communication can be found at <http://ccea.org.uk/search/site/QWC>;
- It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

All access arrangements are in the Access Arrangements Summary and highlighted on the seating plan. Copies of these documents will be held by the CI, HoC, EO, and the school office.

Some candidates may require modified papers. If for some reason the PDFs are unavailable online the centre may open the question paper packet **in the secure room** within 90 minutes of the awarding body's published starting time for the examination. Prior permission **is not** required. Within 60 minutes before the start time of the examination the EO will oversee the printing of the PDFs, with the assistance of an invigilator, in a secure location, the HoC's office. Each paper will be put into a non-transparent envelope, sealed and labelled with the candidates name before being given to the CI to hold with the others securely. Candidates are given access to both the buff and the original copy of the paper - they can decide which one to use, but they can only write on one. Be careful that some papers have colour images that don't copy well onto the buff paper - the candidates must look at the original paper in this instance.

If a candidate needs to use a word processor to complete the exams, it and the printer, will be checked by our IT technician before each exam.

Setting up the examination rooms

The exam room checklist will be completed for each exam room before each examination by the HoC and/or EO. However, it is important for invigilators to also check that any charts, diagrams etc. have been cleared from the walls.

It is the responsibility of the invigilator to check that the following is on display:

- A clock that all candidates can see clearly - spare batteries will be included in the examination room box.
- A board displaying the centre number, date, subject title, code, start time, finishing time.

The ICE guidelines are available in the main examination hall.

Invigilators will be given guidance of subject specific instructions and stationary lists in advance of each exam.

Copies of the seating plan are held by the CI, HoC, EO and the office as well as being displayed outside the examination hall in the foyer.

Question papers must never be left unattended.

Before opening the question papers the CI and EO will double check the day, date, time, subject, unit code and tier immediately before opening the question paper packet. This is done in the 'secure room' and the in accordance with "the second pair of eyes" protocols..

HoDs will inform EO regarding any specific requirements for examinations and will ensure that the conditions for question papers, stationary, materials and other equipment are met. This will include Maths, Science, Geography, Construction as well as others. The EO will include this information prior to each examination.

Identifying candidates

HoC and/or EO, and/or ES will identify candidates as they enter the examination room.

All candidates should have an examination card which they leave on their desk. External candidates should produce photographic evidence (eg Passport or Drivers License) to confirm their identify.

EO will inform each invigilator about the access arrangements for their candidate(s) prior to each examination. This information will be included in the Alternative room box. A complete summary list of all the access arrangements will be held by the CI, school office, HoC and EO.

The invigilator needs to identify the candidate they are invigilating and collect the non-transparent, sealed envelope containing the candidate paper from the CI. The invigilator will stand with the candidate at the back of the hall for the CI announcement. After the announcement they make their way quietly to their satellite examination room - under examination conditions. The invigilator needs to complete the CI announcement when in the alternative room.

Starting the examination

Seating arrangements will be discussed with the CI prior to the examination.. A copy of the seating plan will be in the foyer.

Access arrangements

Candidates have been told to take responsibility for their AA and to ask the invigilator if they think something is missing. Invigilators **always** have to follow up on these queries with the EO before/ during the exam. Please remember some candidates will not want to ask so encourage the candidate to check the AA and ask them directly if all is correct. A copy of the AA will be with the EO and HoC and copies.

Examination papers have to be left face up on the table for the candidates coming into the examination hall to allow candidates to read the instructions at the front.

The CI will provide candidates with all relevant information prior to starting the examination. The CI has a copy of the 'Invigilator Diary' and copies are also held by the HoC and the EO.

Tell the candidates to fill in the details of the front of the answer booklet and any supplementary sheets, e.g. candidates name, candidate number and centre number in **black ink BIRO - not gel pens or erasable pens** as they disappear due to the heat of the scanners - and to read the instructions on the front of the question paper.

If a candidate is missing the HoC will be informed and a phone call made home immediately.

Late arrival (up to one hour) - If a candidate arrives after the start of the examination they will be permitted to sit the examination. Candidate must be read the Invigilator announcement and given same opportunities to remove unauthorised items. The CI will seat the candidate at the back of the hall to minimise disruption. The candidate will be allowed full time for the examination. Their finish time will be stuck to their desk.

Late arrival (more than one hour, or after the finishing time for an examination that lasts less than one hour) - If a candidate arrives after the start of the examination they will be permitted to sit the examination. Candidate must be read the Invigilator announcement and given same opportunities to remove unauthorised items. The CI will seat the candidate at the back of the hall to minimise disruption. The candidate will be allowed full time for the examination. Their finish time will be stuck to their desk. The script will be sent in the normal way. The EO will submit form JCQ/VLA-Report on CAP within 7 days of the examination. The candidate must be warned that the awarding body may not accept their script.

During the examination

- Invigilators must 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.
- The CI will complete the attendance register.
- Invigilators may give a candidate a replacement calculator. It is acceptable for the candidate to place their calculator on the floor under the desk in sight of the invigilator(s) for the non-calculator portion of the examination.

The invigilator must not:

- direct candidates to particular questions or particular sections of the question paper;
- make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the exams officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body;
- give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body;
- comment on the content of the question paper;
- read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- re-phrase a question for a candidate;
- explain any subject-specific or technical terms to a candidate;
- offer any advice or comment on the work of a candidate;
- **give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter.** This also extends to where a question paper consists of distinct sections. (A five minute warning to candidates may only be given at the end of the examination.)

The invigilator must not undertake any of the above as they constitute malpractice.

Leaving the examination room

Candidates must stay in the examination for one hour after the published starting time.

Candidates who have finished early and have been allowed to leave the examination room early are not to leave the examination room until they have handed in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room. Candidates who leave the hall without permission will not be allowed back into the hall and must have a meeting with HoC before sitting any further exams.

At the end of the examination candidates are not to leave the examination room until they have handed in their script, question paper and any other material.

Candidates who require a toilet break or leave the hall temporarily and are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher. These candidates will not be allowed extra time. Times must be accurately recorded in the exam room incident log.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher. The time out of the exam room is not given back. Times must be accurately recorded in the exam room incident log.

Some candidates may require supervised rest breaks. A supervised break is not a time to think about the questions in the examination and the candidate **must not** have access to the question paper/answer booklet. The clock is stopped when the SRB starts and the clock is started again when the candidate returns from the SRB, this means candidate is compensated for any time away from the examination. Candidates must not remove scripts, question papers and other materials from the examination room.

Finishing the examination

At the end of the examination invigilators must:

- tell candidates to stop working and remind them that they are still under examination conditions;
- allow candidates who arrived late and were allowed the full working time to do their examination, to continue after the normal finishing time. Tell them to stop working after the full working time allowed has passed;
- instruct candidates taking written examinations to:
 - make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre number;
 - make sure their answers are correctly numbered;
 - make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples must not be used. Treasury tags should only be used if permitted by the awarding body marking the papers.

Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted for the necessary additional time. Invigilators must be made aware in advance which candidates have been granted extra time and/or supervised rest breaks.

Invigilators must:

- collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room;
 - collect all unused stationery in the examination room;
 - check it for any loose sheets which candidates may have missed;
- return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments;
- destroy confidentially any out-of-date stationery.

