

# EXAMINATIONS INVIGILATION POLICY



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## Purpose of the policy

This policy details the specific arrangements which are required to facilitate examinations at Gartree High School. It is designed to be read in conjunction with the following documents:

- The JCQ document “Instructions for Conducting Examinations” (ICE), which details the rules and regulations which must be followed by all examination centres.
- The Gartree High School document “Examinations Contingency Plan”

## Room requirements and equipment

Each room which will be used for examinations must contain the following equipment:

- Labelled desks, one per student, at least the designated minimum distance apart
- Laptop showing the current time (where necessary linked to a TV screen) or digital clocks which must be visible to all candidates. Laptops must be checked regularly to ensure their times are synchronised, and spare laptops must be on standby in case of failure.
- Whiteboard showing all specified information, and whiteboard markers
- Box containing exam equipment
- Two-way radio
- Any other equipment the exam board specifies for the particular examination

The following documentation should also be available:

- This document
- The JCQ document “Instructions for Conducting Examinations”
- The Gartree High School Document “Examinations Contingency Plan”
- “Examination Room Incident Log” forms
- Invigilator checklist
- Announcement to be read out at the beginning and end of the examination
- Seating plan
- Register

The appropriate notices will be displayed inside and outside the room.

Most examinations will be sat in the main examination room (normally the Sports Hall), with the following exceptions:

- Papers which have specific requirements, such as listening or speaking examinations
- Students who have specific requirements, such as extra time, breaks, readers, etc.
- Small cohorts who can be accommodated in classrooms

In the above cases a suitable room will be selected and set up in accordance with the regulations.

## People present

The school will ensure that a sufficient number of fully-trained invigilators will be available for every examination, to cover the main examination room and any other rooms being used. The criteria for the number of invigilators, and who they might be, is specified in the ICE document.

## Examination papers

Storage and handling of the examination papers will be in accordance with the ICE document.

## Preparation before each examination

Before every examination the invigilators will check the examination room to ensure that all the required equipment is in place and no unwanted items are present, and complete the checklist document. The designated toilets will also be checked to ensure no materials have been left in there – for the Sports Hall the disabled toilet in the main building will be used, for rooms in the main school a toilet will be selected which is close to the examination rooms.

The invigilator will place the students' named photographs onto the designated desks in accordance with the seating plan. Note that students are seated in numeric order which will "snake" up and down the rows. Each different paper will normally start at the front of a row where possible.

Two invigilators must check the exam packages, and sign that they are correct, before opening them. They should then place the examination papers onto the desks, face up, and check that each examination paper exactly matches the details on the seating plan. Question papers should never be left unattended. Any other required equipment, such as tracing paper, will also be placed on the desks.

The seating plan **must** be referred to when laying out the photographs and papers. Papers should **never** be placed on desks without each one being checked.

Whiteboards should be updated with the details of the examination(s) as per the Whiteboard Template shown in Appendix A.

For the main examination room, a member of the Senior Leadership Team will be present to assist with organising the students before they enter the room. Students will normally assemble outside the Sports Hall, however in poor weather they will assemble in the main school atrium. For other rooms, an additional member of staff should be present to assist with the beginning of the examination.

Students should bring with them only the equipment they need – all other belongings should be left in their lockers. Bags will not be permitted in the examination rooms, and any students bringing extra items should be sent to place them in their locker. Students are permitted to bring in a bottle of water, but all labels must have been removed. No food is allowed in the examination room. Wrist watches of any kind are not allowed.

## Starting the exam

Students must remain silent at all times when in the examination room.

When asked, students should enter the room and sit at their designated desk, where their paper will already have been placed. They should not touch the paper until asked to do so.

One invigilator for each room will read out the announcement provided and follow the instructions within it. They will then wait for the clock to tick over to the next minute, and announce the start of the exam. Exams must not start before the allotted start time. The start time of the exam should be written on the white board. All finish times should then be calculated and also written on the white board.

## Candidate Identification

Once the exam has begun, the invigilator should then take a register, **checking the students present match the named photographs**. This should then be duplicated - one copy should be given to the attendance officer in the main admin office, the other is kept in the exam room in case of emergency.

## Candidate Absence

The Exams Officer must be informed as soon as a candidate's absence has been identified. The Exams Officer will then liaise with the Senior Leadership Team regarding contacting the candidate. If the candidate subsequently arrives, the Late Arrival procedure should be followed.

## Candidate Late Arrival

The Exams Officer must be informed where a candidate arrives after the start of an examination. A candidate who arrives late may be allowed to enter the examination room and sit the examination, at the discretion of the school. Where they are allowed to sit the examination, they must be allowed the full time for the examination.

If a candidate arrives late, the invigilator may choose to move the candidate to a different seat to minimise disruption. This must be marked on the seating plan.

All late arrivals must be noted on the Incident Log

## During the examination

Invigilators must keep checking that students only have the allowed equipment with them, and make a note of who owns any confiscated items. Invigilators must be vigilant at all times, particularly when other invigilators are dealing with issues.

Invigilators must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted. Students should be referred back to the instructions on the front of the paper.

Students are allowed to write on question papers.

Students are allowed to fall asleep. They should only be woken if they are disturbing other students.

## Ending the examination

Students must stay in the examination room for the full duration of the examination.

No warning is given that an examination is about to end, to prevent disruption when there is more than one end time. When the time is up, one invigilator will read the End of Examination Announcement.

Students should remain seated until all question and answer papers have been collected. They should then be dismissed in an orderly fashion, and must remain silent until they have left the room. Invigilators should spread out to enforce this.

When examinations are being sat in the same room with different end times, it should be clearly announced which paper is finishing, and students should be reminded to remain silent until they are well away from the examination room. Admin tasks should be kept to a minimum during this time to minimise the disturbance to the remaining students.

The invigilators should then sort the papers into the order on the register and check that all papers are present.

## Emergencies / irregularities

External emergencies (such as the fire alarm ringing) are covered in the document “Examinations Contingency Plan”.

The following is a summary of how to deal with internal emergencies / irregularities:

### **A student wishes to leave early**

Students must stay in the examination room until the end of the examination.

### **A student needs to go to the toilet**

An invigilator should accompany the student to the designated toilet, wait outside, and then accompany them back in. No extra time is added for this.

### **A student feels unwell**

An invigilator should determine whether the student needs to leave the room. If they do, they should be escorted to the medical room. They must be supervised at all times until a final decision has been made as to whether they will be returning. If the student does return, they should be allowed extra time to compensate at the discretion of the school.

### **A student is suddenly severely unwell**

Examples of sudden severe illness would be if a student vomits or faints in the examination room, thereby causing considerable disruption to other students. In these cases, help should be summoned immediately. The examination should be briefly suspended until the incident has been dealt with to prevent other students being unfairly disadvantaged, however if possible the students should remain in the examination room under full examination conditions.

### **Poor behaviour**

Where a student is being disruptive, the invigilator must warn the student that they may be removed from the examination room. The student must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The Exams Officer must be notified. It will be the Head teacher’s decision whether the student is removed from the examination room, they should do so only if the student would disrupt others by remaining in the room.

### **Suspected Malpractice**

Full details of how to deal with suspected malpractice are in the ICE document

**The minimum number of invigilators must be maintained in the examination room at all times. Help must be summoned using the two-way radio if required to allow an invigilator to leave for any reason.**

For all incidents an Examination Room Incident Log form should be completed. Full details of how to deal with all of the above situations can be found in the ICE document.

## Access Arrangements

Students with Access Arrangements are normally accommodated in separate rooms as follows:

- Students with Readers will normally be in a suitable room

- Students with Extra Time, Supervised Rest Breaks, Vision Impairments and Word Processors will normally be in a suitable room. Specific instructions for dealing with Supervised Rest Breaks are given in Appendix B.
- Students with specific individual needs will be in a suitable room

Students who qualify for Extra Time may leave at any time after the end of Standard Time, however they must sign the incident log to confirm they wish to leave before the end of the Extra Time.

A Roving invigilator will be responsible for the Access Arrangements rooms in accordance with the ICE document, and is responsible for those exam papers both before and after the examination.

## MFL Listening / Reading Exams

Listening exam is first, followed immediately by Reading exam

### Listening exam:

- Only lay out the Listening papers at the beginning
- Read the announcement as usual, but instead of saying “Your time starts now”, say **“You may not open your books until instructed to do so on the recording. I am now going to start the recording, please listen to it carefully.”**
- Do not write timings on the board
- Once you start the recording you should not need to do anything else. The recording consists of the following:
  - An introduction so you can check you have the correct recording
  - Instructions for candidates
  - A reading pause of 5 minutes, at the beginning of which candidates are advised on the recording that they may open their papers, read them and make notes
  - The exam
- Do not stop the recording except in an emergency
- No part of the recording should ever be replayed

### End of Listening / start of Reading:

- The recording will say “End of test.”
- Remind everyone to remain silent
- Collect in the Listening papers
- Distribute the Reading papers
- Ask the students to check they have the correct papers and to fill in their details on the front
- Start the exam as a normal written exam with timings on the board

## General

Invigilators should always wear soft shoes, as they may be switched to the Sports Hall or School Hall at the last minute.

Invigilators must let the school know as soon as possible if they will be late or absent. If it is early morning, they should call the Absence Line. At other times they should call the Main Line. *Never leave a message on the Main Line voicemail as it may not be heard for some time.* Invigilators should also call/text the Exams Officer.

Absence Line: 0116 232 8903

Main Line: 0116 271 7421



## Appendix A

### Examination Room Whiteboard Templates

*Below are examples of how exam whiteboards should be laid out*

#### Single exam

Centre 25281	Monday 13 <sup>th</sup> May 2019
Computer Science - Paper 1	
Start:	9:01
End:	10:31

#### Single exam with extra time

Centre 25281	Monday 13 <sup>th</sup> May 2019
Computer Science - Paper 1	
Start:	9:01
End (standard):	10:31
End (extra time):	10:56

#### Multiple exams

Centre 25281	Tuesday 14 <sup>th</sup> May 2019	
Start:	1:01	<u>End</u>
	Biology - Paper 1	2:46
	Combined Science (Biology) - Paper 1	2:16

#### Multiple exams with extra time

Centre 25281	Tuesday 14 <sup>th</sup> May 2019		
Start:	1:01	End	End
		<u>(standard)</u>	<u>(extra time)</u>
	Biology - Paper 1	2:46	3:13
	Comb. Sci. Biology - Paper 1	2:16	2:35



# Exam with Supervised Rest Breaks

Candidate Name	
Candidate Number	

Date		Session	
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Subject and Paper	
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Actual Start Time	
Duration	
Planned End Time	

When a break is required:

- Ask the student to close their paper
- Note the time below

When the break is finished:

- Note the time below
- Allow the student resume the exam
- Calculate the duration of the break and the new finishing time
- Tell the student the new finishing time

Break Start Time	Break Finish Time	Length of Break (mins)	New End Time