



Eastbrook School

Appendix B: Invigilation guidance for all internal and external staff

This guidance document sets the general administrative and organisational expectations, which are already being followed well, and enabling a smooth start and finish to exams. This guidance document should be read alongside the [Eastbrook examination policy](#)

We recognise that the manner in which students enter and leave exams greatly supports a student to reach their full potential in an examination.

Anyone supervising an exam is aware;

1. To have clear groups lined up outside and quiet before starting to enter. Laminated cards to hold up are encouraged. Remind students about where to put bags and coats while they are outside. Ask them to remove the equipment they need while they are outside. If the weather allows ask them to remove and hold coats while they are outside (if lining up outside – pupils will often line up inside East and Brook foyer).
2. To speak as little as possible at all times. The most effective way to silence students as they walk in to the exam hall is for them to walk in to a silent room. Constant instructions from staff destroy this very powerful message and make it easier for students to slip into speaking.
3. To use gesture as much as possible. Catch individual student's eye and gesture for what you want to see.
4. To attract a student's attention, use their name and follow with a gesture. Alternatively go to their side and speak very quietly to them individually if necessary. Often just going over to them is sufficient.
5. One person should stand at the front of the hall and not move. They should not talk to anyone apart from the very rare calling out of an individual's name as appropriate. This person should obviously constantly scan the hall. This way all students feel watched and are less likely to slip out of expected behaviour.
6. No staff should have conversations in the exam hall at any time, unless they are absolutely essential. In such cases they should be as brief and as quiet as possible.

The person at the front of the hall should take the opportunity to congratulate the students on how well they came in and hand over to the person introducing the specific exam.

1. Practise in lessons and repeat the same language when explaining the sections of the exam so that you do not confuse the students and they feel familiar with the paper organisation.
2. Take the opportunity to go through the bullet points on the front of the paper.
3. Be clear about the length of the exam and the time it will finish.
4. Ensure stationery is given out before the exam begins.

Essential Procedures / guidance

- 1) The identification of all students entering an examination venue is paramount for maintain the integrity of the examination/assessment.
 - a) A senior teacher will be present at the start of all examinations/assessments to identify and recognise candidates as they are entering the designated exam venue.
 - b) Name place cards will be laid out on all desks according to the published seating plan for the examination/assessment, and a register corresponding to the seating plan will be taken shortly after the examination/assessment has started. The register will be signed and handed to the exams officer and will be retained until EAR has passed or until any appeals.
 - c) Seating plans will be checked and then any corrections noted prior to signing by the lead invigilator in the venue. This signed seating plan will be handed to the exams officer and will be retained until EAR has passed or until any appeals.
 - d) Invigilators will maintain the integrity of the examination/assessment by ensuring that all candidates remain seated throughout, and any pupils permitted to use bathroom facilities or exercising rests according to access arrangements is accompanied while away from the designated desk.
- 2) Senior teachers, apart from maintaining a disciplined examination venue, in accordance with JCQ regulations will remain as long as necessary for the above actions to be undertaken efficiently and accurately.
- 3) All external candidates will be asked to provide photo identification to the exams officer prior to commencing any examinations at the venue and will carry this with them at each examination/assessment seating. Typically, photo identification will be or be equivalent in status to a passport or drivers licence.
- 4) There will be a copy of the yellow JCQ ICE booklet present in all examination venues for ease of reference should any unforeseen circumstance arises.
- 5) [The exam incident log](#) (Appendix E) will be completed for any event that occurs during an examination/assessment which merits reporting. The incident log will be present in all venues at all examinations/assessments. Completed forms will be handed to the exams officer at the end of the exam. Examples, not exclusive to, include;
 - a) Mobile phone, electronic device, wrist watches, banned material infringement etc.
 - b) Communication within venue, significantly disturbing other candidates etc.
 - c) Candidate taken ill, frequent use of bathroom facilities etc.
- 6) Candidates arriving late to examinations/assessments will be logged in the [list of candidate arriving late form](#) (Appendix F). Reasonable adjustment will be afforded to candidates to enable them to complete the examination within the prescribed times allotted for that examination by the awarding organisation. A copy of this form will be present in all venues at all examinations/assessments. Completed late arrival forms will be handed to the exams officer at the end of the exam.

Updated: October 2018

Quality Assurance of examiners/invigilators

Where the Awarding Body requires it the Centre (School) will observe all new Invigilators on their first invigilation of an assessment related to the qualification overseen by that Awarding Body and annually thereafter. These observations shall be recorded using the Awarding Body supplied form and completed forms then retained for audit purposes.

All invigilators who regularly conduct examinations at the centre (Eastbrook school) will be afforded continuous professional development opportunities. There will be annual training provided for all invigilators at or around March/April of the examination year. A record will be maintained in the [log of invigilator training](#) (Appendix L) which will be kept on file until EARs are complete or any appeals has passed for the examination series of the current academic year (usually October following the summer exam series).

Invigilators and those acting as an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter will fully understand the respective role and what is and what is not permissible in the examination room. This will be achieved through training session organised for such invigilators and those facilitating an access arrangement for a candidate under examination conditions. A [record of access arrangement](#) (Appendix M) training given to such invigilators and those facilitating an access arrangement for a candidate under examination conditions will be retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

The centre employs regular invigilators who undertake annual training facilitated by the exams officer and Deputy Headteacher (exams), who themselves undertake recognised CPD relating to exams and keep abreast of changes as mentioned in the ICE booklet 2017_2018. The centre has a robust booking schedule to ensure all examinations are fully facilitated by the regular employed set of invigilators, however from time to time there may arise a need to seek contractual staff to fulfil invigilation needs in more prominent larger cohort exams, such as English or Maths end of year exam. When contracting supply staff to act as invigilators or to facilitate an access arrangement, the head of centre will ensure that such persons are competent and fully trained, understanding what is and what is not permissible. To further support this, the school always sources supply staff from a regular agency to which the school has good professional working relation, the agency is aware to supply staff to the centre who have already indicated experience in invigilation during their recruitment and reference verification process. The Deputy Headteacher meets every supply staff prior to examinations and briefs them of the expectations from an invigilator and also made aware to seek further guidance from the ICE booklet if necessary. The contracted staff member is then teamed up with a regular school invigilator and a member of SLT is always available on call to support if necessary.

Eastbrook School

Starting Exams

The 'soft' bits – [print version for exam hall]

The general administrative and organisational expectations are mostly being followed well, and enabling a smooth start and finish to most exams.

However, we would like to enhance the manner in which students enter and leave exams.

Please share these guide lines with your teams so that anyone supervising an exam is aware.

1. The first golden rule is to have clear groups lined up outside and quiet before starting to enter. Laminated cards to hold up are encouraged. Remind students about where to put bags and coats while they are outside. Ask them to remove the equipment they need while they are outside. If the weather allows ask them to remove and hold coats while they are outside.
2. Secondly, speak as little as possible at all times. The most effective way to silence students as they walk in to the exam hall is for them to walk in to a silent room. Constant instructions from staff destroy this very powerful message and make it easier for students to slip into speaking.
3. Use gesture as much as possible. Catch individual student's eye and gesture for what you want to see.
4. If you need to attract a student's attention, use their name and follow with a gesture. Alternatively go to their side and speak very quietly to them individually if necessary. Often just going over to them is sufficient.
5. One person should stand at the front of the hall and not move. They should not talk to anyone apart from the very rare calling out of an individual's name as appropriate. This person should obviously constantly scan the hall. This way all students feel watched and are less likely to slip out of expected behaviour.
6. No staff should have conversations in the exam hall at any time, unless they are absolutely essential. In such cases they should be as brief and as quiet as possible.

The person at the front of the hall should take the opportunity to congratulate the students on how well they came in and hand over to the person introducing the specific exam.

1. Practise in lessons and repeat the same language when explaining the sections of the exam so that you do not confuse the students and they feel familiar with the paper organisation.
2. Take the opportunity to go through the bullet points on the front of the paper.
3. Be clear about the length of the exam and the time it will finish.
4. Ensure stationery is given out before the exam begins.

Updated: October 2018

Log of Invigilator training (Appendix L – exam policy – Eastbrook school)

Recording system to monitor annual training of school based invigilators

Name of invigilator	Date of training	Signed by invigilator	Signed by Deputy Head (exams)

Updated: October 2018

Log of Access Arrangement Invigilator training (Appendix M – exam policy – Eastbrook school)

Recording system of the annual training of school based invigilators who support in the delivery of access arrangements

Name of invigilator	Date of training	Particular access arrangement training given	Signed by invigilator	Signed by Access Arrangement coordinator