



Seaford Head School

Achieving Excellence Together

Invigilator Handbook



The Role of an Invigilator

Invigilators help to make sure the right candidates are in the right places. They give out vital information such as start and finish times for exams and ensure that candidates have the materials and information they need. Working as a team, invigilators contribute to ensuring a calm environment for exams, giving candidates confidence and freeing up teachers to focus on teaching-related tasks.

Invigilation is an important and responsible job. Your role is to create the appropriate atmosphere for the exam, and to ensure that all exams are conducted correctly and securely with no disruptions. Although the duration of an exam can seem a very long time for those not sitting it, it is essential that it is your sole focus. You should not chat, read or allow yourself any distractions. Instead, you should move quietly around the room, keeping an unobtrusive yet watchful presence over proceedings. Taking exams can be stressful for pupils, even the most able ones, so you need to be able to deal with unexpected situations confidently and calmly.

Please read the yellow booklet entitled “Instructions for the Conduct of Examinations”. This is an inter-board document meaning that the information contained relates to all examinations regardless of which Awarding Body is used. This document gives all the rules that every school must adhere to when running any exam.

Things to remember on the day

Dress code – smart/casual dress gives a more professional image.

Make sure your shoes are comfortable and that they don't make any noise as you walk. Shoes that tap or squeak can be very annoying for candidates.

Don't over invigilate – say and do what is necessary and no more.

Wear a watch!

Don't panic – the JCQ Checklist for Invigilators and the exams officer should be readily accessible if needed.

If in doubt, write it down – record any unexpected incidents that take place during an exam.

Mobile Phones

Mobile phones are an increasing problem during exams.

No mobile phones are allowed in the exam room.

If a mobile phone rings during an exam, find it as quickly as possible, switch it off and remove it from the exam room.

Allow the exam to continue in the normal fashion; the exams officer will take any necessary disciplinary action when the exam is over.

Don't forget to switch off your own mobile phone before the start of the exam!

Times of Examinations

Exams begin at 9.00am or 1.00pm. Invigilators usually arrive about 30 minutes before the start of the examination.



Admitting pupils to the exam room

Candidates will congregate outside the room and be called in by an invigilator. They will be seated by subject, in candidate number order and must be in complete silence from then on. Please check that candidates do not bring anything to their desk other than a transparent pencil case or bag containing their equipment. Candidates who arrive late may be allowed to start the exam depending on the time of their arrival – before 09.30am for the morning session or before 2.00pm for the afternoon session.

During Examinations

Invigilators must supervise the candidates throughout the whole time the exam is in progress.

Each candidate is responsible for his/her own equipment for each exam and must not borrow from another candidate once the exam has started. There is a limited supply of spare equipment in each exam venue which can be lent to pupils. Please ensure you collect it in at the end of each exam.

No candidates are to leave before the end of the examination even if they say they have finished or have an urgent appointment. The only exceptions to this are candidates who become unwell or need the toilet (he/she should be accompanied by an invigilator). In these two exceptions, candidates will be allowed to return to the exam: a note should be made as to the length of the absence and the amount of time added on to the normal exam time.

Please be vigilant and alert to the candidates needs. Invigilation is an active process, please don't sit down (other than for a very short break), but circulate quietly around the room to supervise the candidates at all times. Please don't stand and watch candidates working as this can be unnerving but you should unobtrusively observe them to ensure no misconduct occurs.

Ending Examinations

The lead invigilator is responsible for ending the examination.

They should give a five minute warning and then, at the appropriate time, formally end the examination and instruct candidates to stop writing.

Candidates should be told to ensure that their name, candidate number and centre number are written on their exam paper.

Invigilators should issue treasury tags to candidates who need to attach additional sheets of paper to their answer booklets.

Collect all answer papers, rough work and question papers in numerical order taking care to follow the 'snake' system seating plan.

Collect borrowed stationery and return to the tray on the invigilators desk.

Once all the desks are clear, the candidates may be dismissed.



General

There should be silence in the exam room except when a candidate addresses an invigilator.

Invigilators are politely instructed not to chat or whisper unnecessarily as this can be very distracting for candidates.

Candidates must only write in black ink and only use pencil for drawings. No other colour ink is allowed. Tipp-ex (or tipp-ex type erasers) and highlighters must not be used.

Items not allowed in the exam room

Bags – these are usually left in the cupboards near the exam venues.

Mobile phones, even if switched off these are not allowed.

Pencil cases – unless they are transparent.

Cans or glass bottles of drinks.

Food or sweets of any sort.

I-pods, MP3 players etc.

Books, including textbooks and novels.

Notes, pieces of paper in pockets.

Pupils are allowed to bring in a plastic bottle of water or soft drink which they must drink from the bottle.