



Regent College

creating the future

Principal: Mr. P. Wilson

INVIGILATION GUIDELINES

1. Report to the Exams' Office (G37) 30 minutes before the exam is due to start
2. Collect the correct tray from the Exams' Office
 - i. Either the Exam's Manager or the Deputy Exam's Manager will brief you on the session and then your particular duty
 - ii. Before you leave the Exams' Office make sure you have the following in your tray:
 - Invigilation Instruction Sheet
 - Three copies of the seating plan
 - Exam papers as specified on the Instruction Sheet
 - Any additional materials listed on the Instruction Sheet, including dictionaries
 - A board marker
 - A pair of scissors
 - A copy of 'Instructions for the Conduct of Examinations'
 - A clock
 - The key for the room
 - A mobile phone (if required)
 - One copy of the 'Warning to Candidates' poster and two copies of the 'No Mobile Phones' poster. There is a different version of the 'Warning to Candidates' for on-screen tests.
 - iii. Aim to be at your designated room/area by at least 20 minutes before the start of the exam/session
3. Prepare the Exam Room
 - i. No subject relevant posters/charts etc. to be on display in the exam room
 - ii. A copy of each of the two posters must be on display outside the exam room and the 'No Mobile Phones' poster must also be on display inside the exam room
 - iii. A clock must be clearly visible and working
 - iv. The Centre Number (25272) must be written on the board
 - v. Ensure desks are laid out and in order (if there are any problems with this, contact the Exams Office immediately)
 - vi. Ensure that there are enough invigilators present
 - vii. Open the question papers and distribute to the relevant desks along with any additional materials required
4. Starting an exam
 - i. Before letting candidates in to the exam room inform them that they are now subject to the regulations of the examination and that once they enter the exam room they must not communicate with each other in any way at all
 - ii. Tell them that they must not take any unauthorised materials into the exam room (all bags, coats, mobile phones etc. must be taken to the collection room)
 - iii. Check every candidate has their I.D. card on them (private candidates will have a member of staff with them who will already have checked their ID)

- iv. Allow the candidates into the room one row at a time if possible
- v. Subject Teachers may be present at the start of the exam but must NOT read the question paper or offer any guidance in regard to the paper once in the exam room. If a teacher does read the question paper they will need to stay for the duration of the exam. Please contact the Exams Manager in this situation.
- vi. The following must be read at the start of all external exams:

“You are now subject to the regulations of the examination.

Only material listed on the question paper is permitted in the examination room. You may not have on you, or near you, any other material. If you are found to have any material on you which is not allowed, even if you had no intention of referring to it, this will be reported to the awarding body.

Please check to make sure that you do not have on you any unauthorised material such as notes, books, papers, pencil cases, mobile phones, calculator lids or personal stereos. If you have any of those items on you please raise your hand now and an invigilator will come and take them off of you.

For on-screen tests only: You are not allowed access to the internet, e-mail, data stored on the hard drive or any portable media including memory sticks and CDs *(unless the paper specifies otherwise)*

For exams where books are allowed only: Check that no notes or papers have accidentally been left inside any book you are allowed to have in the exam room. Check to ensure that you have the correct book and the correct edition.

Please place your student I.D. card upright on your desk.

Please now check the paper that you have in front of you. Make sure that you have the right question paper for your subject and unit (and tier).

Check that you have everything that you need to complete the exam, including all the items listed on the front of the question paper.”

It is a good idea at this point to point out to the candidates any specific notes on the paper about which questions to answer, i.e. answer one question in section A and 2 questions in section B

“You must only write with a black pen, you may use a pencil for drawings.

All rough work must be written in your answer book and neatly crossed through with a single line. Any mistakes should also be crossed through. You are not allowed to use correction fluid, erasable pens, highlighters or gel pens in your answers.

You may not communicate in any way with another candidate. You may not help another candidate or ask for help from another candidate.

If you need any assistance during the exam please raise your hand and an invigilator will come to you.

In the event of the fire alarm sounding leave your papers on your desk and proceed in silence to the nearest emergency exit. You must stay with the invigilator and not talk to any other students.

Please check again now that you do not have a mobile phone on you. Any mobile phones seen or heard after this time will result in disqualification from the exam.

Make sure that you carefully read the instructions on the front cover of your paper. You may now fill in the details on the front of your booklets.

If there are any erratum notices please read them out now. Ensure that the necessary changes are made and exam papers closed immediately afterwards.

The time is now XXX, you have YYY hours, you may begin.”

5. Once the exam is under way

- i. Make sure that the start and finish times are written on the board
- ii. Walk round desks and check attendance, mark off on seating plan
- iii. If any candidate does not have their I.D. card on them please bring them to the exams office immediately after the exam
- iv. Do not discuss the content of the exam paper with a candidate unless an erratum notice has been issued
- v. Do not read a word or words printed on the question paper to a candidate, other than the instructions on the front cover and unless an erratum notice has been issued.
- vi. If a student arrives late, quietly read the rules to them before seating them. Inform them that they may not necessarily be given the full allocated time. Give them a paper and any necessary additional materials. Make a note on the Instruction Sheet of their name and time they arrived. Start the exam and then make a note on the board of their individual start and finish time. If the finish time of this student is later than all other students in that room inform the Exams Manager as soon as possible. In all cases of lateness the student must be taken to the Exams Manager as soon as the exam has finished.
- vii. Be vigilant – please walk around the exam room and refrain from eating, marking, reading etc Where there is more than one invigilator you should be positioned in different areas of the room
- viii. Leaving the exam – college policy is that all candidates must remain in the examination room for the duration of the exam
- ix. Do not let teaching staff take any copies of the paper away from the exam room. The papers may be needed for a later session if any clash arrangements have had to be made. Spare papers will be given to Curriculum Leaders as soon as possible.
- x. Make a record of any disruptions to the exam along with the time they incurred. These include any illnesses, noise, IT issues, suspected or actual cheating and toilet breaks.

6. Towards the end of the exam

- i. Announce when there are 5 minutes remaining

7. At the end of the exam

- i. Tell candidates that the exam is now over and tell them to stop writing
- ii. Ask candidates to check that they have filled in the details on the front of the answer booklets, crossed through any rough work and fastened any supplementary sheets to the main answer booklet.
- iii. Collect all scripts (in candidate number order) and unused stationery before candidates leave the room
- iv. Dismiss candidates a row at a time ensuring that silence is kept
- v. Escort any private candidates off the building
- vi. Bring scripts and all unused material immediately to the exams office. You are responsible for the security of those papers until you physically hand them over to either the Exams Manager or the Deputy Exams Manager.

8. Emergencies

In the event of an emergency, such as a fire alarm, the following actions must be taken:

- i. tell the students to stop writing and to leave everything on their desks; ensure that all papers and scripts are left in the exam room
- ii. take the register/seating plan with you
- iii. if it's safe to lock the door do so
- iv. evacuate the college by the nearest safe exit, or as otherwise directed
- v. the assembly point is on the back terrace
- vi. keep all candidates together, but as separately as possible, to ensure no collusion – instruct them not to speak to each other
- vii. a member of the exams team will, where possible, be with you immediately
- viii. note the time and duration of the interruption
- ix. once the emergency is over allow the candidates the full remaining working time for their exam
- x. after the exam, please ensure that the Exams Office is aware of the details

REGENT COLLEGE
Invigilators' Instruction Sheet
(Details of use of bi-lingual dictionaries overleaf)

Date:

Time:

Room:

INVIGILATION – (Please sign on arrival)

Name

Signature

EXAMINATION

SUBJECT:

DURATION:

ADDITIONAL MATERIALS:

ADDITIONAL INFO

EXAMINATION

SUBJECT:

DURATION:

ADDITIONAL MATERIALS:

ADDITIONAL INFO

INCIDENTS

(e.g. late arrivals, suspected malpractice)