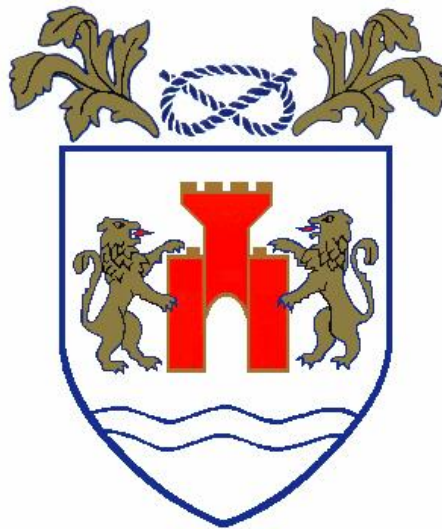


# **Wolstanton High School**

**A Shaw Education Trust Academy**

**Centre No: 30320**



**Invigilators' Handbook  
2019/20**

**Compiled for Invigilators at Wolstanton High School in accordance  
with the JC instructions for conducting examinations**

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This handbook has been designed to help you understand how the exams procedure works at Wolstanton High School.

It also covers the rules and regulations set by the Exam Boards as well as school policies. It defines your role as an exam invigilator, and the kind of tasks that are expected of you.

This handbook together with the on-going training sessions will help prepare you for this important role in the life of the school.

## **OUR OBJECTIVE**

To work together as a team to provide the best examination conditions possible for all students



## **BEFORE THE EXAM**

Please arrive at school by 8.00am for morning exams and by 1.00pm for afternoon exams. Sign in at the computer in the main entrance and make your way to the hall. The Exams Officer will direct tasks and responsibilities for each exam.

The Exams Officer will supply a seating plan, candidate cards, folders containing the exam papers and register for each exam, examination stationery and various other useful items.

The seating plan shows the layout of desks in the room, indicating the location of each candidate.

The candidate cards have the name, candidate number and Exam code.

The folders containing the exam papers should be placed in order on the table. The invigilator responsible for each exam should open the packets and remove the exam papers. Once the candidate cards are in position on the desks, the invigilator should put an exam paper on each of the desks according to the seating plan. For some exams, candidates may also have an answer booklet, resource materials, mathematical tables or other items. These will be indicated on the front cover of the exam paper, so it is important to read this information. Make sure that you are aware if any of your candidates has extra time—these will be candidates seated in a different location.

Once the exam has started, invigilators must not touch anything on the candidates' desk, unless there is a breach of exam regulations.

The lead invigilator will nominate someone to write the titles and durations of the exams on the board at the front of the room, leaving spaces for the start and end times.

Emergency supplies such as tissues, pens and calculators are provided for each room. In the hall these should be accessible at the front, but kept in the box so that students cannot help themselves.

## **BRINGING CANDIDATES INTO THE EXAM ROOM**

Candidates assemble outside the exam room at 9.00am for morning exams and 1.50pm for afternoon exams. The Exams Officer and members of the teaching staff will check that candidates are all present and lined up in order. Candidates will be brought into the room and told where to sit. During this time, invigilators should make sure that water bottles do not have labels on them and coats are left in the café. It is acceptable for candidates to wear a jacket or blazer. Once an exam has started, candidates must not be asked to remove items of clothing such as jackets: this must be dealt with before the start.

## **STARTING THE EXAM**

When all candidates are settled, a member of SLT will talk candidates through the rules and regulations.

Candidates will be asked to fill in the information on the front of their paper. Whilst they are doing this, the other invigilators should walk around checking that candidates are doing as requested.

When candidates have had time to read through the rubric on their papers, a Member of SLT will answer any questions and will then tell the candidates that they may turn over and begin. They, or another nominated invigilator, will write the start time on the board and then work out the end times. It is also important to fill these in on the summary sheet. The designated time for the start of morning exams is 9.00am, with a half hour leeway before and after, ie between 8.30am and 9.30am. For afternoon exams it is 1.50pm (between 1.30pm and 2.30pm).

If a candidate arrives late for the exam, an invigilator should get them started, then note their time of starting on the summary sheet. Allow the candidate to have the full time for the exam.

If you are responsible for a particular exam, and you have 'extra time' candidates, work out their finish time, write it on one of the cards for this purpose, and place it on their desk. Don't forget to make a note yourself—there is a space for this on the summary sheet.



## DURING THE EXAM

Once the exam has started, invigilators should space themselves around the room, regularly walking around (non-squeaky/clompy footwear, please!). Aim to always have someone at the front of the room, and change positions from time to time.



Invigilators must maintain sight of all candidates at all times and never turn their back on the room, even if a JCQ Inspector arrives! Try to maintain an active presence in the room, but not to the extent that candidates are distracted by you. Please do not peer over a candidate while they are working, unless you suspect malpractice.

All pupils have to be silent during the exam and this should also be true for invigilators. Obviously you may need to speak to each other from time to time about an exam-related matter, but this should be done quietly, as far away from the candidates as possible.

Keep an eye out for any suspicious activity or communication, but do not put candidates off by peering at their work. See Appendix for information which candidates will have been given.

If you are responsible for an exam, at some stage during the exam complete the register and sign it.

If a candidate asks to go to the toilet, escort them to the nearest toilet. Wait outside for them. If they seem to be a long time, open the main door and call to see if they are OK. Make a note on the summary sheet if you are in any way suspicious—eg candidate asks to go more than once, or seems to take a long time.

If a candidate has finished well before the end time, suggest that they check through their work. The JCQ regulations require candidates to stay for at least one hour after the start of the exam (apart from exams of a shorter duration).

Candidates should **not** be given paper to 'draw on', but should be encouraged to check through their answers.

## **ENDING THE EXAM**

At the end of the exam, tell candidates to stop writing. Ask them to check that they have written their details on the front of the answer booklet and on any supplementary sheets. For some exams, they also have to write in the numbers of the questions they have answered, so it is important that you have familiarised yourself with the exam boards' requirements

Remind them (particularly younger candidates) that they are still under exam conditions until they have left the room.

Collect the papers in candidate number order, according to the way they are seated. If it is a large exam, the invigilator in charge of that exam should nominate colleagues to collect certain rows.

When all papers have been collected in, dismiss the candidates a row at a time.

## **CHECKING THE PAPERS**

Check that the papers are in the correct order—in candidate number order—according to the exam board's register. For a small exam, put the papers in the relevant plastic folder. Where there are a larger number of papers, put them into piles with rubber bands around.

Please respect the confidentiality of the candidate's answers—never look at what the candidate has written, or discuss any candidate's work with anyone.



## **TIDYING UP**

Jobs to do at the end of the exam:

- collect the candidate cards
- collect any spare paper
- collect resource material, inserts etc, if they have been issued
- put spare exam papers in one of the exam paper packets—if the papers are question papers where candidates have written in separate answer booklets, divide the question papers into ‘used’ and ‘unused’

## **SECURITY OF THE EXAM PAPERS**

The Exams Officer will come to collect the papers at the end of the exam. Occasionally, this will not be possible, so an arrangement will be made to take the papers to the office.

Make sure that exam papers are never left unattended.

## **WHEN YOU HAVE FINISHED**

When the exam papers have been collected or taken to the office, that is the end of your duties!

In some cases, there may be several exams of different durations, so some invigilators can leave after ‘their’ exam has finished. Don’t forget to sign out in the entrance hall as you leave.

## **TIMESHEETS**

Record the time you have worked on a timesheet. Count your time from your expected arrival, until you have finished your duties, rounding up to the nearest quarter of an hour. If you are in school all day, you will not be paid for lunch time and are free to leave the school site during that time (this is the same for all support staff).

At the end of the exam period, give your timesheet to the Exams Officer, who will check it and pass it on to the Finance Officer.

## **SUPERVISING CLASH CANDIDATES**

Sometimes, candidates have two or more exams which are timetabled at the same time. They will do some exams in the morning, and the remainder in the afternoon. However, over the lunch break period, they must be kept separate from other candidates. The Exams Officer may ask if you would be willing to supervise these clash candidates—they normally get on with some revision, but may need to be escorted to the cafe. Candidates will not be allowed to go off the premises, even if escorted by an invigilator, and remain under exam regulations (for example, no mobile phones). If you perform this supervision duty, you can obviously claim for this time.



## GENERAL POINTS

You are very welcome to eat in the school cafe at lunchtime — please see the Bursar if you intend to do this regularly. Please use the main staff room to make drinks.

## OTHER TYPES OF EXAM

**Art:** Although candidates may walk around to obtain materials, they are still under exam conditions, and your role is to ensure that the JCQ regulations are adhered to. An Art teacher will be on hand to provide candidates with materials, but should not be helping the candidates in any way. If you suspect that candidates are being given help, make a note and inform the Exams Officer as soon as possible after your duty has finished.

**French/German Listening exams (GCSE):** This is usually held simultaneously in the Drama Studio. The candidates listen to a cassette tape/CD and answer questions on what they have heard. The language teachers or IT Technicians will help set up the equipment for you. When the candidates are settled, MFL do the usual introductory talk. You then allow the candidates 5 minutes to look through the question paper so that they know what questions they are going to be asked. You then start the cassette/CD and just allow it to play. Candidates answer the questions as the cassette/CD is playing.

**ICT Practical Exams:** Candidates work on tasks in the computer room and print their work out. You collect their work from the printer and take it to the candidate. This is quite a physical duty, so please let the Exams Officer know if you would rather not do this type of invigilation.

**Trial exams:** We aim to conduct these in a manner as close to the 'real' exams as possible. The main difference is that we often have 3 sessions per day, in line with the structure of the school timetable.

*Please be aware that some rooms have an interactive white board as well as a 'normal' one—the interactive board is usually more centrally placed and should **not** be written on.*

## **INDIVIDUAL CANDIDATES**

Some candidates have special requirements, known as 'access arrangements'. The most common is extra time, up to 25% of the exam time. Sometimes this is combined with 'rest breaks' where the candidate can take a rest—the time being added on to their ending time.

Some candidates have a 'prompter' - one of the invigilators will keep an eye on the candidate and if they seem to have gone off into a dream world, will tap the desk to focus their attention. Other candidates have a 'reader' - one of the invigilators will read a word, sentence or passage, either from the question paper or from the candidate's written answer.

Occasionally, a candidate may answer their questions using a word processor. This often takes place at the back of the main exam room, but sometimes in a separate room, with one-to-one supervision.

If a candidate has an injury that prevents him/her from writing, the Exams Officer may ask an invigilator to be a scribe. The candidate will be in a separate room with the invigilator/scribe; they dictate their answers and you write down exactly as they say it.

## **CANDIDATES WITH DISABILITIES**

The Equality Act of 2010 directs that the school has to take measures to ensure that no candidate is prevented from accessing opportunities and achieving their full potential in examinations.

## **EMERGENCY PROCEDURES**

If the fire alarm sounds, you must stop the exam, noting the time at which you did so. Candidates should close their question and/or answer booklets. Subsequent action will depend on which room you are in.

## **SUMMARY**

Well, there's a lot of information to take in, but don't worry, you will soon get used to how we run the exams here at Wolstanton High School.

**And finally.....**

# **THANK YOU!**

**FOR ALL OF YOUR WORK TO SUPPORT THE  
SCHOOL AND THE CANDIDATES.**