

**Instructions to CCEA Invigilators
and Teaching Invigilators**

This booklet has been drawn up in accordance with the Joint Council for Qualifications agreed 'Instructions for Conducting Examinations'.

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/coursework material on an anonymous basis in educational presentations, materials and products.

INSTRUCTIONS TO INVIGILATORS

| CONTENTS | PAGE |
|---|-------------|
| INTRODUCTION | 1 |
| ADDRESS AND TELEPHONE NUMBERS | 2 |
| HEALTH AND SAFETY | 2 |
| KEY POINTS FOR INVIGILATORS | 3 |
| PREPARATION FOR THE EXAMINATION | 4 |
| 1 Safe Custody of Question Papers and other Examination Materials | 4 |
| 2 Timetabling of Examinations | 5 |
| 3 Access Arrangements/ Special Consideration | 6 |
| 4 Use of Calculators | 7 |
| 5 Resources for Examinations | 7 |
| 6 Accommodation | 8 |
| 7 Invigilation Arrangements | 9 |
| 8 Preparation of Examination Room | 11 |
| AT THE BEGINNING OF THE EXAMINATION | 11 |
| 9 Identification of Candidates | 11 |
| 10 Persons Present | 11 |
| 11 Question Papers, Stationery, Materials and other Equipment | 12 |
| 12 Opening the Question Papers and Starting the Examination | 13 |
| DURING THE EXAMINATION | 15 |
| 13 Supervision of the Candidates | 15 |
| 14 Late Arrival of Candidates | 15 |
| 15 Completing the Invigilators Roll/Advice Notes | 17 |
| 16 Pirate Entries | 18 |
| 17 Leaving the Examination Room | 18 |
| 18 Violation of Instructions by Candidates | 19 |
| 19 Communication with Candidates | 19 |
| 20 Malpractice | 19 |
| 21 Malpractice by Invigilators | 20 |
| 22 Emergencies | 20 |
| AT THE END OF THE EXAMINATION | 21 |
| 23 Finishing the Examination | 21 |
| 24 Collecting the Scripts | 21 |
| AFTER THE EXAMINATION | 22 |
| 25 Completion of Invigilators Roll/Advice Notes | 22 |
| 26 Preparation of Scripts for Collection | 22 |
| 27 Collection of Scripts by Carrier | 22 |
| 28 Unused Stationery | 23 |
| 29 Return of Documentation | 23 |

| | | |
|-------------------|--|----|
| APPENDICES | | 25 |
| Appendix 1 | List of Candidates Arriving Late <i>Form (JCQ/LA)</i> | 27 |
| Appendix 2 | Report on Candidate Admitted Very Late to Examination Room <i>Form (JCQ/VLA)</i> | 28 |
| Appendix 3 | <i>Invigilators Roll/Advice Note</i> | 29 |
| Appendix 4 | Sample of Completed <i>Invigilator's Attendance Form (F2)</i> | 30 |
| Appendix 5 | Instructions on Completion of <i>Invigilator's Attendance Form (F2)</i> | 31 |
| Appendix 6 | <i>Preliminary Preparations</i> | 32 |
| Appendix 7 | <i>JCQ Notice to Candidates</i> | 33 |
| Appendix 8 | <i>JCQ Warning to Candidates</i> | 34 |
| Appendix 9 | <i>JCQ No Mobile Phones</i> poster | 35 |
| Appendix 10 | Sample of Completed Envelope for return of scripts | 36 |

INTRODUCTION

The Head of Centre is responsible to CCEA for the proper conduct of the examination by observance of these instructions. If a situation arises which is not covered by these instructions, the advice of CCEA should be sought. Centres will normally appoint an Examinations Officer who has direct responsibility for examinations.

CCEA provides invigilation of all examinations with the exception of the following which should be Teacher invigilated. **Please note that the teacher of the subject must not be the sole invigilator.**

| | |
|--|---|
| ELQ Learning for Life & Work | ELW1, ELW2, ELW3 |
| GCSE Learning for Life & Work | GSW1, GSW2, GSW3 |
| Science: Single Award Module tests | Modules 1-6 |
| Science: Double Award Module Tests | Modules ABC |
| GCSE Music Listening and Appraising | G7001 |
| AS/A2 Music Test of Aural Perception | ASP31, A2P31 |
| Key Skills IT Level 3 * Please consult Key Skills Invigilators Diary for further details. | KSI3 |
| GCSE Modern Language Listening Tests | G3201/05,G4201/05,G5501/5,G9101/05 G0601/05,G1801/05,G2801,05,G7501/05 |
| AS/A2 Physics Practical | ASY32/3, A2Y32/3 |
| AS/A2 Chemistry Practical | ASC31/32 |
| GCSE Applied ICT | GDJ1 |
| GCE Applied ICT | A3J2 |

New AS Specifications

| | |
|---|-------|
| AS Chemistry : Internal Assessment (Practical)/ Internal Assessment (Alternative Practical) | AAC13 |
| AS French : Speaking | AAF11 |
| AS Irish : Speaking | AAI11 |
| AS German : Speaking | AAJ11 |
| AS Spanish : Speaking | AAK11 |
| AS English Literature : The Study of Drama (internal assessment) | AAL11 |

CCEA appoints a Chief Invigilator in each centre and normally a number of Assistant Invigilators. The Chief Invigilator is responsible for the conduct of all Invigilators and invigilation in the centre. A designated Assistant Invigilator will deputise for the Chief Invigilator in his/her absence.

These instructions must be followed by each Invigilator appointed and a copy readily available in the examination room. Invigilators must be familiar with the *Notice to Candidates*, the *Warning to Candidates* and any specific regulations relating to the subjects being examined.

These instructions refer to the conduct of examinations in all subjects. Additional subject instructions for the conduct of examinations are issued where appropriate in the Invigilator's Diary and in the confidential instructions issued to the Head of Centre as required.

Telephone queries should be directed to CCEA at the numbers and extensions shown on the following page.

The JCQ Inspection Service undertakes visits to centres during the periods in which examinations are being conducted. The Head of the Centre is required to facilitate any visit from a JCQ Inspector including access to the centre's confidential storage area.

ADDRESS AND TELEPHONE EXTENSIONS

CCEA is located at:

CCEA
29 Clarendon Road
Clarendon Dock
BELFAST
BT1 3BG

Tel. (028) 9026 1200
Fax (028) 9026 1234

Question Papers/Stationery:

Contact: Stephen Cassells at Mallusk. Tel: (028) 9026 1273

Invigilators' Nominations/Appointments and Payments:

Contact: Elizabeth Hood at Clarendon Dock. Tel: (028) 9026 1243
Esther Toolan at Clarendon Dock Tel: (028) 9026 1294

Other Queries and Emergency Contacts:

Emergencies: William Pentland at Clarendon Dock. Tel: (028) 9026 1265
Paula Hanna at Clarendon Dock. Tel: (028) 9026 1281

Queries with Candidates' Scripts:

GCSE: Jacqueline Rice at Clarendon Dock. Tel: (028) 9026 1264
GCE: Orla Kirk at Clarendon Dock Tel: (028) 9026 1268
KEY SKILLS: Margaret Radcliffe at Clarendon Dock Tel: (028) 9026 1225

Collection of Scripts

Contact: Sam Orr at Clarendon Dock. Tel: (028) 9026 1456

HEALTH AND SAFETY

In accordance with CCEA's policy on Health and Safety, Sections 3.20 states that:

(3.20) *CCEA employees or persons acting or working on CCEA's behalf on other people's premises must ensure that they are made aware of and comply with that company or organisation's Health and Safety policy and practices.*

A full copy of CCEA's Health and Safety Policy is available on request from CCEA's People Services Department.

KEY POINTS FOR INVIGILATORS

Ensure that the centre number and if applicable, the candidate number, is indicated on **everything** submitted to CCEA.

Make sure to mark *ABS* on the *Invigilators Roll/Advice Note* against the number of a candidate who has failed to present for examination and a tick for those candidates who are present for the examination. **Do not leave a blank space beside a candidate number.**

Check that all pirate entries, late changes to tiers and late entries are handwritten on the *Invigilators Roll/Advice Note*.

Check that the *Invigilators Roll/Advice Note* is enclosed with each envelope of scripts. **Even if all candidates are absent return the *Invigilators Roll/Advice Note* marked *ABS*.**

Make use of the envelopes supplied for the return of specified documents etc. **Use the large blue polybags to return all envelopes.**

Scripts should be collected by the designated carrier on the next working day following the examination. Inform CCEA **immediately** if the carrier fails any day to make a script collection. **Carriers arriving at a centre making a delivery may not be able to collect material.**

When dispatching scripts to the Council they must be in bundles of not more than ten unless candidates have been added to the *Invigilators Roll/Advice Note* (see Appendix 3), with each bundle having the relevant *Invigilators Roll/Advice Note* attached to it. Envelopes will hold up to 30 scripts.

Complete and sign the *Invigilators Roll/Advice Note Form (F2)* **legibly** in the relevant space at the end of each week during the examination period, and forward to the **Appointments Section** in the hard-back envelope supplied. **This form should be completed for CCEA Examinations only and not returned with any other materials/scripts.**

Return the centre stamp (if supplied) and notices to the centre office at the end of the examination series (do not return these items to CCEA).

Blue files for storage of Invigilator's Rolls are retained by the centre and not returned to CCEA.

Do not:

- remain in one place while supervising. Move quietly amongst the candidates in the examination room;
- disturb the examination with unnecessary talking;
- return any surplus stationery. (See paragraph 28).
- use excessive amounts of tape to seal script envelopes;

PREPARATION FOR THE EXAMINATION

1 Safe Custody of Question Papers and other Examination Materials

- 1.1 Question paper packets and examination materials should be carefully checked by the Chief Invigilator on receipt and CCEA notified **immediately** if there are any problems, eg:
- (a) if there are any discrepancies between the material received and the advice/delivery or despatch note;
 - (b) if the material received appears not to meet the centre's requirements (unless otherwise stated each sealed polybag contains ten copies of the question paper. Do not open the polybags at this stage);
 - (c) if the material has been significantly damaged in transit;
 - (d) if there appears to have been any possible breach of security whilst the material was in transit, or during the time it was being held by the centre eg. If it appears that the parcel or one of the packets has been opened.

All despatches must be checked immediately and **must** be placed in secure storage (see paragraph 1.2) on the day of receipt. If question papers cannot be checked immediately upon receipt, they **must** be locked away until an authorised member of staff is available to check the contents of despatches.

It is advisable that question paper packets are checked against the timetable and arranged in timetable order so as to reduce the possibility of opening a packet of question papers at the wrong time.

Remember to check for modified question papers which may arrive separately from the main despatch of question papers.

Please note with Legacy and New specifications for GCE AS subjects being offered together in 2009, CCEA have introduced a new style for the New Specification subjects. New Specifications are packaged in **pink polybags**. The front cover of each paper will also have a 'New Specification' flag in the top left hand corner for identification purposes. Legacy Specifications will continue to be packaged in **blue polybags** as normal.

- 1.2 Question papers must be locked away in a place of high security, ideally a strong safe. If a safe is not available or is of insufficient capacity, a non-portable, lockable, reinforced steel or metal cabinet with extra reinforcement or other similar container must be used. The safe or container must be in a securely locked room with access restricted to two or three keyholders. The room should have robust walls, floor and ceiling, preferably be windowless and on an upper floor. Where windows are not secure, particularly those on a ground floor, arrangements must be made for them to be fitted with an effective security device (eg metal bars, alarm system). The door to the room should be of solid construction or reinforced (not a hollow panel door), have secure hinges and be fitted with a security lock.

(Where the volume of question papers is too great for storage in one room, centres should use additional rooms within the institution which also meet the required security arrangements)

- 1.3 CCEA must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk. Any natural disaster, fire, theft, loss, damage or any other circumstances which render the existing accommodation or secure storage of examination materials at risk, must be reported to CCEA immediately.
- 1.4 Question papers must remain in the secure storage facilities approved by the JCQ Centre Inspection Service until the day of the examination. The packets of question papers and other examination materials **must not** be opened until the time appointed for the examination concerned, except where CCEA instructs otherwise (see also paragraph 12.2 (c)).

*(Question papers should remain in their sealed packets to be opened in front of candidates where possible. Where centres are using a number of rooms on one or more sites for the same examination, it will be permissible to open packets of question papers **immediately** before the examination in order to make them up into appropriately sized sets for the different rooms. If some packets are opened before the examination this must be kept to a minimum and must only be done **within one hour of the published start time on the day of the examination. Under no circumstances may packets be opened on a previous day**)*

- 1.5 Where confidential materials such as instructions for practical examinations are required to be opened in advance of the examination, strict precautions must be taken to safeguard them after they have been opened. They must only be issued at the time of assessment and must be collected at the end of the assessment session. They must not be removed from the centre and when not in use must be kept secure under the conditions described in paragraph 1.2 . The Head of Centre must ensure that a system for recording the removal and return of any materials from the main question paper store is operated throughout the time such material is confidential.
- 1.6 Where confidential material is pre-recorded on cds or other media, arrangements must be made, prior to the examination, for such material to be tested according to the instructions issued by CCEA and any faults notified immediately to CCEA.
- 1.7 Examination stationery and materials must be stored securely at all times so that no unauthorised person has access to them. **No examination papers should be returned to CCEA prior to the published examination date/time (even if all entered candidates have been withdrawn).**

2 Timetabling of Examinations

- 2.1 The **final** published timetable of examinations issued by CCEA must be followed, except as in paragraph 2.2 below.
- 2.2 CCEA permits centres to start examinations up to 30 minutes earlier than, or later than, the published starting time for the examination session, without prior permission. However in order to maintain the security of the examination all candidates must start question papers scheduled for a morning session no earlier than 8.45am and no later than 9.45am and for an afternoon session no earlier than 1.00pm and no later than 2.00pm unless they have a timetable clash or are involved in arrangements for the circumstances described in paragraph 2.5. Where this policy is followed, to avoid any breach of security, late arriving candidates or early departing candidates **must** be supervised as if the specified starting time had been in place.

The above are UK times current at the examination date and overseas centres must adjust their local starting times to comply. For all centres outside the UK that wish to start their examinations at times other than the published starting times of 9.15am and 1.30pm UK time (eg 9.15am and 1.30pm local time) permission must be sought from CCEA **each series**.

- 2.3 The Head of Centre is responsible for informing the Chief Invigilator of any CCEA timetable clashes and identifying any invigilation requirements.
- 2.4 The Head of Centre will be responsible for arranging the supervision of candidates involved during any lunch/tea/overnight periods to ensure there is no contact with other candidates taking the examinations at a different time. **This includes candidates who have been granted extra time.**
- 2.5 Centres have the authority to decide the order in which to conduct examinations for candidates taking two or more examinations in a session. Centres have authority to give candidates a supervised break between unit tests within a session. All arrangements for the invigilation of candidates and the security of question papers detailed in paragraphs 2.6 to 2.8 must be observed.
- 2.6 Candidates who take an examination earlier than the published starting time shown on the Awarding Body's timetable must remain under the supervision arranged by the Head of Centre until one hour after the published starting time for that examination. Additionally, centres must ensure that question papers used by those candidates are kept under secure conditions until one hour after the published starting time for that examination. In the case of examinations of less than one-hour duration, candidates must be supervised and question papers kept secure until the normal finishing time of the examination.
- 2.7 Candidates who take an examination later than the published starting time shown on the timetable must be kept under the direct supervision of centre staff from 30 minutes after the published starting time for the paper concerned until the time when those candidates begin their examination.
- 2.8 If some candidates are permitted to take an examination in a different session from other candidates at the Centre, all copies of the question paper used in the earlier session must be recovered, sealed in an envelope and returned to secure storage in the centre.
- 2.9 It is the Head of Centre's responsibility to ensure that any special examination arrangements agreed by CCEA are brought to the attention of the Chief Invigilator. **It should be noted that CCEA cannot be held responsible for any expenses incurred because of special arrangements.**

3 Access Arrangements / Special Consideration

- 3.1 In certain circumstances candidates may take papers under Access Arrangements within the centre. Arrangements for the separate invigilation of any candidate may be made at the Head of Centre's discretion; permission does not have to be sought from CCEA. **Please note that it is the responsibility of the centre to provide an invigilator and cover any costs incurred.** A responsible person, preferably a teacher, other than a teacher who has prepared the candidate(s) for the particular subject, can supervise. The Chief Invigilator of the examination centre should hand over the appropriate question paper and stationery to this supervisor five minutes before the candidate is due to begin.

The candidate may be permitted to sit the examination at an alternative venue. The centre must ensure that the appropriate examination conditions will be applied and that the security and confidentiality of the papers are maintained.

- 3.2 Where a candidate sits an examination under adverse circumstances it is the responsibility of the Head of Centre/Examinations Officer to submit an application for Special Consideration. Any medical certificates or letters received from candidates **must** be given immediately to the Head of Centre or Examinations Officer. **On no account must any medical certificates or letters requesting Special Consideration be sent with the scripts.**

4 Use of Calculators

- 4.1 For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the Awarding Bodies' regulations.

Candidates should be told these regulations beforehand.

| | |
|--|--|
| <p>Calculators must be: of a size suitable for use on the desk either battery or solar powered</p> | <p>Calculators must not: be designed or adapted to offer any of these facilities:- language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or internet. be borrowed from another candidate during an examination for any reason; * have retrievable information stored in them – this includes:- databanks; dictionaries; mathematics formulas; text.</p> |
| <p>The candidate is responsible for the following: the calculator's power supply the calculator's working condition</p> | |

*** an invigilator may give a candidate a replacement calculator.**

5 Resources for Examinations

- 5.1 Resources other than calculators may be permitted for some papers, as stipulated in the question paper rubric. These include dictionaries and editions of set texts.
- 5.2 Candidates should be informed in advance that they are responsible for bringing with them any materials stipulated as required for the examination. Possession of unauthorised material in the examination (whether or not they intend to use it) may be considered as malpractice (See also paragraph 11(b)). In such circumstances you should refer to the JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009 (www.jcq.org.uk).
- 5.3 In examinations where resources are not stipulated, including those where calculators are prohibited, candidates should be warned by the centre that the possession of a resource

may be considered as malpractice in the same way as the possession of any other unauthorised items.

6 Accommodation

- 6.1 All candidates must sit the examination at the centre unless prior permission has been obtained from CCEA for candidates to take the examination elsewhere e.g. under transferred candidate arrangements. As long as all requirements for accommodation in paragraphs 6.2 to 6.13 inclusive are met, centres may arrange to use additional accommodation off-site for any examination(s). Such accommodation is still considered to be “at the centre” for the purposes of the examination. In these circumstances, centres must inform CCEA in advance of the address of the additional accommodation, the dates it is to be used and the maximum number of candidates likely to be involved.
- 6.2 Any room in which an examination is conducted must provide candidates with appropriate conditions in which to take the examination. Due attention must be paid to such matters as heating, lighting, ventilation and the level of outside noise. (Where in exceptional circumstances, pupils taking examinations are being supervised on a one to one basis, you should arrange for the pupil to be supervised in a room with visual access or with the door open, and with another adult nearby who knows that the examination is taking place).
- 6.3 Practical examinations must be conducted under conditions that will provide all candidates with the opportunity to complete their tasks and to display their true level of attainment in the subject concerned.
- 6.4 No display material (eg maps, diagrams, wall charts) which might be helpful to candidates must be visible in the examination room unless the rubric expressly states that candidates are allowed to use reference materials during the examination. Particular care must be taken with those examinations which are held in laboratories or libraries.
- 6.5 A reliable clock of sufficient size to be readable by all candidates must be visible to each candidate in the examination room. (*Regular checks should be carried out to ensure that all clocks used in the examination room are in good working order and show the same time.*)
- 6.6 The notice “Quiet Examinations in Progress” (provided by the centre) must be displayed outside the examination room.
- 6.7 The “Warning to Candidates” and “No Mobile Phones” must be displayed in a prominent place **both** inside **and** outside the examination room.
- 6.8 The poster version (A3 size) of the “Notice to Candidates” must be displayed in a prominent place outside the examination room.
- 6.9 A board must be visible to all candidates showing the centre number, **component code** and the actual starting and finishing times of each examination (provided by the centre).
- 6.10 The seating arrangements must be such as to prevent candidates from overlooking, intentionally or otherwise, the work of others; in particular, the minimum distance in all directions from centre to centre of candidates’ chairs must be 1.25 metres.

- 6.11 Wherever possible, for written examinations,
- (a) all candidates should face in the same direction;
 - (b) each candidate should have a separate desk or table of sufficient size to accommodate question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be sufficiently far apart such that their work cannot be seen by, and contact cannot be made with, other candidates;
 - (c) candidates who are working on a drawing board set out on an easel or other non-horizontal surface must, wherever possible, be arranged in an inward-facing circle or in some similar pattern;
 - (d) centres that wish to use accommodation with screened booths, such as language laboratories, less than 1.25 metres apart, should submit details of the proposed accommodation to CCEA for approval.
- 6.12 Where computers are used for assessment purposes the Head of Centre is responsible to ensure that local health and safety laws are followed.
- 6.13 Any candidate suffering from an infectious or contagious disease **must** take the examination in a separate room in which all instructions for conducting examinations can be applied. You **must** keep the candidate's script separate from other scripts from the centre. You **must not** despatch it until you have asked for advice from CCEA.
- 6.14 Candidates should normally be seated in candidate number order as they appear on the roll for that subject and paper.
- 6.15 Any other **written external** examination may be held in the examination room at the same time, provided that no disturbance is caused thereby.

7 Invigilation Arrangements

- 7.1 A person cannot act as a Chief Invigilator if they are in any of the following ways related to a candidate taking the examination – wife; husband; parent; brother; sister; uncle; aunt; cousin; grandparent; or a relationship adjudged by CCEA to be equivalent or comparable.
- 7.2 The Invigilator is the person in the examination room responsible for the conduct of a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examinations/assessment process.

Invigilators **must**:

- be familiar with these instructions ;
- give their whole attention to conducting the examination properly
- be able to observe each candidate in the examination room at all times;
- be familiar with the '*Notice to Candidates*', the '*Warning to Candidates*' and any specific instructions relating to the subjects being examined.
- Inform the Head of Centre if they are suspicious about the security of the examination papers

Invigilators **must not:**

- Carry out any other task (for example, marking or making tea) in the examination room.

7.3 Sufficient Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- (a) At least one Invigilator must be present for each group of 30 candidates or fewer (see also paragraph 7.3(c) below). Invigilators may be changed, provided that the number present in the examination room does not fall below the number prescribed.
- (b) When one Invigilator is present, he/she must be able to get help easily, without leaving the examination room and without disturbing the candidates.

*(Centres are advised that there are a variety of acceptable ways to meet this requirement, including the use of a mobile phone or two-way radio. Mobile phones are only permitted in the examination room for this purpose. Any mobile phone used in this context should be switched off to prevent any incoming calls or messages which may disturb candidates. A **mobile phone should only be switched on and used if there is a need to ask for help.** Where a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or to ask for help.)*

- (c) For practical tests, there must normally be one Invigilator for each group of 15 candidates or fewer. In these examinations it is essential that a teacher of the subject should also be present in the examination room at the start of the test and as necessary thereafter to deal with technical difficulties that may arise, including matters of safety, and to assist with the invigilation in general. For any CCEA invigilated practical tests candidates should be accommodated separately to avoid disruption. The Chief Invigilator should assign an Assistant Invigilator in an “overflow” capacity to enable this, if necessary. Supervision of assignments to be taken under controlled conditions (e.g. Art) may be undertaken solely by teachers of the subject.
- (d) In examinations in which questions or passages are required to be read to all candidates, or to a group of candidates, it is essential that an Invigilator is present in addition to the reader.
- (e) Arrangements must be such that each candidate in the examination room can be observed by an Invigilator at all times.

7.4 **These instructions must be followed by each Invigilator appointed by CCEA and a copy readily available in the examination room.**

7.5 **Signed records of the seating and invigilation arrangements for each examination session must be recorded in the seating plan booklet. The seating plan and final report should be returned to CCEA after the last examination.**

8 Preparation of Examination Room

- 8.1 Invigilators should be in the examination room prior to each examination session, in sufficient time to make all the required arrangements. It is advisable that Invigilators arrive 30 minutes before the starting time of the examination. Before every session examine the desks carefully and remove any material from them.

AT THE BEGINNING OF THE EXAMINATION

9 Identification of Candidates

- 9.1 The Invigilators must be satisfied as to the identity of every candidate attending each examination session. The Head of Centre must ensure that appropriate arrangements are in place to enable all Invigilators to carry out adequate checks on the identity of all candidates. In large institutions it is advisable that candidates carry some form of identification.
- 9.2 Each time a private candidate attends an examination session, and is not known to the school or college authorities they must show documentary evidence that they are the same person who entered for the examination eg passport or photographic driving license.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a female member of staff and taken to a secluded area where they should be politely asked to remove the veil for identification purposes. Once identification has been established, the candidate should replace the veil and proceed as normal to sit the exam.

- 9.3 Centre staff who have been **authorised by their Head of Centre** may be present at the start of the examination for the purposes of assisting with identification of candidates but **must not** advise on which questions are to be attempted.

10 Persons Present

- 10.1 Only candidates taking the examination(s) and other people authorised (whether orally or in writing) by the Head of Centre are to be allowed in the examination room.
- 10.2 The members of centre staff approved by the Head of Centre to be present at the start of the examination may identify and settle candidates. They may check that candidates have been issued with the correct question papers for their subject/component and tier of entry and that they have the necessary equipment and materials where permitted. Using information provided by the Examinations Officer or Subject teacher they may identify whether candidates have been prepared for the set texts highlighted on the question paper.
- 10.3 Centre staff who are called upon to enter that examination room during the course of the examination (because a candidate has identified a possible problem which you are unable to resolve) do not need prior approval from the Head of Centre. **If they leave the examination room they may only take the examination paper with them if they need to check a possible problem with CCEA.**
- 10.4 The Head of Centre has a duty to maintain the integrity of the examination by reporting any suspected instances of malpractice by Invigilators or members of staff.

10.5 CCEA reserves the right to visit centres during the period of the examinations (and at other appropriate times before and after the examinations) to inspect the arrangements made for the security of confidential examination material and for the conduct of the examinations.

11 Question Papers, Stationery, Materials and other Equipment

11.1 A daily list of stationery and instructions is provided in the *Invigilator's Diary*. Place the pre-printed desk cards and answer books (if required) on the desks noting carefully the candidate numbers on the daily seating plan.

The Invigilator must take all reasonable steps to ensure that:

- (a) the official examination stationery, including Additional Answer Sheets where requested, for the particular subject examination is issued to candidates and that no other stationery, including paper for rough work, is provided;
- (b) candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper, stationery list or in the specification for the subject being examined.

(Any pencil cases taken into the examination room must be see-through.)

The rubric of the question paper will state if calculators are expressly prohibited, or if they are expected to be used in the examination. In the absence of either of these statements, calculators are regarded as standard equipment and may be used by candidates.

- (c) if unauthorised items have been or are about to be taken into the examination room, those items must be placed out of reach of the candidates (**not under their desks**) before the examination starts (see also paragraph 12.3(b));
- (d) **Candidates do not bring mobile phones or other electronic devices such as iPods, MP3 players, pagers, reading pens or any other products with text or digital facilities into the examination room. If candidates have unauthorised items in an examination, this may constitute malpractice and they could be subject to sanctions and penalties in accordance with the JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2008 to 31 August 2009 (www.jcq.org.uk). Any mobile phones that are brought in must be switched off and handed to the Invigilator at the start of the examination.**
- (e) in a subject where there is an objective test and individual pre-printed answer sheets are provided for each candidate, ensure that each individual answer sheet is given to the candidate whose number appears on it and that the sheets relate to the subject and the component concerned. Do not change any pre-printed information on answer sheets. If additional answer sheets are required, photocopy one first and amend copy as necessary;
- (f) supplementary answer sheets **are completed in accordance with instructions on the front cover. If more than one supplementary answer sheet is used, ensure candidates indicate this clearly (eg. 1/1, 1/2, 2/2 etc.);**

- (g) the centre number is indicated on **all** stationery submitted to CCEA.
- (h) no bags are brought into the examination room. However if the centre does not have the facilities for personal belongings to be stored outside the room then candidates are permitted to bring bags into the room but they **must** be stored away from the candidates.

12 Opening the Question Papers and Starting the Examination

12.1 An examination is deemed to be in progress from the time the candidates enter the room until all the scripts have been collected. Candidates must be under examination conditions from the time that they enter the room in which they are taking their examination(s).

12.2 Before candidates are permitted to start work the Invigilator **must always**:

- (a) ensure that candidates are seated in accordance with the prescribed seating arrangements;
- (b) **ensure, by checking the subject name printed on the question paper against the timetable, that you have the correct papers before opening. Only then open and distribute the question papers to the candidates, taking care to give each candidate the appropriate question paper including any resource booklets to match the entry on the roll;**
- (c) **open the packets of question papers** and issue the papers to candidates;

(Question paper packets must normally remain sealed so that they may be opened in the presence of the candidates (see paragraph 1.4), although there are special circumstances when such a procedure is not possible, eg where because of the large number of candidates it would be more sensible to place question papers face-up on desks before candidates enter the room or where a number of rooms are being used for the examination.)

It is the responsibility of the Invigilator to report to the Head of Centre any grounds for suspicion about the security of the examination papers. In such cases, the Head of Centre must immediately notify CCEA and submit a full written report.

- (d) before the question papers have been opened, ask the candidates to check that they have been given the examination paper for the correct subject and component and/or tier, if appropriate, draw to their attention the instructions printed on the front of the question paper. **If a mistake should occur, immediately collect and count the question papers that have been distributed. After distributing the correct question papers inform CCEA by telephone immediately.**

If a candidate asks for a question paper other than that which should have been issued inform the candidate that the entry on the roll is for the paper issued. If the candidate still asks for a different paper, eg higher tier instead of lower tier, issue one and if necessary an answer booklet.

Do not under **any** circumstances give question papers to persons (including the Subject Teacher) other than candidates taking the subject, or other Invigilators.

(The Invigilator must not offer any advice or comment on the work of the candidates. Any statement made about the instructions may only take the form of a translation of the instructions into other languages if the centre sees a need for this, and if the necessary expertise is available);

- (e) ensure that details of any erratum notices are brought to the notice of candidates (see also paragraph 12.4);
- (f) instruct the candidates about the emergency procedures of the centre;
- (g) announce clearly to the candidates when they may begin to write their answers, specifying the time allowed for the paper(s).

12.3 Before the beginning of **each examination session** check your *Invigilator's Diary* and ensure that any further instructions not included in the following list are **read aloud** to candidates:

Please listen carefully to the following instructions:

- (a) You must now follow the Regulations of the examination;
- (b) **Only** material listed on the question paper is allowed in the examination room. **You may not have on or near you any other material** (this should also include any food or drinks, which may only be allowed at the express discretion of the Head of Centre).

If you are found to have any material with you which is not allowed, **even if you had no intention of referring to it**, this will be reported to CCEA. The normal practice in such circumstances is to disqualify the candidate from the paper or the subject.

Check now in your pockets that you do not have on you any unauthorised material such as **notes, books, papers, calculator case or lid, calculator instruction leaflet, reading pens, instruments which can capture a digital image and electronic devices (iPods, MP3 players, pagers) or mobile phones.**

Hand in now to me any of the above items. **Any mobile phone handed in must be turned off**, as a ringing phone is an infringement of the Regulations.

(For examinations with permitted books add 'Check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check to ensure that you have the correct edition of the allowed set text(s)')

- (c) Check that you have the right question paper for your **subject, unit and level or tier**;
- (d) Check that you have everything you need to do the examination, including **all** the items listed on the question paper;
- (e) You must write only in **black ink**, except for drawings and rough notes;
- (f) **Clearly write your centre number, candidate number and the unit component code/paper details on your answer booklets where applicable and complete other details as required, especially if the code has a sub-component**;

- (g) Please note that:
- (i) You must do all work, including rough work, on examination stationery unless otherwise stated;
 - (ii) You should neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the Examiner;
 - (iii) You must do any rough work for multiple-choice papers in the question book;
 - (iv) You must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens in your answers;
- (h) You may not communicate in any way with another candidate. You may not give help to another candidate or ask for help from another candidate;
- (i) To attract my attention raise your hand;
 - (j) Use treasury tags to attach any supplementary sheets used to your scripts and ensure that they are identified with centre number, candidate number and labeled 1 of 2, 2 of 2 etc, unless otherwise instructed for specific subjects e.g. pilot specifications.
 - (k) Read carefully the instructions on the front of each question paper before you commence. You may turn your question paper over **now**;
 - (l) The examination(s) will finish at. (**confirm finishing time from timetable**)

12.4 You must not give any information to candidates about suspected errors in the question paper unless an erratum notice has been received. (See paragraph 19.)

DURING THE EXAMINATION

13 Supervision of the Candidates

13.1 Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty. Invigilators are required to move around the assessment area quietly and at frequent intervals.

13.2 During a practical examination, it is recognised that some movement by candidates and spoken instructions may be necessary; these must be limited to those which are essential to achieve the objectives of the examination.

14 Late Arrival of Candidates

14.1 A candidate who arrives **more** than 30 minutes after the starting time published on the timetable for an examination may be allowed to enter the examination room and to sit the examination, but should be warned that CCEA reserves the right not to accept the script. In determining whether any of the work completed by a candidate who arrives late can be accepted, CCEA will pay particular attention to how far it can be sure that the security of the examination has been maintained, in particular up to the time candidates leave the

examination room and question papers are no longer confidential (normally one hour after the published starting time of the examination).

- 14.2 A candidate who arrives after the start of the examination may (at the discretion of the centre) be allowed the full time for the examination subject to the centre's organisational arrangements. There must be adequate supervision arrangements in place.

(In such cases, the candidate's script must be marked, where practicable, to indicate the point reached when the examination was completed by the rest of the candidates at the centre.)

- 14.3 In cases where a candidate is late for good reason (eg sudden illness, transport difficulties), CCEA will accept the work the candidate has done in the whole of the examination (including that completed in any additional time allowed to compensate for arriving late) however CCEA must be satisfied that the security of the examination has been maintained.

- 14.4 In cases where a candidate is late because of negligence or oversight (including oversleeping and misreading of the timetable), as long as CCEA is satisfied that there has been no breach of examination security, the work will be accepted.

- 14.5 In all cases where a candidate who is admitted late into the examination room **within one hour** of the published starting time the following rules apply:

- (a) the script must be sent to CCEA in the normal way;
- (b) any work completed after the centre's actual finishing time should be indicated where practicable;
- (c) a full written report on the form JCQ/LA "List of Candidates Arriving Late" (Appendix 1) must be completed by the **Examinations Officer/Head of Centre** containing the following information:
 - (i) the arrival time of the candidate(s)
 - (ii) the reason for the late arrival of the candidate(s), including any details of special arrangements made for the candidate(s) to reach the centre;
- (d) the candidate must be warned that CCEA may not be prepared to accept the work;
- (e) **the form must be signed by the Head of Centre and returned to CCEA by the dates specified by the JCQ.**

- 14.6 In cases where a candidate arrives **more than one hour** after the published start of the examination the following rules apply:

- (a) the script must be sent to CCEA in the normal way;
- (b) any work completed after the centre's actual finishing time should be indicated where practicable;

- (c) a full written report on the form JCQ/VLA “Report on Candidate Admitted Very Late to the Examination Room” (Appendix 2) must be completed by the **Examinations Officer/ Head of Centre** containing the following information;
- (i) the reason for the late arrival of the candidate, including any details of special arrangements made for the candidate to reach the centre;
 - (ii) the actual starting and finishing times of the examination;
 - (iii) the time at which the candidate started the examination;
 - (iv) the time at which the candidate finished the examination.
 - (v) a statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination;
- (c) the candidate must be warned that CCEA may not be prepared to accept the work;
- (d) **the form must be signed by the Head of Centre and returned to CCEA within 7 days from the date of the relevant examination.**

14.7 Candidates arriving after the examination.

- (a) If any candidate arrives after the scheduled finishing time, you must record the candidate as ‘absent’ and should not allow the candidate to take the examination. In such a case, you **must** tell the candidate that he or she will not be awarded marks for the component.
- (b) Where a candidate arrives late for an afternoon paper re-scheduled (with the approval of CCEA) for a morning session, the candidate may be permitted to take the paper at the published time provided the candidate has not had any contact with candidates who sat the paper earlier. Acceptance of the script will be at the discretion of CCEA.

15 Completing the Invigilators Roll/Advice Note

15.1 A separate Invigilators Roll/Advice Note is supplied for each paper. A nominal roll listing the names and candidate numbers of all candidates to be examined at the centre is included with the rolls (Appendix 3).

Mark the Invigilators Roll/Advice Note as follows:

- ✓ for each candidate who is present;
 - ABS for each candidate who is absent.
- Full instructions on completion are printed on the forms.

Do not leave a blank space beside a candidate number.

15.2 Indicate on the Invigilators Roll/Advice Note details of candidates arriving after the starting/ finishing time.

- 15.3 If a candidate's script needs transcribed indicate this on the Invigilators Roll/Advice Note stating that it will follow as soon as possible, i.e. 'Transcription to Follow'. **Do not record as absent.**

16 Pirate Entries

- 16.1 A Pirate Entry is anyone presenting for an examination whose candidate number is not on the Invigilators Roll/Advice Note. If this happens the candidate should be admitted provisionally. The candidate should be allowed to sit the examination. The candidate should be instructed to report to the Head of Centre after the examination.

If the candidate does not have a candidate number, instruct them to insert their name and date of birth on their script.

- 16.2 Please remember to add any new candidates on to the Invigilators Roll/Advice Note.

- 16.3 *Where late entries have been made Invigilators Roll/Advice Notes may not be available. In these circumstances the centre should make up a replacement roll informing CCEA of candidates in attendance for a particular subject. If it is known that a late entry is absent then this must also be recorded on the replacement roll.*

17 Leaving the Examination Room

- 17.1 Candidates **must not** be allowed to leave the examination room (except in an emergency) until one hour (or a period equal to the duration of the examination, if less than one hour) after the published starting time specified on the **final** CCEA examination timetable (see also paragraph 17.2).

For example:

If the centre starts the examination 30 minutes earlier than the official starting time, ie 8.45 am instead of 9.15 am, candidates may not leave the examination room until 1 hour 30 minutes have elapsed; in the case of an examination which lasts for less than 1 hour candidates must be supervised until the time at which the examination is scheduled to end according to CCEA's timetable.

- 17.2 Candidates who leave the examination room temporarily **must** be accompanied by a member of staff. Such candidates may be allowed, at the discretion of the centre, extra time to compensate for their temporary absence.
- 17.3 A candidate who has finished his/her work and has been allowed to leave the examination room early must hand in their work before they leave the examination room. **The candidate must not be allowed back into the room.**
- 17.4 Irrespective of whether or not any candidates leave the examination room early, question papers **must not** be removed from the examination room until the end of the examination session in the centre. In cases where an examination has been moved from an afternoon session to a morning session all examination papers **must** be collected and **must not** be released until after the normal finishing time for the afternoon session.

- 17.5 Where papers are re-scheduled within a morning or afternoon session, the question papers **must not** be released until after the published finishing time for the paper(s) concerned or the end of the examination session in the centre whichever is the later.
- 17.6 If a candidate is ill or is otherwise distressed during any period of examination you have the discretion to allow the candidate to leave the examination room accompanied by a responsible person and subsequently to return and continue work. During the absence, all material should be left face down on the desk. After the last entry in the answer booklet or supplementary sheet, make a signed statement detailing that the candidate was allowed to leave the room and include in the statement the exact period of absence. If the candidate does not return, make a short report in the daily report, giving candidate's number, name, centre number and the time that the candidate left the examination, and return the script with the other scripts.

18 Violation of Instructions by Candidates

- 18.1 Use the utmost vigilance to ensure that candidates observe the instructions issued to them. A copy is included in the Invigilator's pack. If it is discovered that a candidate in any way violates the instructions make a signed statement to that effect immediately after the last entry in the candidate's script. Impound any incriminating evidence and allow the candidate to continue the examination. Evidence and a full report on the incident should be forwarded to CCEA immediately after the examination in an envelope marked *Confidential*.

19 Communication with Candidates

- 19.1 **Do not answer any questions concerning the examination.** In the event of a suspected error coming to light after the examination has begun, advise the candidates as follows:

"In the absence of any instructions from CCEA I can only advise that you must decide for yourselves on the course of action which you take in answering this question. I will notify CCEA of your question."

In any case of doubt, which might affect the security of the examination, telephone CCEA immediately.

20 Malpractice

- 20.1 Wherever practicable, the Invigilator should remove and retain any unauthorised material that a candidate may have in the examination (see also paragraph 12.3(b)).
- 20.2 The Head of Centre must report all cases of suspected or actual malpractice in connection with the examination to CCEA as soon as possible. The Head of Centre has the authority to expel a candidate from the examination room if malpractice may have been committed and in other circumstances if regarded as essential by the Head of Centre, but should only do this if it is essential or if a candidate would disrupt other candidates by continuing to be in the examination room.
- 20.3 If candidates have committed malpractice, CCEA may disqualify them or make them subject to other sanctions and penalties.

21 Malpractice by Invigilators

21.1 Invigilators must not engage in any action which can be considered as malpractice.

The following actions are examples of malpractice by Invigilators:

- (a) providing candidates or other persons with unauthorised access to examination material before, during or after the examination;
- (b) collusion or attempted collusion with candidates or other persons during the examination.

Cases of malpractice by Invigilators will be dealt with at the discretion of CCEA and will involve a full investigation of the circumstances.

22 Emergencies

22.1 *Insufficient Question Papers/Stationery*

If insufficient question papers or stationery have been supplied, contact the person identified on page 2. The start of the examination may be delayed for a short time to make the necessary arrangements. A full report on the occurrence should be sent to the Manager, Examinations and Assessment Administration at CCEA.

22.2 The Invigilator must take the following action in the event of an emergency such as a fire alarm:

- (a) evacuate the examination room in accordance with the instructions given by the appropriate authority;
- (b) ensure that all question papers and scripts are left in the examination room (but see paragraph 22(g) below);
- (c) ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no discussion of the examination;
- (d) after the candidates have returned to the examination room and before the examination is resumed indicate on the candidates' work, **where it is feasible to do so**, and the point at which the interruption occurred;
- (e) note the time and duration of the interruption;
- (f) allow the candidates the full working time prescribed for the examination;
- (g) in the event of there being only a small number of candidates, consideration should be given to the possibility of taking the candidates, with question papers and scripts, to another place in order to complete the examination;
- (h) make a full report of the incident and of the action taken and send it to CCEA **within 7 days of the incident**.

AT THE END OF THE EXAMINATION

23 Finishing the Examination

23.1 At the end of the examination tell the candidates to stop writing. You may give candidates a reminder that the examination is due to finish in 5 minutes **if all** examinations in the room are due to finish at the same time.

- (a) where the candidates who arrive late are permitted the full working time to complete their examination (see paragraphs 14.5 and 14.6), such candidates should be allowed to continue after the normal finishing time and told to stop writing after the additional time allowed has been expended.
- (b) ensure that candidates with additional time allowances carry on for the necessary additional time.

23.2 Instruct the candidates:

- (a) to ensure that all the required information has been entered on their scripts, **including any loose sheets;**
- (b) to ensure that their answers are correctly numbered **and that the question number grid on the front of their question paper/answer booklet has been completed.**
- (c) to assemble any loose sheets in the order in which the questions have been attempted and fasten them and any supplementary answer sheets to the back of their answer booklets (or as otherwise instructed) with the string or tags provided. Paper clips or staples should not be used, unless otherwise instructed for specific subjects e.g. pilot specifications.

23.3 Where a candidate has been granted the use of a word processor by CCEA under Access Arrangements, the candidate should be present at the end of the examination when the script is printed off so as to verify that the work printed is his/her own.

24 Collecting the Scripts

24.1 Invigilators **must:**

- (a) collect all the scripts before any candidates are allowed to leave the examination room;
- (b) put the scripts in the order shown on the *Invigilators Roll/Advice Note*;
- (c) ensure the relevant *Invigilators Roll/Advice Note* is attached to the matching bundle of scripts;
- (d) check that they have a script for every candidate marked as present on the attendance register;
- (e) check that candidates have used their correct centre and candidate numbers.

(Scripts are confidential between the candidate and CCEA. No other person may read them or photocopy them before they are sent to CCEA, unless CCEA has stated otherwise)

or if the candidate has been granted a transcript under Centre Delegated Access Arrangements)

AFTER THE EXAMINATION

25 Completion of Invigilators Roll/Advice Note

- 25.1 Immediately after the conclusion of **each** examination period, arrange the scripts in the order shown on the Invigilators Roll/Advice Note. Ensure all absentees are entered on the Invigilators Roll/Advice Note.
- 25.2 Complete the daily report section of the Invigilators Roll/Advice Note giving the exact time at which each examination commenced and finished and report any unusual occurrence. Insert the number of scripts enclosed with each Invigilators Roll/Advice Note and sign the form in the appropriate place. If a report is required please attach it to the Invigilators Roll/Advice Note.

26 Preparation of Scripts for Collection

- Detach the top copy from the Invigilators Roll/Advice Note and enclose with the appropriate scripts in the envelope supplied.
- Please note that bundles of scripts must not contain more than ten scripts (unless candidates have been added to the Invigilators Roll/Advice Note, Appendix 3).
- Each bundle must have the relevant Invigilators Roll/Advice Note reflecting the candidates attached to it.
- Do not enclose more than 30 scripts in one envelope.
- Retain the bottom copy of the Invigilators Roll/Advice Note for the centre records.
- If candidates on any Invigilators Roll/Advice Note are **all** absent, please complete this Invigilators Roll/Advice Note accordingly and return to CCEA.

27 Collection of Scripts by Carrier

- 27.1 Complete the envelopes as to subject, component number, centre number and serial numbers and seal securely (Appendix 11). **Place the envelope(s) in the large plastic polybag provided or if necessary use a sack to form one parcel.**

If your centre has a small number of envelopes to be collected on any day it is not necessary to use a sack, providing the polybags are used.

It is hoped that this will result in only one item (ie polybag or sack) containing script envelopes being collected on any day, although for some of the busier days two sacks will be required. Sacks should be of a manageable weight, ie one person should be able to lift each sack.

- 27.2 It is the responsibility of the Head of Centre to ensure that all scripts are held securely while awaiting collection. **All centres have been provided with a “Collection Booklet” for recording, by component, all examination scripts collected by the carrier.**
- 27.3 Leave the parcel in the centre office for collection by the carrier the following day. **Please contact CCEA immediately if this collection does not take place.** It is important that you continue to notify CCEA of any subsequent failed collection until it takes place.

27.4 Centres outside Northern Ireland should return examination scripts using **recorded delivery**. If possible, scripts should be returned to CCEA on the day of the examination. If not, they must be posted within 24 hours of the examination having taken place.

(NB: Scripts are confidential between the candidate and CCEA. They may not be read or photocopied by any person prior to dispatch, unless this is specifically authorised by CCEA.)

28 Unused Stationery

28.1 All unused stationery in the examination room must be collected, checked for any loose sheets which candidates may have overlooked, returned to the Examinations Officer and stored under secure conditions until required for a subsequent examination.

29 Return of Documentation

29.1 The completed daily *Invigilator's Attendance Form (F2)* (Appendix 4), including all receipts for expenditure, must be **posted** to the Appointments Section, CCEA in the hard backed envelope provided, on the Friday afternoon of the relevant week. **Never** return these forms with scripts or surplus stationery as this **will** result in payment delays.

29.2 Immediately following the final examination the items listed below should be returned to CCEA in the envelope provided at the same time as the final collection of scripts:

- the *Chief Invigilator's Final Report*;
- the completed seating plan booklet;

29.3 Please note that the centre stamp and notices should be returned to the school office and not to CCEA.