



Joint Council for
Qualifications

Exam Day Extracts From:
Instructions for conducting examinations

1 September 2018 to 31 August 2019

**For the attention of
invigilators and
examination officers**

Produced on behalf of:



6. Starting times for examinations

- 6.1 **For general qualifications the published starting time of all morning examinations is 9.00am, and the published starting time of all afternoon examinations is 1.30pm.**
These are known as the morning and afternoon sessions.

Other timings may apply to vocational qualifications.

These are UK times (either GMT or BST as appropriate) current on the examination date.

Centres outside the UK must adjust their local starting times to begin at the same time as UK centres.

Where vocational examinations are scheduled to commence at other times, the same arrangements for timetable clashes apply.

Candidates must be given the opportunity to sit the examination for its published duration.

You must refer to Section 21, *Candidates who arrive late*, page 38, for procedures relating to those candidates who arrive late for an examination.

- 6.2 The JCQ awarding bodies allow centres in the UK to start examinations by **up to 30 minutes earlier than, or later than, the published starting time for the session, without the need to complete any paperwork. Prior permission from an awarding body is not required.**

Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates **must** be supervised as if the **awarding body's published starting time** had been in place.

- 6.3 To maintain the security of the examination, **all candidates sitting general qualifications examinations must start:**

- a) **question papers scheduled for a morning session no earlier than 8.30am and no later than 9.30am;**
- b) **question papers scheduled for an afternoon session no earlier than 1.00pm and no later than 2.00pm;**

unless they are involved in arrangements as described in paragraph 7.2, page 11 or have a timetable clash - see paragraph 7.4, page 12.

- 6.4 **Candidates who take an examination earlier than the **awarding body's published starting time** must be kept under centre supervision (which you must arrange) until one hour after the published starting time for that examination. You must make sure that question papers used by those candidates are kept in the **centre's secure storage facility** until one hour after the awarding body's published starting time for that examination.**

- 6.5 **Candidates who take an examination later than the **awarding body's published starting time** must be kept under centre supervision (which you must arrange) from 30 minutes after the published starting time for that examination until they begin it.**

6.6 **For examinations that last less than one hour**, candidates **must** be supervised and question papers **must** be kept in **the centre's secure storage facility** until the published finishing time of the examination.

(For advice regarding examinations which last for less than an hour see Appendix 2, page 51.)

Please also see paragraphs 7.3, 7.4 and 7.5, pages 11 and 12.

9. Resources for examinations

- 9.1 Candidates may be allowed to use resources such as bilingual translation dictionaries and editions of set texts as set out in the instructions on the question paper.
- 9.2 Candidates **must** be given prior notice that they are responsible for bringing with them any materials needed for the examination.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances you **must** refer to the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2018 to 31 August 2019* - <http://www.jcq.org.uk/exams-office/malpractice>

- 9.3 In examinations where resources are not shown on the question paper, or on the stationery list (including those where calculators are not allowed) you **must** warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.
- 9.4 **For Art examinations**, appropriate art materials and design media and technology **must** be provided by the centre.

10. Using calculators

10.1 Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

10.2 The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

10.3 **Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.**

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> ● be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; ● be borrowed from another candidate during an examination for any reason; ● have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

10.4 An invigilator may give a candidate a replacement calculator.

10.5 **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

11. Accommodation

- 11.1 Centres **must** ensure appropriate accommodation exists to support the size of the cohorts they are teaching. An alternative site arrangement **cannot** be used on account of the centre not having **any appropriate accommodation at all at its registered address to support the candidates being taught.**
- 11.2 **Candidates must sit their examination(s) at the centre's registered address** unless you are using an alternative site arrangement or have received permission from an awarding body for a transferred candidate arrangement. (This is where a candidate transfers from one registered centre to another **after the submission of examination entries.**)

Alternative sites for the conduct of examinations

- 11.3 **In rare and exceptional circumstances** where it is intended to conduct an examination for any candidate(s) at an address other than the centre's registered address, e.g.
- a) a hospital which is a non-registered centre;
 - b) a local church hall;
 - c) a local community hall;
 - d) a local sports hall;
 - e) another building owned by the centre which is situated at a different location from the centre's registered address;
 - f) the candidate's home;

you must notify the JCQ Centre Inspection Service by submitting the JCQ *Alternative Site form*.

Alternative site arrangements may also apply to centres which operate as part of a consortium, whether at Borough/County level or through a Multi-Academy Trust. The centre is able to transport question papers and other examination material in a secure manner to another local centre within 90 minutes of the published starting time for the examination.

The JCQ *Alternative Site form* **must** be submitted as soon as possible and **no later than six weeks before the start of the examination series.**

The address of the alternative examination venue, the dates it is to be used and the maximum number of candidates likely to be involved **must** be given.

The accompanying guidance notes **must** be read before completing the form.

Question papers and examination stationery must:

- a) be kept in **the centre's secure storage facility at the centre's registered address**, approved by the JCQ Centre Inspection Service, **until 90 minutes before the awarding body's published starting time for the examination**; (Question paper packets **must not** be opened prior to the scheduled date of the examination.)
- b) **be taken to the alternative examination venue by a member of centre staff**;
- c) be transported to the alternative examination venue, **securely packaged and kept under secure conditions at all times within 90 minutes** of the awarding body's published starting time for the examination.

The head of centre remains accountable for ensuring that the examination will be conducted in accordance with this document. All requirements in paragraphs 11.4 to 11.18, pages 18 and 19, must be met.

The examination room

- 11.4 Any room in which an examination is held **must** provide candidates with appropriate conditions for taking the examination.

You **must** pay attention to conditions such as heating, lighting, ventilation and the level of outside noise.

- 11.5 Timed Art examinations, timetabled CCEA Science Practical examinations and **WJEC GCE A2 Science Practical examinations** **must** be held under conditions that will give all candidates the chance to carry out their tasks and to display their true levels of attainment in the subject concerned.

- 11.6 Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates **must not** be visible in the examination room.

You **must** take particular care with examinations conducted in classrooms, laboratories or libraries.

- 11.7 **A reliable clock (analogue or digital) must be visible to each candidate in the examination room.** The clock must be big enough for all candidates to read clearly.

The clock **must** show **the actual time** at which the examination starts.

Countdown and 'count up' clocks are not permissible.

You must carry out regular checks in advance of the examinations to make sure all clocks used in the examination room are in good working order and show the same time.

- 11.8 The JCQ *Warning to Candidates* poster (**Appendix 4, page 54**) and the JCQ Mobile Phone poster (**Appendix 7, page 57**) **must** be displayed in a prominent place outside the examination room.

This may either be a hard copy A3 paper version of the poster, in either black and white or colour, or a projection of the poster onto a wall or screen for all candidates to see.

- 11.9 A board/flipchart/whiteboard should be visible to all candidates showing the:

- a) centre number, subject title and paper number; **and**
- b) the actual starting and finishing times, **and date**, of each examination.

- 11.10 The seating arrangements **must** prevent candidates from overlooking (intentionally or otherwise) the work of others. **The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.**

11.11 Wherever possible, for **timetabled examinations**:

- a) all candidates should face in the same direction;
- b) each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks **must** be far enough apart so 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 on an easel or other non-horizontal surface **must** be arranged in an inward-facing circle or in some similar pattern.

11.12 Where centres are using screened booths for GCE and GCSE MFL Listening examinations or for candidates awarded readers, scribes or word processors, the invigilator(s) **must** be able to see the candidates at all times. Additionally, candidates **must not** be able to overhear or distract one another.

11.13 Candidates should normally be seated in candidate number order.

11.14 You **must** create a seating plan that shows the exact position of each candidate in the examination room.

Any changes made to seating arrangements during the examination **must** be noted on the seating plan.

The seating plan **must** be available to an awarding body upon request.

11.15 Candidates with access arrangements **must** be identified on your seating plans.

11.16 Any other written external examination may be held in the examination room at the same time, as long as it does not cause any disturbance.

On the day of the examination centres cannot conduct internal school tests, mock examinations, revision sessions or coach candidates in the designated examination room(s).

11.17 For on-screen tests centres **must** refer to **Appendix 1, Section 6, Accommodation, page 48**.

11.18 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.

You **must not** despatch the script until you have sought advice from the awarding body.

12. Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Therefore, CCTV cannot be used for the purposes of invigilation. Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities;
- b) ensure the security of the examination before, during and after the examination;
- c) prevent possible candidate malpractice;
- d) prevent possible administrative failures.

A training session **must** be held for any new invigilators.

An update meeting **must** be held for the existing invigilation team so that they are aware of any changes.

A record of the content of the training given to invigilators must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

You **must** make sure that invigilators know what is expected of them.

When contracting supply staff to act as invigilators or to facilitate an access arrangement, the head of centre **must** ensure that such persons are competent and fully trained, understanding what is and what is not permissible.

An invigilator **must** be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them. This will allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete.

12.1 Invigilators must:

- a) be familiar with these ***Instructions*** ;
- b) give all their attention to conducting the examination properly;
- c) be able to observe each candidate in the examination room at all times;
- d) be familiar with the **JCQ *Warning to Candidates*, JCQ *Information for candidates and the JCQ Mobile Phone poster*, (see Appendices 4, 5, 6 and 7)** and any specific instructions relating to the subject(s) being examined;
- e) inform the head of centre if they are suspicious about the security of the examination papers. (In such cases, the head of centre **must** inform the awarding body **immediately** and send JCQ Form M2b within 7 days of the suspicion arising.)

12.2 **Invigilators must not:**

- a) carry out any other **non-examination related tasks** in the examination room.

12.3 **The head of centre, a senior member of centre staff, such as an Assistant Headteacher, or the exams officer must:**

- a) ensure that this document is available to invigilators **in the main examination hall/room(s)**. This may be a printed paper copy or an electronic copy which is accessible via a laptop or tablet;
- b) appoint invigilators to make sure that the examination is conducted according to the following requirements:
 - **at least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations;**
 - **at least one invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE A2 Science practical examinations;**
 - invigilators may be changed, as long as the number of invigilators present in the examination room **does not** fall below the required number;
 - when one invigilator is present, he or she **must** be able to get help easily, without leaving the examination room and without disturbing the candidates. **An invigilator is only allowed a mobile phone in the examination room for this specific purpose. The mobile phone must be kept on silent mode.**
- c) make sure that all invigilators are suitably qualified and experienced adults who **must not** be current students at the centre. Although you may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room **must not** be the sole invigilator;
- d) make sure that invigilators are appropriately trained in their duties;
- e) make sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, **is not an invigilator during the timetabled written examination or on-screen test;**
- f) keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You **must** keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. The deadlines for GCE and GCSE examinations are stated in the JCQ publication: *Post-Results Services, Information and guidance to centres* - <http://www.jcq.org.uk/exams-office/post-results-services>

12.4 **The timed Art examination** will normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators should be deployed at the **head of centre's discretion** to ensure the supervision of candidates is maintained at all times.

12.5 **In CCEA Science Practical examinations** it is essential that a teacher of the subject is present in the examination room at the start of the test (and as necessary after that) to deal with any technical difficulties that may arise, including matters of safety.

13. Invigilation arrangements for candidates with access arrangements

Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, as per paragraphs 13.2 to 13.4, the centre must additionally use a 'roving' invigilator. The 'roving' invigilator will enter the room at regular intervals in order to observe the conducting of the examination, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the examination.

13.1 Oral Language Modifier

The candidate and Oral Language Modifier should be accommodated separately.

A separate Oral Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Oral Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Oral Language Modifier during the examination.

13.2 Practical Assistant

Candidates using a practical assistant may need to be accommodated in another room.

Where the candidate and practical assistant are accommodated in another room, on a one to one basis, the invigilator may additionally act as the practical assistant.

The practical assistant **must** be made aware, prior to the examination, of the particular task(s) he/she will be performing as specifically approved by the awarding body.

13.3 Computer reader/Reader

The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract other candidates. **(This will also apply if the candidate uses a computer reader.)**

Where the candidate and reader are accommodated in another room, on a one to one basis, the invigilator may additionally act as the reader.

Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room **a separate invigilator will be required.**

13.4 Scribe/Speech recognition technology

The centre is responsible for ensuring that the candidate and scribe cannot be overheard by, or distract other candidates. **(This will also apply if the candidate uses speech recognition technology.)**

Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one to one basis, the invigilator may additionally act as the scribe.

13.5 **Communication Professional**

Candidates requiring the use of a **Communication Professional** may need to be accommodated in another room, **in which case a separate invigilator will be required.**

13.6 **General principles for the invigilation of candidates with access arrangements**

Where a person is appointed to facilitate an access arrangement, i.e.

- a) **a Communication Professional;**
- b) an Oral Language Modifier;
- c) a practical assistant;
- d) a prompter;
- e) a reader; or
- f) a scribe;

he/she is responsible to the head of centre and must be acceptable to the head of centre. The person appointed must not normally be the candidate's own subject teacher and must not be a relative, friend or peer of the candidate.

The head of centre must ensure that the person appointed is a responsible adult, is appropriately trained and fully understands the rules of the particular access arrangement(s).

It is not acceptable for a centre to use a Year 12 or Year 13 candidate to facilitate an access arrangement.

Invigilators and those acting as **a Communication Professional**, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe **must fully understand** the respective role and what is and what is not permissible in the examination room.

A training session **must** be organised for invigilators and those facilitating an access arrangement for a candidate under examination conditions.

A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions **must** be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Additionally, exam officers **must** ensure that those acting as:

- a) **a Communication Professional;**
- b) an Oral Language Modifier;
- c) a practical assistant; or
- d) a scribe;

are provided with **the appropriate cover sheet prior to the examination commencing.**

This will enable the cover sheet to be completed during the course of the examination and accurately reflect the activities performed by the **Communication Professional**, Oral Language Modifier, practical assistant or scribe, as appropriate.

14. Access arrangements

The following arrangements may be provided to a candidate at the time of his/her examinations without prior approval -

Amplification equipment, brailers, closed circuit television (CCTV), coloured overlays, low vision aid/magnifier, optical character reader (OCR) scanners.

- 14.1 Centres **must** consult awarding bodies about any new technology which might invalidate the assessment objectives.

Bilingual translation dictionaries

- 14.2 A bilingual translation dictionary **must**:

- a) only be used in examinations by a candidate whose first language is not English, Irish or Welsh; **and**
- b) reflect the candidate's normal way of working within the centre.

Unless an awarding body's specification says otherwise, a bilingual translation dictionary may be used in GCE AS, A2 and A-level examinations.

- 14.3 A bilingual translation dictionary **must not** however be used in **the following GCE and GCSE examinations**:

- a) **English/English Language examinations;**
- b) **Irish or Welsh Language examinations; or**
- c) **Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language**, for example a Portuguese dictionary in a Spanish examination.

Additionally, due to the assessment of Spelling, Punctuation and Grammar a bilingual dictionary **must not** be used in:

- a) **GCSE English Literature examinations;**
- b) **GCSE Geography examinations;**
- c) **GCSE History examinations;**
- d) **GCSE Religious Studies examinations; and**
- e) **GCSE Welsh Literature examinations.**

Exceptions to these rules are:

The Writing Test in GCSE Bengali, GCSE Dutch, GCSE Gujarati, GCSE Modern Hebrew, GCSE Panjabi, GCSE Persian, GCSE Polish, GCSE Portuguese, and GCSE Turkish where the specification states that all candidates must have access to a bilingual dictionary.

14.4 A standard bilingual translation dictionary **must** be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

Monolingual dictionaries (which define words and phrases), translators (including web based translators), wordlists or glossaries **must not** be used.

14.5 The bilingual translation dictionary **must not**:

- a) contain/display pictures; **or**
- b) provide an explanation or clarification of words and phrases.

As an example, a Polish to English bilingual translation dictionary **must** simply be the word in Polish and the equivalent word in English.

14.6 Bilingual translation dictionaries to be used in the examination **must** be:

- a) held in the centre under secure conditions; **and**
- b) **thoroughly checked** to ensure that no unauthorised information such as notes, revision data, have been enclosed within or written on the pages of the dictionary.

A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and their right to this arrangement.

14.7 **Translation of either examination material or the candidate's answers into or from the candidate's first language will not be permitted.**

14.8 The regulations for the use of bilingual translation dictionaries **must** be adhered to; failure to do so can lead to the disqualification of the candidate.

Bilingual translation dictionary and 10% extra time

14.9 For the use of a **bilingual translation dictionary and 10% extra time**, you **must** refer to the JCQ publication *Access Arrangements and Reasonable Adjustments 1 September 2018 to 31 August 2019* - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Colour naming by the invigilator for candidates who are colour blind

14.10 This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives.

No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations.

Where coloured images are included in a question paper, **but do not form part of the assessment objectives and are not specifically testing the candidate's knowledge and understanding of the paper**, the centre may photocopy the question paper (**up to 90 minutes before the awarding body's published starting time for the examination**) where considered beneficial to the candidate.

Prompter

- 14.11 A prompter **may be permitted by the SENCo** where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.
- 14.12 A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.
- 14.13 A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, as long as permission has been given for any or all of these arrangements.
- 14.14 The prompter is responsible to the head of centre/exams officer and **must** be a person acceptable to the head of centre.
- 14.15 The prompter **must not** be the candidate's own subject teacher or a relative, friend or peer of the candidate.
- 14.16 **The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one to one basis.**

If the prompter is acting as an Oral Language Modifier a separate invigilator will be required.

A prompter:

- a) **may** use the following prompts either vocally or written on a flash card such as:
"Jack - focus on the question"; "Jack - there are 15 minutes left";
- b) **may** tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;
- c) **may** use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g. "Jack";
- d) **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- e) **must not** advise the candidate regarding which questions to do, or on the order in which questions should be answered;
- f) **must not** give factual help or offer any suggestions or communicate in any way other than those listed above.

Read Aloud and/or an examination reading pen

- 14.17 The arrangement, **as permitted by the SENCo, must** reflect the candidate's normal way of working in internal school tests and mock examinations.

A permitted examination reading pen, **provided by the centre, will not** have an in-built dictionary or thesaurus, or a data storage facility.

A candidate using an examination reading pen may be accommodated within the main examination hall. However, the candidate **must** use headphones plugged into the examination reading pen.

Separate invigilation within the centre

- 14.18 A candidate may only take their examinations under separate invigilation within the centre where he/she has **an established difficulty** - see section 5.16 of the JCQ *publication Access Arrangements and Reasonable Adjustments 1 September 2018 to 31 August 2019* - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet **must** be adhered to at all times. This is particularly so in relation to accommodation and invigilation arrangements.

Braille transcript

- 14.19 Manual brailers will require transcription into print. Braille scripts **must** be transcribed by the centre.

The Braille transcript must be:

- a) produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the Braille code for the subject concerned;
- b) **an exact copy of the candidate's Braille script which is made after the examination has taken place and without the participation of the candidate.** The transcriber **must not** insert or omit any words, nor alter their order. Spellings and technical terms **must not** be corrected.

A Braille transcript cover sheet (Form 5) must be:

- a) printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- b) **inserted inside the candidate's transcript.** The candidate's Braille script **must** also be despatched to the examiner/awarding body.

The production of the Braille transcript must not delay the despatch of scripts to the awarding body/examiner. Additional information must not be sent to the awarding body/examiner.

Word processors (computers, laptops and tablets)

14.20 Centres are allowed to provide a word processor (e.g. computer, laptop or tablet) with the spelling and grammar check/predictive text disabled to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic braille or a tablet.

14.21 Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.

The battery capacity of a laptop or a tablet **must** be checked before the candidate's examination(s). **The centre must ensure that the battery is sufficiently charged for the entire duration of the examination.**

The use of a fully charged laptop or tablet will allow a centre to seat a candidate within the main examination hall without the need for separate invigilation and power points.

14.22 Candidates **must** be reminded to ensure that their **centre number, candidate number** and the **unit/component code appear on each page as a header or footer**: e.g. 12345/8001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In such circumstances once the candidate has completed the examination and printed off his/her typed script, he/she **must** handwrite their details as a header or footer. The candidate **must** be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

14.23 Each page of the typed script **must** be numbered, e.g. page 1 of 6.

14.24 Invigilators **must** remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

Advice:

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

14.25 A word processor:

- a) **must** be used as a type-writer, not as a database, although standard formatting software is acceptable;
- b) **must** have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate.** Where required, the centre **must** provide a memory stick to the candidate, which is cleared of any previously stored data;
- c) **must** be in good working order at the time of the examination;
- d) **must** be accommodated in such a way that other candidates are not disturbed and cannot read the screen. **Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;**
- e) **must** either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This **must** be done after the examination is over. **The candidate must be present to verify that the work printed is his or her own.** **Word processed scripts must be attached to any answer booklet which contains some of the answers;**
- f) **must** be used to produce scripts under secure conditions, otherwise they may be refused;
- g) **must not** be used to perform skills which are being assessed;
- h) **must not** be connected to an intranet or any other means of communication;
- i) **must not** give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc;
- j) **must not** include graphic packages or computer aided design software unless permission has been given to use these;
- k) **must not** have any predictive text software or an automatic spelling and grammar check enabled **unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;**
- l) **must not** include speech recognition technology **unless the candidate has permission to use a scribe or relevant software;**
- m) **must not** be used on the candidate's behalf by a third party **unless the candidate has permission to use a scribe.**

A word processor cover sheet (Form 4) must be:

- a) printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> **and**
- b) **included with the candidate's typed script.** Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word processed script will be processed unless a cover sheet has been included.

15 Contingency planning

- 15.1 The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

- 15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.
- 15.3 Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.
- 15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body **must** be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.
- 15.5 The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland* - <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

At the beginning of the examination

16. Identifying candidates

16.1 **Invigilators must establish the identity of all candidates sitting examinations.**

The head of centre **must** make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates.

When identifying candidates the attendance register should ideally be completed. (See section 22, page 39).

16.2 A private/external candidate or a transferred candidate who is not known to the school or college **must** show **photographic documentary evidence** to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

16.3 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 member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. **Centres must inform candidates in advance of this procedure and well before their first examination.**

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

17. The people present

17.1 **Senior members of centre staff**, such as an Assistant Headteacher, **approved by the head of centre and who have not had overall responsibility for the candidates' preparation for the examination(s)**, may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline;
- b) check that the candidates have been issued with the correct question papers for **the day, date, time**, subject, unit/component and tier of entry if appropriate;
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d) start the examination.

Only those senior members of centre staff authorised by the head of centre to specifically perform the above tasks may be present in the examination room.

Senior members of centre staff must not provide advice and guidance with regard to the completion of the examination. They must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.

17.2 The *Notice to Centres – The people present in the examination room* (see **Appendix 8, page 58**) provides further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators. This *Notice* **must** be brought to the attention of all members of centre staff so that they are clear about their role in the examination room.

17.3 **Only candidates actually sitting the examination/assessment must be present in the examination room while an examination is taking place.**

17.4 Where there is a suspected error on the question paper and it has been confirmed that the awarding body has not issued an erratum slip, the instruction to candidates **must** be to answer the question as printed. Centre staff **must not** provide advice to candidates without the permission of the awarding body.

17.5 Centre staff who are called upon to enter the examination room during the course of the examination (because a candidate has identified a possible problem which the invigilator is unable to resolve) **do not** need prior authorisation from the head of centre. **If they leave the examination room they may only take the question paper with them if they need to check a possible problem with the relevant awarding body.**

17.6 The JCQ Centre Inspection Service and awarding body representatives have the right to visit centres during the examinations (and at other appropriate times before and after the examinations) to inspect the arrangements made for the security of examination material and for conducting the examinations.

Authorised Inspectors will identify themselves by means of an identity card. A senior member of staff or a member of the exams office **must** be available to accompany the Inspector throughout the course of their centre visit, including inspection of the centre's secure storage facility.

18. Question papers, stationery, materials and other equipment

18.1 **To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff, who can be an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.**

18.2 The invigilator **must** take all reasonable steps to make sure that the following conditions are met.

- a) The correct examination question papers have been placed **face-up** on candidates' desks. **This includes modified papers or those on coloured paper. Question papers must never be left unattended.**
- b) The official examination stationery, including additional answer sheets, for the particular unit/component **must** be issued to candidates. **No other stationery, including paper for rough work, can be provided.**
- c) In the examination room candidates **must not** have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Potential technological/web enabled sources of information such as:

- **iPods;**
- **mobile phones;**
- **MP3/4 players or similar device;**
- **Smartwatches; and**
- **wrist watches which have a data storage device;**

are not permitted.

This means that:

- ideally, all unauthorised items are left outside of the examination room;
 - any pencil cases taken into the examination room **must** be see-through;
 - any unauthorised items that have been taken into the examination room **must** be placed out of reach of the candidates (and not under their desks) **before** the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- d) Following the invigilator's announcement (**see Appendix 3, page 53**) any mobile phones or other unauthorised items in the candidates' possession **must** be handed to the invigilator **prior to the examination starting**.
 - e) **If candidates have access to unauthorised items in the examination room this may be considered as malpractice.** They could be subject to penalties in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* - <http://www.jcq.org.uk/exams-office/malpractice>
 - f) The invigilator, **prior to the examination starting, must** ensure that candidates have removed their wrist watches, placing them on their desks.

A head of centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room.

- g) Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food **or drink** brought into the examination room **whether by the candidate or the centre** is free from packaging and all labels are removed from drink containers.
- h) In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper **must** be given to the candidate whose name appears on it.

You **must** check that the sheets relate to the subject and the unit/component concerned.

- 18.3 **For timed Art examinations** candidates may take into the examination room any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done during the timed test.

Candidates may also take into the examination room the objects and materials which are required to set up a still-life group.

The invigilator **must** ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Timed Art examinations must be taken under formal examination conditions.
Candidates **are not** permitted to listen to music.

19. Starting the examination

- 19.1 **Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.**

In order to prevent any unauthorised access to subject material, centres cannot hold revision sessions or coach candidates in the designated examination room(s) on the day of the examination. This will ensure centres' adherence to paragraph 11.6, page 18.

- 19.2 **The awarding bodies consider the introduction of unauthorised material into the examination room where the examination is to be held (including coaching, subject specific PowerPoint™ presentations or any other subject specific material), by either candidates or staff, as malpractice. Those who have done so may be subject to penalties in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2018 to 31 August 2019* - <http://www.jcq.org.uk/exams-office/malpractice>**

- 19.3 Before candidates are allowed to start the examination, the invigilator **must always:**

- a) make sure that candidates are seated according to the set seating arrangements, **see section 11, page 18** of these *Instructions* ;
- b) tell the candidates that they must now follow the regulations of the examination;
- c) **ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate;**
- d) tell the candidates to read the instructions on the front of the question paper;
- e) check that candidates have all the materials they need for the examination;
- f) tell the candidates about any erratum notices;
- g) instruct candidates about emergency procedures.

- 19.4 **Invigilators must also give candidates the following information before the examination.**

You must:

- a) hand in your mobile phone if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- b) write clearly and in black ink;
- c) write your name, surname, (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used;
- d) fill in any other details as necessary;
- e) do all work, including rough work, on examination stationery unless otherwise stated;
- f) write your answers in the designated sections of the answer booklet;
- g) neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner;
- h) do any rough work for multiple-choice papers in the question booklet.

You must not use:

- a) correcting pens, fluid or tape;
- b) erasable pens;
- c) highlighter pens in your answers (**although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet.** You may also use a highlighter pen to highlight extracts in any resource material provided);
- d) gel pens in your answers;
- e) blotting paper.

19.5 **The invigilator may:**

- a) read the question paper rubric (the instructions on the front of the question paper) to the candidates.

19.6 **The invigilator must:**

- a) announce clearly to the candidates when they may complete the details on their answer booklet;
- b) announce clearly to the candidates when they may begin to write their answers. **The examination will formally start at this point;**
- c) specify the time allowed for the paper(s);
- d) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- e) remind candidates sitting timed Art examinations that the work produced during the timed test period **must** be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room; **(The timed Art examination must be carried out under formal examination conditions.)**
- f) only answer questions from candidates about the instructions on the front of the question paper.

19.7 **The invigilator must not:**

- a) direct candidates to particular questions or particular sections of the question paper;
- b) make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator **must** however, refer the matter immediately to the exams officer;
- c) give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body;
- d) comment on the content of the question paper;
- e) read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- f) re-phrase a question for a candidate;
- g) explain any subject-specific or technical terms to a candidate;
- h) offer any advice or comment on the work of a candidate;
- i) unless the candidate has been awarded a prompter, give any indication of the time elapsed or remaining. This also extends to where a question paper consists of distinct sections. **(A five minute warning to candidates may only be given at the end of the examination.)**

The invigilator must not undertake any of the above as they constitute malpractice.

Advice: Wording is given in **Appendix 3, page 53**, for invigilators to use, if they wish.

Advice: As candidates complete the details on their answer booklet, invigilators should move around the exam room ensuring that this is being done.

During the examination

20. Supervising the candidates

- 20.1 Invigilators **must** supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- 20.2 Invigilators **must** be vigilant and remain aware of emerging situations, looking out for malpractice or candidates who may be feeling unwell. Any irregularities **must** be recorded.
- 20.3 Invigilators are required to move around the assessment area quietly and at frequent intervals.
- 20.4 During a practical examination, candidates may need to move around and spoken instructions may be necessary. These **must** be limited to those which are essential to achieve the objectives of the examination. However, all other regulations within this booklet apply.

Advice: Place invigilators at the front, back and sides of the room if possible.

Advice: An exam room incident log should be used to record any irregularities.

Centres may wish to use the form available on the JCQ website –

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exam-room-incident-log>

21. Candidates who arrive late

21.1 **A candidate who arrives after the start of the examination** may be allowed to enter the examination room and sit the examination. **This is entirely at the discretion of the centre.**

21.2 A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.

21.3 **A candidate will be considered very late if they arrive:**

- a) more than one hour after **the awarding body's published starting time for an examination** which lasts one hour or more, i.e. **after 10.00am for a morning examination** or **after 2.30pm for an afternoon examination.**

21.4 **For examinations that last less than one hour, a candidate will be considered very late if they arrive:**

- a) after the awarding body's published finishing time for the examination.

21.5 Where a candidate arrives very late for an examination you **must:**

- a) send the script to the awarding body/examiner in the normal way;
- b) submit **Form JCQ/VLA-Report on candidate admitted very late to examination room** within seven days of the examination having taken place.

You **must** provide the following information:

- o the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- o the actual starting and finishing times of the examination;
- o the time the candidate started the examination;
- o the time the candidate finished the examination.

- c) warn the candidate that the awarding body may not accept their script.

21.6 If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier.

The awarding body will then decide whether or not to accept the script.

21.7 **Centres should note that there is no requirement to complete any paperwork for those candidates who arrive within one hour of **the awarding body's published starting time for an examination** which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination.**

22. Completing the attendance register

22.1 **Centres must pay close attention to the completion of the attendance register. Failure to do so will impact upon an awarding body's ability to deliver an accurate set of results.**

22.2 **The attendance register is a key part of the process of identifying candidates present in the examination room (see section 16, page 31).**

22.3 The attendance register **must** be completed before the end of the examination. This will ensure that a check can be made as the scripts are collected.

22.4 **The invigilator must:**

- a) accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred;
- b) write on the attendance register the details of candidates who took the examination but are not shown on the register; (The exams officer **must** make formal entries to the awarding body as soon as possible, if this has not already been done.)
- c) cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

22.5 **The centre must:**

- a) brief invigilators on arrangements for transferred candidates (where relevant);
- b) keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Advice: Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts.

Advice: Centres may record candidate attendance data for examinations through their MIS and produce a centre generated attendance register. Centres **must** submit attendance data but there is not a requirement for centres to use the paper attendance registers produced by the awarding bodies.

A centre generated attendance register **must** list:

- a) the centre number;
- b) paper details, including tier, and date of examination;
- c) candidate numbers and candidate names;
- d) whether candidates were present or absent for the examination.

For Pearson examinations centres **must** continue to use the address label, as found at the bottom of the attendance register, when despatching scripts.

23. Leaving the examination room

- 23.1 **For examinations that last one hour or more**, candidates **must** stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after **the awarding body's published starting time for that examination**.
- 23.2 **For examinations that last less than one hour**, candidates **must** be supervised and question papers **must** be kept in secure storage until the published finishing time of the examination. **(Advice regarding examinations which last for less than an hour see Appendix 2, page 51.)**
- 23.3 Candidates who are allowed to leave the examination room temporarily **must** be accompanied by a member of centre staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
- 23.4 Candidates who have finished the examination and have been allowed to leave the examination room early **must** hand in their script, including their question paper, **before they leave the examination room**. Those candidates **must not** be allowed back into the room.
- 23.5 At the end of the examination candidates **must** hand in their script, question paper and any other material **before they leave the examination room**.
- 23.6 Where examinations have been re-scheduled in a morning or afternoon session, or to the following day, for one or more candidates, the question papers **must not** be released to members of centre staff:
- until the awarding body's published finishing time for the paper concerned; **or**
 - until **all** candidates within the centre have completed the paper concerned.
- 23.7 Question papers **must not** be removed from the examination room until all candidates have completed the examination.
- In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation (**see paragraph 7.4, page 11**), the invigilator **must** collect all question papers and pass **all** copies to the exams office for return to **the centre's secure storage facility**.
- 23.8 Upon completion of an on-demand BTEC examination, question papers **must not** be released to centre personnel and/or to candidates at any time. (This applies to both written and on-screen examinations.)

24. Malpractice

- 24.1 Where a candidate is being disruptive, the invigilator **must** warn the candidate that he/she may be removed from the examination room.

The candidate **must** also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

- 24.2 The invigilator **must** record what has happened.

Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

- 24.3 **The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.**

Form JCQ/M1 - *Report of suspected candidate malpractice* - <http://www.jcq.org.uk/exams-office/malpractice> **must** be completed.

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

- 24.4 **The head of centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.**

- 24.5 Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification.

Candidates should be warned of the possible penalties an awarding body may apply.
See paragraphs 9.2 and 9.3, page 15.

- 24.6 **Examination scripts must be packed as normal (see section 28, page 44).
Form JCQ/M1 must be submitted separately to the relevant awarding body.**

Advice: Please refer to the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2018 to 31 August 2019*
<http://www.jcq.org.uk/exams-office/malpractice>

25. Emergencies

25.1 When dealing with emergencies you **must** be aware of your centre's policy and, where appropriate, any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

25.2 You **must** have a **written** centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.

25.3 The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- a) Stop the candidates from writing.
- b) Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.
- c) Advise candidates to leave all question papers and scripts in the examination room.
- d) Candidates should leave the room in silence.
- e) Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- f) Make a note of the time of the interruption and how long it lasted.
- g) Allow the candidates the full working time set for the examination.
- h) If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination. **Candidates must be given the opportunity to sit the examination for its published duration.**
- i) Make a full report of the incident and of the action taken, and send to the relevant awarding body.

25.4 As each incident will be different, advice **must** be sought from the relevant awarding body as soon as it is safe to do so. This is particularly so where the centre is concerned about the security of the examination(s).

25.5 Where candidates are unable to return to the building to complete the examination, the relevant awarding body **must** be contacted **immediately** for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.

Advice: A suggested emergency evacuation procedure for centres to use may be found on the JCQ website -
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/centre-emergency-evacuation-procedure>

At the end of the examination

26. Finishing the examination

26.1 At the end of the examination invigilators **must**:

- a) tell candidates to stop working and remind them that they are still under examination conditions;
- b) allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time. Tell them to stop working after the extra time allowed has passed;
- c) instruct candidates taking written examinations to:
 - make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre number;
 - make sure their answers are correctly numbered;
 - make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples **must not** be used. Treasury tags should only be used if permitted by the awarding body marking the papers.
- d) For examined vocational qualifications complete the invigilation certificate, if one is provided.

26.2 Candidates granted extra time and/or supervised rest breaks should carry on for the necessary additional time. Invigilators **must** be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks.

26.3 **Only a five minute warning to candidates is permitted.** Where candidates have different finishing times the centre **must** consider the impact on them.

27. Collecting scripts

27.1 Invigilators **must**:

- a) collect all the scripts/objective test sheets before candidates are allowed to leave the examination room;
- b) **check that there is a script/objective test sheet for every candidate marked as present on the attendance register;**
- c) **check that the names on the scripts match the details on the attendance register (except CCEA);**
- d) put the scripts/objective test sheets in the order shown on the attendance register;
- e) check that candidates have used their correct centre and candidate numbers;
- f) give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner.

27.2 Centres **must** ensure that scripts are kept secure at all times until they are despatched to the awarding body/examiner.

27.3 When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet. For example, centre number, candidate number, candidate name. In such a situation the correction should be counter-signed on the script. Centres **must not** alter any other details on the candidate's script.

27.4 Scripts are confidential between the candidates and the awarding body. **No-one may read them or photocopy them before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.**

After the examination

28. Packing scripts

28.1 You **must**:

- a) check that you have enough large plastic envelopes to despatch all your scripts. Contact the relevant awarding body if you think you may need more;
- b) use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts you have to send;
- c) ensure that every script or objective test sheet from the examination has been included – **only one set of examination papers per plastic envelope**;
- d) ensure that all scripts/objective test sheets for a unit/component are collected together, **including those for any candidates who have been accommodated separately**;
- e) enclose the relevant attendance register(s) with the scripts or objective test sheets. Scripts and objective test sheets **must** be in the same order as candidates appear on the attendance register. The attendance register **must** still be completed and sent even when there are no scripts due to all candidates being absent or withdrawn;
- f) ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. **The cover sheet must be placed inside the script**;
- g) use the pre-addressed labels provided by the awarding bodies. Ensure the correct label is used for each component and that the most up to date label is always used – do not use photocopied labels;
- h) always use only one label per package;
- i) always use the whole address label, stick it securely to the largest face of the package and ensure it is flat and crease free. **The address label must be visible and legible**;
- j) fasten envelopes securely, but do not use staples, string or brown tape.

28.2 You **must not**:

- a) include anything other than the examination scripts and the attendance register(s);
- b) identify your centre in any way to the examiner (for example, through compliment slips or franking machines), in order to ensure the marking process is anonymous;
- c) combine packages, even where scripts for more than one examination are going to the same address. If you have too many scripts from one examination to fit into one envelope, the awarding body will send extra address labels so that you can split the scripts into separate packages;
- d) overfill packages as they may split open during transit;
- e) write on labels or alter them in any way.

29. Sending scripts

29.1 You **must**:

- a) despatch scripts and accompanying attendance registers to the address provided on the same day of the examination wherever possible;
- b) ensure that any scripts that cannot be despatched on the scheduled day of the examination are despatched **no later than the next working day**;
- c) retain scripts in **the centre's secure storage facility** if kept within the centre overnight.

29.2 You should:

- a) try to despatch scripts from the morning and afternoon sessions of Friday 24 May 2019 that afternoon. If this is not possible, you **must** retain the scripts in secure storage. The scripts **must** be despatched **as early as possible** on Tuesday 28 May 2019.

29.3 Where there is a window for delivering an examination, centres **must** make sure that all scripts are despatched by the end of that period.

29.4 **Centres not involved in the secure despatch of exam scripts service:**

- a) **must** obtain proof of postage/despatch for each packet of scripts, which **must** be retained on the centre's files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.)
- b) **must** use a method of despatch which is reliable and ensures prompt delivery.

30. Unused stationery

30.1 **The invigilator must:**

- a) collect all unused stationery in the examination room;
- b) check it for any loose sheets which candidates may have missed;
- c) return it to the exams officer.

30.2 **The exams officer must:**

- a) return unused stationery to **the centre's secure storage facility** until needed for a future examination. **Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments.**
- b) destroy confidentially any out-of-date stationery.

Suggested wording for the invigilator’s announcement at the beginning of a written examination:

You may wish to laminate copies of this announcement or alternatively record it on a CD or tape. If using a CD or tape centres **must** consider alternative means of communication for candidates with a Hearing Impairment.

1.	You must now follow the regulations of the examination.
2.	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3.	Check your pockets now. Check for things such as notes, books, papers, iPods, mobile phones and smartwatches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now . Failure to do so may lead to disqualification.
4.	If you are wearing a wrist watch, remove it and place it on your desk.
5.	(For examinations with books that are allowed, add “check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s)”.)
6.	(For examinations where a calculator is allowed, add “make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions and that you have cleared anything stored in the memory”.)
7.	Check that you have been given the correct paper for the day, date, time , subject, unit/component and tier.
8.	Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use.
Pause to allow time for candidates to fill in the details	
9.	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10.	Check that you have all the materials you need for the exam.
Pause to allow time for queries	
Tell the candidates about any erratum notices	
11.	Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12.	You must write in the designated sections of the answer booklet.
13.	You must write all rough work in your answer book and neatly cross it through with a single line. For multiple-choice papers, add “you must do any rough work in the question booklet.”
14.	You must not use correcting pens, fluid or tape, erasable pens, blotting paper. You must not use highlighters or gel pens in your answers.
15.	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator’s attention.
16.	If the fire alarm sounds, please stay seated - wait for instructions from the invigilator.
Tell the candidates when they may begin and how much time they have	



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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014



AQA City & Guilds CCEA OCR Pearson WJEC

Information for candidates

For written examinations - effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	



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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION

**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.



Produced on behalf of AQA, CCEA, OCR, Pearson and WJEC

Notice to Centres

The people present in the examination room

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.

Section 17, page 32, of the JCQ publication *Instructions for conducting examinations* provides clarity on who may be present in the examination room.

The head of centre has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and on-screen tests.

Invigilators **must** have been trained to undertake their duties as per **section 12, page 20**, of the JCQ publication *Instructions for conducting examinations*.

The following rules relate to centre staff other than exams officers and invigilators.

Senior members of centre staff, such as an Assistant Headteacher, **approved by the head of centre and who have not had overall responsibility for the candidates preparation for the examination(s)**, may be present at the start of the examination(s). When entering an examination room, **the senior member of centre staff must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper **for the day, date, time, subject, unit/component and tier of entry if appropriate;**
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, (except in timed Art tests and timetabled CCEA and **WJEC GCE A2** Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under formal examination conditions and the strict protocols must be adhered to.