



Joint Council for  
Qualifications

## **Instructions for conducting examinations**

**1 September 2019 to 31 August 2020**

**For the attention of heads of centre,  
senior leaders within schools and colleges and  
examination officers**

Produced on behalf of:



These *Instructions* **must** be used in **timetabled written and on-screen examinations** of the following qualifications:

AEA;

AQA Applied General qualifications;

AQA Level 1, Level 2 and Level 3 Technical qualifications;

BTEC qualifications (BTEC Firsts, BTEC Level 2 Technicals, BTEC Nationals, BTEC Tech Awards);

Cambridge Nationals;

Cambridge Technicals;

**City & Guilds Level 2 & Level 3 Technical qualifications**

Edexcel Awards;

Edexcel International GCSE;

ELC;

FSMQ;

GCE;

GCSE;

OCR Level 3 Certificates;

WJEC Level 1 and Level 2 General qualifications;

WJEC Level 1 and Level 2 Vocational Awards and Certificates; and

**WJEC Level 3 Applied Certificates, Diplomas and Extended Diplomas**

They also apply to timed Art examinations as well as timetabled CCEA Science practical examinations and WJEC GCE A2 Science practical examinations.

These *Instructions* are for examinations held between 1 September 2019 and 31 August 2020.

The *Instructions* may also apply to other qualifications as specified by the conducting awarding body.

As part of the National Centre Number Register annual update, heads of centre and senior leaders are confirming their adherence to these *Instructions* and the *General Regulations for Approved Centres*.

Centres should note that any reference to 'JCQ' or 'Joint Council for Qualifications' within this document should be read as JCQ<sup>CIC</sup> or the Joint Council for Qualifications<sup>CIC</sup>.

# Changes to this year's booklet

**Heads of centre, senior leaders and examination officers must familiarise themselves with the entire contents of this booklet.**

Changes made to the contents of this booklet since the previous version (1 September 2018 to 31 August 2019) are highlighted for easy identification.

## The following principal changes should be noted.

### Paragraphs 1.6 and 1.7, page 2

Centres **must** note the procedures for the checking of question paper packets and their subsequent transfer to the secure storage facility.

### Paragraph 2.1, page 3

The awarding body **must** be informed **immediately** if material has been received in error.

### Paragraph 3.6, page 4

It is not mandatory to store examination stationery in the secure storage facility. However, examination stationery **must** be stored in the secure room. The *Frequently Asked Question* published in December 2018 has now been incorporated.

### Paragraph 3.7, page 4

Mock examinations and internal school tests may be stored in the secure room. They **must** be stored separately though from 'live' awarding body material and be clearly labelled.

### Paragraph 3.8, page 4

Where the volume of question papers is too great for the secure storage in one room, additional rooms **must** be used within the centre. Any additional room(s) **must** meet the requirements for secure storage.

### Paragraph 5.2 (a), page 7

You may open the packet(s) of question papers within 90 minutes of the awarding body's published starting time for the examination in order to make them up into more appropriately sized sets for the different rooms.

### **Paragraph 7.5, page 12**

Candidates may revise using their own resources whilst under centre supervision between examinations but **must not** be coached by a member of centre staff.

### **Section 8, page 13**

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. Particular attention should be paid to **paragraph 8.3, page 13**.

### **Paragraph 11.4, page 18**

Attention **must** be paid to noise levels, whether internal or external, intermittent or continuous.

### **Paragraph 11.17, page 19**

Clarification, and more detailed information, has been provided on the use of the designated examination room for internal school tests and mock examinations. The *Frequently Asked Question* published in December 2018 has now been incorporated.

### **Section 12, page 21**

Invigilators **must** be made aware of the JCQ document *Checklist for invigilators (for written examinations)*.

A record of the content of the training given to invigilators **must** be available for inspection.

### **Paragraph 12.2 (a), page 22**

Invigilators **must not** read the question paper.

### **Paragraph 12.3 (d), page 22 and paragraph 17.1, page 33**

A senior member of teaching staff who has had overall responsibility for the subject department **cannot** act as an invigilator during the timetabled written examination or on-screen test, or be present at the start of the examination(s).

### **Paragraph 13.1, page 23**

Language Modifier replaces the term Oral Language Modifier.

### **Paragraph 13.6, page 24**

Where the candidate's own subject teacher is used to facilitate an access arrangement, an invigilator **must** be present at all times.

A record of the content of the training given to those facilitating an access arrangement **must** be available for inspection.

### **Paragraph 15.5, page 31**

Clarification, and more detailed information, has been provided in the context of the contingency day, Wednesday 24 June 2020. The *Frequently Asked Question* published in December 2018 has now been incorporated.

### **Paragraph 16.4, page 32**

Invigilators **must** be informed of those candidates with access arrangements. Invigilators **must** be made aware of the particular access arrangement(s) awarded.

### **Paragraph 19.1, page 36**

Candidates **must not** talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

### **Paragraph 22.4, page 40**

The attendance register **must** have been completed before the end of the examination.

### **Paragraph 23.3, page 41**

Where a candidate is allowed to leave the examination room temporarily, the member of centre staff accompanying the candidate **must not** be the candidate's subject teacher or a subject expert for the examination in question.

### **Paragraph 25.3, page 43**

In the event of an emergency such as a fire alarm or bomb alert, candidates **must** be advised to close their answer booklet.

## **Resources for examination officers**

The JCQ Member awarding bodies have produced the following documents to assist examination officers -

Centre emergency evacuation procedure

Checklist for invigilators (for written examinations)

Exam Day Checklist

Exam Materials Receipt Log – at the point of delivery to the centre

Exam Materials Receipt Log – Exams Officer

Exam Room Incident Log

Pre-Series Checklist

Second Pair of Eyes Check form

These documents may be found at:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

## **Centre Admin Portal (CAP)**

Alternative site arrangements and Very Late Arrivals are processed using the Centre Admin Portal (CAP).

The Centre Admin Portal can be accessed using any of the awarding bodies' secure extranet sites.

## Contents

<b>Introduction</b>	1
<b>Preparing for the examination</b>	
1. Keeping question papers and other examination materials secure	2
2. Checking question paper packets	3
3. Conditions for storing question papers and any other confidential material	4
4. Handling of encrypted secure material on the day of an examination/assessment	7
5. Removing question papers from secure storage	7
6. Starting times for examinations	9
7. Timetable clashes	11
8. Overnight supervision arrangements	13
9. Resources for examinations	15
10. Using calculators	16
11. Accommodation	17
12. Invigilation arrangements	21
13. Invigilation arrangements for candidates with access arrangements	23
14. Access Arrangements	25
15. Contingency planning	31
<b>At the beginning of the examination</b>	
16. Identifying candidates	32
17. The people present	33
18. Question papers, stationery, materials and other equipment	34
19. Starting the examination	36
<b>During the examination</b>	
20. Supervising the candidates	38
21. Candidates who arrive late	39
22. Completing the attendance register	40
23. Leaving the examination room	41
24. Malpractice	42
25. Emergencies	43
<b>At the end of the examination</b>	
26. Finishing the examination	44
27. Collecting scripts	44
<b>After the examination</b>	
28. Packing scripts	45
29. Sending scripts	46
30. Unused stationery	46

## Appendices

<b>Appendix 1</b>	Instructions for conducting on-screen tests
<b>Appendix 2</b>	Advice regarding examinations which last for less than an hour
<b>Appendix 3</b>	Suggested wording for the invigilator's announcement at the beginning of a written examination
<b>Appendix 4</b>	Warning to Candidates†
<b>Appendix 5</b>	Information for candidates – written examinations†
<b>Appendix 6</b>	Information for candidates – on-screen tests†
<b>Appendix 7</b>	Mobile Phone poster†
<b>Appendix 8</b>	Notice to Centres – the people present in the examination room

†These JCQ documents are only provided electronically to centres.

They may be found on the JCQ website - <http://www.jcq.org.uk/exams-office>



# Introduction

These *Instructions* have been produced to enable all centres to administer examinations in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process. Failure to adhere to these *Instructions* could adversely affect candidates, either at a local level within your centre or potentially, in the event of a breach of question paper security, at a national or international level.

They **must** be read in conjunction with the JCQ publication *General Regulations for Approved Centres, 1 September 2019 to 31 August 2020* –

<http://www.jcq.org.uk/exams-office/general-regulations>

Centres **must** ensure that the JCQ *Information for candidates* documents (on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to examinations taking place. These documents may be found at:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## JCQ Centre Inspection Service

The JCQ Centre Inspection Service will visit centres throughout the year.

**You must ensure that your centre is permanently staffed between 8.30 am to 3.30 pm during term time.**

A senior member of staff, or a member of the exams office, **must** be available until such time that all afternoon examinations have been completed, examination scripts despatched or placed in the centre's secure storage facility for despatch the next working day.

**You must co-operate with any visit from an Inspector.** A senior member of staff, or a member of the exams office, **must** be available to accompany the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility. Authorised Inspectors will present and identify themselves to the centre by means of an identity card.

## Malpractice

Any breach of these *Instructions* can constitute malpractice as defined in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2019 to 31 August 2020* - <http://www.jcq.org.uk/exams-office/malpractice>

# Preparing for the examination

## 1. Keeping question papers and other examination materials secure

- 1.1 The following instructions apply to all confidential materials, e.g. question papers in any format, in order to ensure the integrity and security of the examinations.
- 1.2 The awarding body **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 the awarding bodies **immediately**.
- 1.3 Centres **must** be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.
- 1.4 Centres **must** ensure that envelopes and boxes containing confidential materials are signed for. A log **must** be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received **must** be logged.

The JCQ has produced Materials Receipt Logs for centres to use. These can be found at:  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exams-materials-receipt-log---at-the-point-of-delivery-to-the-centre> and  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exams-materials-receipt-log---exams-officer>

- 1.5 Centres **must** make appropriate arrangements to ensure that confidential materials are only delivered to those authorised by the head of centre.
- 1.6 At the point of delivery the question paper packets, still in their despatch packaging, **must** be moved **immediately** to the secure room for checking and transferral to the centre's secure storage facility, as defined on **pages 5 and 6**. It is for the head of centre to set out the appropriate terms of authorisation for members of centre staff.
- 1.7 At the point the question paper packets are removed from the despatch packaging they **must** be checked, as defined in **section 2, page 3**, and then immediately locked away in the secure storage facility. This **must** take place as soon as possible on the day the question papers are received. If this is not possible, due to a late delivery or the unavailability of authorised members of staff, the material **must** be transferred immediately into the secure storage facility until it can be checked, which **must** be no later than the next working day.
- 1.8 Examination materials **must** only be accessed in accordance with the awarding body's specific instructions.
- 1.9 **Only persons authorised by the head of centre and the exams officer must be allowed access to the centre's secure storage facility.**
- 1.10 Centres **must** maintain the confidentiality of candidate responses and candidate details.
- 1.11 Centres **must** ensure that all timed assignments are stored securely both before and after examination sessions.

## 2. Checking question paper packets

2.1 **Centres must check the question paper packets and examination material carefully when removing them from the despatch packaging. This must be undertaken in the secure room.** (See page 5 for a definition of the secure room). The awarding body must be informed **immediately** if there are any problems, e.g.

- a) it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
- b) there are any differences between the material received and the despatch/delivery note;
- c) the material has been significantly damaged in transit or upon opening;
- d) the material appears not to meet your requirements;
- e) **the material has been received in error.**

2.2 The question paper packets **must** be checked against the awarding body's despatch note and your centre timetable or entries and arranged in timetable order to reduce the possibility of opening a packet at the wrong time.

2.3 Modified question papers may arrive separately from your main despatch of question papers.

### 3. Conditions for storing question papers and any other confidential material distributed to centres in advance of the examinations – “a box within a box”

- 3.1 Question papers and pre-release materials, as issued by the awarding bodies, **must** always be stored in the centre's secure storage facility, e.g. safe, security cabinet, **at the centre's registered address in a secure room. The secure room will be solely assigned for the purpose of administering secure examination materials, restricted to two to four key holders only.** This is commonly referred to as a “box within a box”. The requirements as per **pages 5 and 6** must be met.

**For electronic assessment materials please see page 7.**

- 3.2 The National Centre Number Register Team, - [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk) (as administered by OCR on behalf of the JCQ awarding bodies – AQA, CCEA, OCR, Pearson and WJEC) **must be informed no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility.** As a result of this notification a centre inspection will take place.
- 3.3 Question papers **must** be kept in their sealed packets.
- 3.4 **The centre's secure storage facility must only contain current and 'live' confidential material, restricted to the designated two to four key holders. Past examination question papers must not be kept in the centre's secure storage facility.**
- 3.5 The centre's secure storage facility **must** have the capacity to hold up to three weeks of question papers and any other confidential material.
- 3.6 Examination stationery, e.g. answer booklets and formula booklets, **must** be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is **not** mandatory.
- 3.7 Mock examinations and internal school tests may be stored in the secure room. They **must** however be kept separately from 'live' awarding body material at all times and be clearly identified.
- 3.8 If the volume of question papers is too great for the secure storage in one room, you **must** use additional rooms within the centre. These additional rooms **must** also meet the requirements for secure storage.

**Secure room ('the box')**

Requirement - 'a box within a box'	Note	Additional information
<p><b>A secure <u>room</u> solely assigned to exams in a fixed building, i.e. not a Portakabin or similar</b></p> <p><b>Walls, ceiling and floor of strong, solid construction</b></p> <p><b>Solid door or reinforced door with:</b></p> <p>Strong secure/heavy duty hinges; <b>and</b></p> <p>Security lock e.g. 5 lever mortice lock <b>or</b> coded keypad lock <b>or</b> electronic security lock; <b>and</b></p> <p>2 to 4 key holders only</p> <p><b>The following <u>must</u> also be met (where applicable):</b></p> <p>If question papers are stored in a room with windows, which are easily accessible, bars <b><u>must</u></b> be fitted <b>or</b> the room alarmed. If the room has a glass panel in or above the door, e.g. for health and safety reasons, the glass <b><u>must</u></b> be toughened safety glass.</p>	<p>Preferably on an upper floor with no windows</p> <p>Stud partition walls are only acceptable with metal reinforcement.</p> <p>A hollow panel door would require extra metal reinforcement.</p> <p>Upper floor window(s) with a balcony or flat roof <b><u>must</u></b> be fitted with bars <b>or</b> the room alarmed.</p> <p>The room <b><u>must not</u></b> have a door which directly leads out to the exterior of the building.</p>	<p>The room <b><u>must</u></b> only contain exam related material and access <b><u>must</u></b> be restricted to members of staff directly involved in the administration of examinations (2 to 4 key holders only). A large cupboard is acceptable provided someone can walk into it, close the door behind them and sort confidential exam material in private. A second box built around the secure storage unit is not appropriate. The room cannot house any other items or equipment e.g. a server, a boiler, electrical units or any archive material.</p> <p>Unless a wall is solid brick it <b><u>must</u></b> be reinforced with metal. The type or thickness of the metal is not specified but it <b><u>must</u></b> be metal sheeting or strong, heavy duty mesh. There is no requirement to cover it over afterwards; it can be as simple as just fixing the sheeting to the surface of the walls in the room. Please note MDF <b><u>is not</u></b> considered sufficiently robust.</p> <p>The metal sheeting <b><u>must</u></b> be screwed on the inside of the panel door.</p> <p>Cylinder locks <b><u>are not</u></b> acceptable.</p> <p>There <b><u>must</u></b> be at least 2 keys rather than 1 key with 2 or more members of staff with access to it. Centres <b><u>must not</u></b> keep a spare set of keys anywhere they can be accessed, including a cabinet or safe, by members of staff who are not involved in exams administration. Keys <b><u>must</u></b> either be kept on the key holder's person or kept in a coded key safe which is only accessible to the designated key holders.</p>

**Secure storage facility ('the box within the box')**

Requirement - 'a box within a box'	Note	Additional information
<p><b>The secure room(s) must contain one of the following: (with 2 to 4 key holders only)</b></p> <p>Strong non-portable safe</p> <p><b>or;</b></p> <p>Non-portable security cabinet with multi-point locking system</p> <p><b>or;</b></p> <p>Metal cabinet with <b>full length external locking bar</b>, bolted to wall or floor</p> <p><b>or where a centre has large numbers of question papers to store:</b></p> <p>Metal security screen, e.g. roll down shutter, <b>directly in front of open shelving</b></p>	<p>Small safes <b>must</b> be fixed securely in place.</p> <p>A full length external locking bar will ensure that question papers are stored in a secure environment at all times.</p>	<p>The small lockable boxes you often find in hotel rooms <b>are not</b> suitable.</p> <p>A multi-point locking system means a cabinet with thick heavy duty bolts in the door (not a slim internal bar).</p> <p>A filing cabinet requires a full length external locking bar that runs the entire length of the centre of the cabinet.</p> <p>A standard wardrobe style cabinet requires an external locking bar across the entire width of the cabinet. These cabinets can be purchased with a pre-fitted bar that runs the entire length covering the point where the doors meet.</p> <p>The screen <b>must</b> be directly flush against the shelving, in effect creating a cabinet. It <b>cannot</b> be directly behind or in front of a door.</p>

Where a centre is planning to install security screens advice **must** be sought from the JCQ Centre Inspection Service prior to instalment. This will allow the centre to run through their plans with the JCQ Centre Inspection Service.

## 4. Handling of encrypted secure material on the day of an examination/assessment

- 4.1 Encrypted question papers received via e-mail or downloaded from an awarding body's secure extranet site on the day of an examination and subsequently printed, **must** be stored as per **pages 5 and 6**.
- 4.2 The centre **must** maintain the integrity and security of the electronic question paper throughout the downloading, printing and collating process. **Only authorised members of centre staff must have access to electronic question papers.**

## 5. Removing question papers from secure storage

- 5.1 **In order 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. This check must be recorded.** The JCQ has produced a template for centres to use. This can be found at: <https://www.jcq.org.uk/exams-office/ice--instructions-for-conducting-examinations/second-pair-of-eyes-check-form>
- 5.2 You may open the packet(s) of question papers **provided the following conditions (as below) are met** in order to make them up into more appropriately sized sets for the different rooms on one or more sites.
- You should open as few packets as possible and **within 90 minutes of the awarding body's published starting time for the examination.** Centres following this approach should note that prior awarding body approval **is not** required.
  - The question paper packet must be opened in the secure room and not in the examination room.** The question paper packet **must** be re-sealed and placed back into the centre's secure storage facility.
  - The question papers extracted from the packet **must** be taken to the allocated room in **a sealed envelope**. An invigilator **must** be present in the room at all times. **Question papers must not be left unattended.**

**In all other circumstances question paper packets must be opened in the designated examination room(s).**

- 5.3 Where a candidate requires **a computer reader (and approval for the arrangement has been granted by *Access arrangements online*) or a question paper on coloured/enlarged paper** you are permitted to open the question paper packet **in the secure room** within 90 minutes of the awarding body's published starting time for the examination.

However, **it is strongly recommended** that a non-interactive electronic (PDF) question paper is ordered or accessed via the awarding body's secure extranet site. (Please check awarding bodies' websites for further guidance.)

Where a candidate requires a question paper on coloured paper and/or A3 paper, printing directly from a PDF of the question paper will ensure better print quality and reduce the possibility of human error when collating and stapling.

- 5.4 Where an awarding body has granted approval for a **Language Modifier** he/she may have access to the question paper **60 minutes prior to the awarding body's published starting time for the examination in order to prepare.**
- 5.5 Where the SENCo has granted the candidate a Communication Professional and/or a Live Speaker:
- a) the Communication Professional may have access to the question paper **60 minutes prior to the awarding body's published starting time for the examination** in order to prepare;
  - b) the Live Speaker may have access to the transcript of the Listening examination **60 minutes prior to the awarding body's published starting time for the examination** in order to prepare.

**A reader and/or a scribe is not allowed access to the question paper prior to the starting time for the examination in order to prepare.**

- 5.6 Where confidential materials such as live assignments are required to be opened in advance of the examination and held for use over an extended period, strict precautions **must** be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site.
- a) They **must** only be issued at the time of the assessment and **must** be collected at the end of the assessment session.
  - b) They **must not** be removed from the centre and when not in use **must** be kept secure under the conditions described on **pages 5 and 6**.
  - c) Each copy **must** be checked **prior to the examination** to ensure that it is clean and free from pen or pencil annotations or amendments.
  - d) Live assessment material **must not** be used as practice material for any qualifications.
- 5.7 Centres should consult the JCQ *Notice to Centres – Instructions for conducting GCSE & GCE Modern Foreign Languages & Irish Listening examinations: CD players, MP3 players, laptops, tablets and digitising listening material* which may be downloaded from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>



## 6. Starting times for examinations

- 6.1 For general qualifications the awarding bodies' 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.

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.**

**Other timings may apply to vocational qualifications.** Where vocational examinations are scheduled to commence at other times, the same arrangements for timetable clashes apply.

**Candidates must always be allowed the full amount of time specified for the examination, as per the awarding body's published timetable.**

**You must refer to Section 21, *Candidates who arrive late*, page 39, 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 52.**)

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

## 7. Timetable clashes

7.1 You **must not** vary the timetable if a timetabled examination clashes with any of the following:

- a) work experience;
- b) a school function or closure;
- c) field trip;
- d) sporting events below international level;
- e) holidays and weddings;
- f) a candidate's personal arrangements;
- g) a clash between papers of different awarding bodies or specifications in the same subject at the same qualification level.

7.2 **In exceptional circumstances** where the size of the cohort means that it is not possible for all candidates to sit the examination(s) at the same time, you may split the cohort into two groups. One group of candidates will sit the examination earlier than or later than the awarding body's published starting time.

**The security of the examination(s) must be maintained at all times. You must supervise candidates in line with paragraph 7.5, page 12. There is no need to complete any paperwork and prior permission from an awarding body is not required.**

7.3 **If candidates are taking two or more examinations in a session and the total time is three hours or less**, you may decide the order **within the timetabled session** in which to hold them.

You may also give candidates a supervised break of **no more than twenty minutes between papers within a session**. This **must be conducted within the examination room, under formal examination conditions at all times**\*. Therefore candidates **cannot** revise.

\*For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, **with the candidate being supervised at all times**†.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in **section 5.1** of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

- 7.4 If candidates are taking **two or more papers timetabled in a session** and the total time is **more than three hours including approved extra time allowances and/or supervised rest breaks**†, you may conduct an examination in a later or earlier session **within the same day**. There is **no need to complete any paperwork**. **Prior permission from an awarding body is not required**.

You may determine the examination which is to be conducted in a later or earlier session within the same day.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

The security of the examination **must** still be maintained. You **must** supervise candidates in line with the requirements in **Points a) to d) and paragraph 7.5, as below**.

- a) **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.**  
Question papers used by those candidates **must** be kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination.
- b) **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 for that examination.**
- c) **Candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin it.**
- d) If some candidates are allowed to take an examination in a different session from other candidates at your centre, you **must** seal all copies of the question paper used in the earlier session in an envelope and return them to the centre's secure storage facility.

- 7.5 **'Centre supervision' means that a member of centre staff, or an invigilator, will be in the same room as the candidate(s) at all times.**

Candidates may revise using their own resources whilst under centre supervision between examinations but **must not**:

- a) be in possession of an electronic communication/storage device or have access to the internet;
- b) have contact with any candidate who has sat the examination;
- c) **be coached by a member of centre staff.**

## 8. Overnight supervision arrangements

**Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted.**

8.1 When candidates are entered for **multiple examinations (three or more examinations)** timetabled for the same day and the total duration for those papers is:

- a) **more than** six hours for GCE examinations (AS, A2, A-level), **including approved extra time allowances and/or supervised rest break†**; or
- b) **more than** five and a half hours for GCSE examinations, **including approved extra time allowances and/or supervised rest break†**;

**candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (see paragraph 8.5, page 14). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.**

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in **section 5.1** of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

8.2 Where a candidate is allowed to take an examination the following morning, **the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times** while he/she is on the premises sitting examinations. The candidate **must** be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination. The centre **must** ensure there is no contact with other candidates.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's well being.

8.3 **The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, Internet and social media. It also extends to television and radio, which could report key details of the day's examinations.**

The head of centre **must** be satisfied of any arrangement for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examination throughout.

- 8.4 The JCQ form *Timetable variation and confidentiality declaration for overnight supervision* **must** be completed **before** the overnight supervision is to commence.

**You must:**

- a) **inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* ; <http://www.jcq.org.uk/exams-office/malpractice>**
- b) be satisfied that the arrangements maintain the integrity and security of the examination;
- c) **keep all completed forms available in your centre for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested;**
- d) inform the relevant awarding body **immediately** of any known or suspected contravention of the arrangements for overnight supervision of a candidate.

**The awarding body may use appropriate means to check that the conditions for overnight supervision have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding body would allow such concessions to be made in the future.**

The head of centre **must** be satisfied of any arrangement for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examinations throughout.

- 8.5 **You must re-arrange for the following morning any examination that cannot be taken in the scheduled afternoon session. If an examination from Friday afternoon is deferred, it must be taken the following morning, i.e. Saturday morning.**
- 8.6 If some candidates are allowed to take an examination on a later day than other candidates at your centre, all copies of the question paper used on the earlier day **must** be sealed in an envelope and returned to the centre's secure storage facility until all candidates at your centre have taken that examination.

## 9. Resources for examinations

- 9.1 Candidates may use resources such as anthologies, 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 2019 to 31 August 2020* - <http://www.jcq.org.uk/exams-office/malpractice>

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

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.
- 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 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) the candidate's home;
  - c) a local church hall;
  - d) a local community hall;
  - e) a local sports hall;
  - f) another building owned by the centre which is situated at a different location from the centre's registered address;
  - g) the centre operates as part of a consortium at Borough/County level or through a Multi-Academy Trust and is able to transport question papers and other examination material in a secure manner to another local centre within 90 minutes of the awarding body's published starting time for the examination;

**you must notify the JCQ Centre Inspection Service by submitting on-line, using the Centre Admin Portal (CAP), the JCQ Alternative Site form 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 **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 at the alternative site in accordance with this document.**

## 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 noise, whether internal or external, intermittent or continuous.**

- 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 and/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 55**) and the JCQ Mobile Phone poster (**Appendix 7, page 58**) **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 the seating plans that are held as part of your centre records.

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.

11.17 **Internal school tests, mock examinations, revision sessions or coaching sessions cannot be conducted in a room 'designated' as an examination room.**

During these periods the room **cannot** be used for any purpose other than conducting external examinations. Formal examination conditions **must** be maintained for those candidates taking external examinations. At all other times the room may be used for alternative purposes.

A room becomes a 'designated examination room' as soon as exams office staff begin to check and prepare it to ensure compliance with **Section 11** of the JCQ publication *Instructions for conducting examinations*.

As soon as preparation for the examination begins, no other activity can take place in that room. Candidates sitting examinations **must not** be allowed into the room until the preparation is complete and they are invited to enter the room, under supervised conditions, to start their examination.

The room remains a 'designated examination room' up to the point when all candidates have left and all related materials such as candidates' scripts, question papers and resource materials have been removed from the room.

You **must** ensure that there is adequate time allowed for the set up and clearing of the room before and after the scheduled examination time, throughout which period the room is 'designated' and cannot be used for any other activity. Centres will need to determine what constitutes 'adequate time' to meet their individual needs, which will be influenced by factors such as the size of the room and the number and nature of the examinations being conducted.

11.18 For on-screen tests centres **must** refer to **Appendix 1, Section 6, Accommodation, page 49**.

11.19 Any candidate suffering from, **or suspected of 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

**It is the responsibility of the head of centre to ensure that invigilators are appropriately trained in their duties.**

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.

You **must** make sure that invigilators know what is expected of them. **Invigilators must be made aware of the *Checklist for invigilators (for written examinations)*** - <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/checklist-for-invigilators-for-written-examinations>

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 available for inspection** and 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.

When contracting supply staff to act as invigilators the head of centre **must** ensure that such persons are competent and fully trained, understanding what is and what is not permissible. **An assurance from a recruitment agency, for example, would not on its own be sufficient.**

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. **This also extends to reading the question paper.**

## 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:
  - o **at least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations;**
  - o **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;**
  - o invigilators may be changed, as long as the number of invigilators present in the examination room **does not** fall below the required number;
  - o 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. This will also apply where the invigilator is additionally acting as a practical assistant, a reader and/or a scribe.**
- 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 a teacher who teaches the subject being examined, **or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test;**
- e) 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 Language Modifier

The candidate and the Language Modifier wherever possible should be accommodated in another room.

A separate Language Modifier and invigilator **must** be available for each candidate. The invigilator **must** listen carefully and observe the conduct of the Language Modifier **throughout the duration of the examination**. The invigilator **must** countersign the cover sheet ensuring that it accurately reflects the actions of the 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) **a 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. Where the candidate's own subject teacher is used, an invigilator must be present at all times.** The person appointed 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, **a 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 available for inspection and 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) **a 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, **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 Modern Hebrew and GCSE Panjabi** 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 2019 to 31 August 2020* - <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 a 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 2019 to 31 August 2020* - <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 - <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>
- 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 typewriter, 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 - <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms> 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, JCO 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 24 June 2020** 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.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2020, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, **up to and including the contingency day on 24 June 2020**. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre **must** conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements. Centres **must** therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

# 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 40).**

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.

16.4 **Invigilators must be informed of those candidates with access arrangements. Invigilators must be made aware of the particular access arrangement(s) awarded.**



## 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 subject department and/or preparing the candidates 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 59**) 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 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, **such as a suspected error on the question paper**, **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.**

**If the awarding body has not issued an erratum, then 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.**

## 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. **This check must be recorded.**

**Question papers must never be left unattended once they have been removed from the centre's secure storage facility.**

- 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.**
- b) The official examination stationery, e.g. answer booklets, 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:**

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

**are not permitted.**

This means that:

- o ideally, all unauthorised items are left outside of the examination room;
  - o any pencil cases taken into the examination room **must** be see-through;
  - o 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 54**) 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.**

**Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.**

- 19.2 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, pages 18-19** 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.

- 19.3 **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.

- 19.4 **The invigilator may:**

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

19.5 **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.

19.6 **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. **The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body;**
- 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 54**, 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 incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents **must** be recorded on an incident log.
- 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:** Centres may wish to use the Exam Room Incident Log 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 late, and is permitted by the centre to sit the examination, must be allowed the full time for the examination.**

21.3 **A candidate will be considered very late if he/she arrives:**

- 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.**
- b) after the awarding body's published finishing time for an examination that lasts less than one hour.

21.4 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 on-line, using the Centre Admin Portal (CAP), 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.

21.5 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, **who must be informed of the situation**, will decide whether or not to accept the script.

21.6 **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 32).

22.3 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.

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

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 52.)
- 23.3 Candidates who are allowed to leave the examination room temporarily **must** be accompanied by a member of centre staff. **This must not be the candidate's subject teacher or a subject expert for the examination in question.** 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, question paper **and any other material** **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 deferred to the following morning, 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 Scripts, question papers and any other material **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 12), 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 as per the JCO publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2019 to 31 August 2020* - <http://www.jcq.org.uk/exams-office/malpractice>

- 24.6 **Examination scripts must be packed as normal (see section 28, page 45).  
Form JCQ/M1 must be submitted separately to the relevant awarding body.**

## 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. **Candidates must be advised to close their answer booklet.**
- 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 full working time allowed has passed;**
- c) instruct candidates taking written examinations to:
  - o 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;
  - o make sure their answers are correctly numbered;
  - o 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.

26.2 **Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted 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. This is at the centre's discretion.** 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, **question papers and any other materials** 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 number;
- 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 for a unit/component 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 unit/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 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 22 May 2020 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 26 May 2020.

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 secure storage facility or secure room** 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.



Joint Council for  
Qualifications

**Instructions for conducting on-screen tests**  
**1 September 2019 to 31 August 2020**



## 1. Introduction

Centres **must** be authorised by the relevant awarding body to offer on-screen tests. They **must** ensure that they meet the arrangements detailed in this booklet and have the expertise to access, administer and support the test/examination.

## 2. Security

**In addition to the instructions set out in paragraphs 4.1 and 4.2 of this publication, page 7, the following instructions apply to all confidential materials relating to the administration and delivery of on-screen tests.**

- 2.1 Centres **must** have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.
- 2.2 Electronic test/examination materials **must** be stored securely at all times.
- 2.3 The test/examination materials **must** only be accessed in accordance with the awarding body's subject-specific instructions.
- 2.4 Candidate test password information **must** be stored securely and only given to candidates at the time of the examination.
- 2.5 **The invigilator must check the identity of each candidate and ensure that the correct ID and password are issued.** The candidate is responsible for inputting their ID and password, and ensuring that the name of the test and their details are correct. If the information presented to the candidate is incorrect they **must** notify the invigilator and cancel out of the examination before starting. The invigilator **must** give the candidate the correct ID and password in order to access their examination. If a candidate sits an examination in another candidate's name (whether or not it is intentional), this may constitute malpractice.
- 2.6 Confidential material (including discarded print-outs) **must** be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).
- 2.7 Centres **must** maintain the confidentiality of candidate responses and candidate details.
- 2.8 Centres **must** have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations having unauthorised external communication with other users of computers/laptops.

## 3. Timetabling of tests

- 3.1 For examinations which are timetabled, test sessions **must** take place according to the awarding body's timetable and will be restricted to the scheduled period.
- 3.2 You will need to plan and set up the sessions **before** the examination date, taking into account that access to the tests will be restricted to the test window by the software.
- 3.3 You **must** inform candidates which session and room they should attend.
- 3.4 Requirements for the supervision of candidates will differ between tests. You **must** always refer to the appropriate awarding body's subject-specific instructions.
- 3.5 **Where a test is on-demand, once the candidate has completed his or her test, there is no reason for the candidate to remain within the examination room.**

## 4. Use of calculators

The instructions set out in **section 10** of this publication, **page 16**, apply to all on-screen tests unless stated otherwise in the appropriate awarding body's subject-specific instructions.



## 5. Resources

- 5.1 Centres **must** ensure that sufficient work stations are available, including at least one replacement computer and printers where required. The equipment **must** be fit for purpose, meet the awarding body's minimum technical specifications and **must** be checked by a competent person before use.
- 5.2 You should consider using one work station as a 'control centre'. This **must** be monitored by an invigilator or a member of your centre's IT support team.
- 5.3 If more than one test is being conducted at the same time, you should consider using an additional 'control centre'. (**Please note that this is a requirement for AQA on-screen tests.**)
- 5.4 There **must** be appropriate policies and procedures in place to:
- protect the network and the security of the hardware and software which is used to deliver on-screen tests;
  - hold candidate responses.
- 5.5 The centre's management of the secure test environment in which on-screen tests operate **must** be robust.

**Advice:** Ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required.

- 5.6 You **must** display the following JCQ notices outside the examination room:
- Mobile Phone Poster (A3 version);
  - Warning to Candidates (A3 version).
- 5.7 Individual computers should show the time left for the test to run. If not, a clock **must** be visible to all candidates. The centre number, start and finish times **must** be displayed prominently.

**Advice:** Care should be taken to ensure that the clock displays on individual computers are accurate and synchronised for examination purposes.

## 6. Accommodation

- 6.1 Centres **must** ensure an appropriate assessment environment.
- 6.2 Where computers are used for assessment purposes the head of centre is responsible for ensuring that health and safety laws are followed. Particular attention **must** be given to:
- electrical safety;
  - environment, heat, light and ventilation;
  - user comfort and safety, such as the position of screens, wrist rests, foot rests, chairs, adjustable tables, copyholders and computer screens on adjustable arms.
- 6.3 The arrangement of workstations and the position of the invigilator's desk **must** facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.
- 6.4 The layout of the room for on-screen tests cannot be specifically defined since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room, centres **must** consider the following limitations:
- the distance between the screens as defined in **section 6.5, page 50**;
  - the division of the work space to allow any permitted additional materials to be used;
  - the use of booths, screens or partitions whether temporary or permanent;
  - impact on invigilation requirements;
  - ratio of invigilators.

- 6.5 Each work station **must** be isolated by **a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next**, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens.
- 6.6 Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. **The principal objective is to ensure that no candidate's work can be overseen by others.** Appropriate steps **must** be taken to ensure that this can be achieved.
- 6.7 Candidates should normally be seated in candidate number order. However, candidates permitted extra time should be seated where they will not be disturbed by candidates who have completed the test.
- 6.8 Candidates **must not** be permitted to change seats unless asked to do so by the invigilator.

**Advice:** Centres should decide how to accommodate large numbers of candidates.

The following alternatives should be considered:

- seating candidates sitting the same test at alternate computers;
- seating a candidate next to someone entered for a different tier;
- seating a candidate next to someone entered for a different subject or unit/component;
- seating the candidates before handing out their confidential log-in details.

If confidential log-in details are placed at workstations before the candidates are seated, you **must** check to ensure that candidates are seated correctly.

## 7. Invigilation arrangements

- 7.1 There **must** be at least one invigilator for each group of 20 candidates or fewer taking on-screen tests, unless an awarding body has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are in view at all times.
- 7.2 Technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.
- 7.3 **Invigilators must ensure that candidates do not bring into the examination room potential technological/web enabled sources of information such as iPods, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device.**
- 7.4 **Unless permitted by the awarding body's subject-specific instructions**, there **must** be no access to:
- a) data stored on the hard drive;
  - b) e-mail;
  - c) portable storage media, e.g. floppy disks, CDs, memory sticks;
  - d) pre-prepared templates;
  - e) the internet.
- 7.5 You **must** keep a signed record of the seating plan.
- 7.6 During a test, work stations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates **must** be closely supervised to ensure they only have access to their own work.

**Advice:** For on-screen tests, particularly those involving a large number of candidates and where more than one test is being conducted, it is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting on-screen tests, and be assisted by at least one other invigilator.

## 8. Emergencies

- 8.1 You **must** ensure that candidates are closely supervised if an evacuation is necessary.
- 8.2 You should refer to any software specific instructions to safeguard:<sup>1</sup>
- BS17.1a the security of assessment content and responses (for example by pausing the test for all candidates and locking the assessment room which has been evacuated without closing down the software);
  - BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;
  - BS17.3 procedures for re-starting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:
    - a) controls the re-start;
    - b) re-sets the timing, where necessary;
    - c) ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

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

**Advice:** Where the integrity of the examination or the candidates' performance may have been affected, a report **must** be sent to the appropriate awarding body.

## 9. Finishing the examination

- 9.1 You **must** ensure that all candidates' work is saved and secure from unauthorised access.
- 9.2 All other examination material, including copies of candidates' work, additional print-outs and question papers **must** be collected by the invigilator and stored in a secure place.
- 9.3 Any common user areas accessible to candidates **must** be cleared of all work saved during the examination immediately after each session.
- 9.4 Candidates' user areas **must** be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres **must** ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Particular care should be taken where networked stations are used to prevent work being accessible via shared folders. Different passwords **must** be set up for each session, if more than one session is required. It is not sufficient to rely on candidates keeping their passwords secret.
- 9.5 Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so, but **must** be supervised at all times.
- 9.6 Scrap paper used by candidates **must** be collected and destroyed.
- 9.7 Where required by an awarding body, the invigilator should check that all on-screen assessments have been uploaded to the awarding body.

---

<sup>1</sup> This document takes account of BS ISO/IEC 23988:2007 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.



## Advice regarding examinations which last for less than an hour

For examinations that last less than an hour there is a risk that the security will be compromised.

Paragraph 6.6, page 10 states that:

**‘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’.**

Some examples: - GCSE exams

**Awarding body published starting time: 9.00am – 30 minute exam**

Centre start time	Centre finish time	Candidates must be kept under centre supervision until
8.30	9.00	<b>9.30</b>
8.45	9.15	<b>9.30</b>
9.00	9.30	<b>9.30</b>
9.15	9.45	<b>9.30*</b>

\*Although earlier than the centre’s finish time, a candidate could technically leave the examination room at 9.30 am as this would be **the awarding body’s published finishing time for the examination.**

**Awarding body published starting time: 9.00am – 40 minute exam**

Centre start time	Centre finish time	Candidates must be kept under centre supervision until
8.30	9.10	<b>9.40</b>
8.45	9.25	<b>9.40</b>
9.00	9.40	<b>9.40</b>
9.15	9.55	<b>9.40*</b>

\*Although earlier than the centre’s finish time, a candidate could technically leave the examination room at 9.40 am as this would be **the awarding body’s published finishing time for the examination.**

**Awarding body published starting time: 1.30pm – 30 minute exam**

Centre start time	Centre finish time	Candidates must be kept under centre supervision until
1.00	1.30	<b>2.00</b>
1.15	1.45	<b>2.00</b>
1.30	2.00	<b>2.00</b>
1.45	2.15	<b>2.00*</b>

\*Although earlier than the centre's finish time, a candidate could technically leave the examination room at 2.00 pm as this would be the awarding body's published finishing time for the examination.

**Awarding body published starting time: 1.30pm – 40 minute exam**

Centre start time	Centre finish time	Candidates must be kept under centre supervision until
1.00	1.40	<b>2.10</b>
1.15	1.55	<b>2.10</b>
1.30	2.10	<b>2.10</b>
1.45	2.25	<b>2.10*</b>

\*Although earlier than the centre's finish time, a candidate could technically leave the examination room at 2.10 pm as this would be the awarding body's published finishing time for the examination.

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

(Candidates must be under centre supervision by no later than 9.30 am for a morning examination or no later than 2.00 pm for an afternoon examination.)

## 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 <b>now</b> . 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.
<b>Pause to allow time for candidates to fill in the details</b>	
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.
<b>Pause to allow time for queries</b>	
<b>Tell the candidates about any erratum notices</b>	
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.
<b>Tell the candidates when they may begin and how much time they have</b>	



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## 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 &amp; Guilds

CCEA

OCR

Pearson

WJEC

### Information for candidates

#### For written examinations - effective from 1 September 2019

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <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.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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.
<b>D Instructions during the exam</b>	
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	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> 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 <b>that you use for rough work</b> .
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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.
<b>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.</b>	





AQA City & Guilds CCEA OCR Pearson WJEC

**Information for candidates**  
**For on-screen tests – effective from 1 September 2019**

**This document has been written to help you. Read it carefully and follow the instructions.**  
**If there is anything you do not understand, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <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.</b>  Unless you are told otherwise, you <b>must not</b> have access to: a) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates.  <b>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.</b>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test 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 on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.
<b>This information must be made available to all candidates in advance of their on-screen test(s) for each series.</b> <b>It may be provided electronically to candidates or in hard copy paper format.</b>	



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC



**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 33, 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 21**, 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 subject department and/or preparing the candidates 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.