

Examinations Policy

Appendix 5

Senior School

2024 / 2025



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Examinations Policy Appendix 5: Information, Policy and Procedures for Invigilators

Contents

1. Invigilator Job Description
2. Invigilator Confidentiality and Security Agreement
3. Invigilator Availability and Information Form
4. Additional Information

Queries

Queries on this policy appendix should be referred to the Deputy Head (Academic).

Review and Verification

This policy appendix is reviewed annually by the Deputy Head (Academic).

1. Invigilator Job Description

Reporting to	Examinations Officer	Hourly Pay Rate	By negotiation
Hours of work	By negotiation during internal examinations (held throughout the year) and External Examinations (held in May, June, and July)		

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them.

An ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in examination rooms

Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ibstock Place School instructions
- To play a key role in upholding the integrity of the examination process

Before examinations

- To report to and be briefed by the Examinations Officer prior to each examination session
- To keep examination papers and materials secure before, during and after examinations
- To ensure examination rooms are set out according to the instructions
- To admit candidates into examination rooms
- To identify, seat, and instruct candidates in the conduct of their examinations
- To distribute the correct examination papers and materials to candidates
- To deal with candidate queries

During examinations

- To supervise candidates at all times and be vigilant throughout examinations
- To keep disruption in examination rooms to a minimum
- To deal with emergencies or irregularities effectively

- To record/report any disruption or irregularities
- To complete attendance registers
- To deal with candidate queries

After examinations

- To collect examination scripts
- To dismiss candidates from the examination room
- To check candidates' names on scripts match the details on the attendance register
- To securely return all examination scripts and examination materials to the Examinations Officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the Examinations Officer, for example:
 - Supervision of clash candidates between examination sessions
 - Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - Examinations-related administrative tasks

To apply

Write to: The Examinations Officer, Lt Col Stephen Barnwell, at sbarnwell@ibstockplaceschool.co.uk. All successful applicants require a DBS certificate.

2. Invigilator Confidentiality and Security Agreement

Name		Contact Numbers	Home:
Email			Mobile:

In order that Ibstock Place School can ensure confidentiality and security issues are known, understood and JCQ *Instructions for conducting examinations* (<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>) complied with, invigilators are required to respond to and confirm the information below.

Have you invigilated previously? *(Please circle your answer)*

Yes / No

If yes, do you have any current maladministration/malpractice sanctions applied to you?

Yes / No

As an invigilator, I confirm:

- I will inform the Examinations Officer if I am requested to invigilate in an examination room where any candidate is a relative, a friend or has any connection to me outside of the examination room
- I understand in this situation, I must not be the sole invigilator in the examination room
- I will not at any time read candidate responses on examination scripts
- I will not discuss with anyone outside the examination room, other than the Examinations Officer or the Senior Management Team (SMT) any information about examination candidates
- While confidential examination question papers, examination materials, and candidate scripts are in my care, I will not leave them unattended at any time
- If supervising an examination clash candidate over a break between examinations, I will not leave the candidate unsupervised at any time
- I will report any potential breaches of security I observe or am made aware of to the Examinations Officer

- I will record any irregularities in the examination room on the examination room incident log and will confirm this information with the Examinations Officer at the end of the examination

- I am aware of the actions to be taken in the event of an emergency evacuation and will record any information connected to an emergency in the examination room, or an evacuation from the examination room, in the examination room incident log

- I understand that at the end of the examination, I am required to immediately return all examination question papers (including spares), examination materials, candidate scripts and unused examination stationery to the safekeeping of the Examinations Officer

By ticking the boxes and signing here I confirm I understand and will comply with the above

Your signature: Date of signature:

3. Invigilator Availability and Information Form [exemplar]

Name		Contact Numbers	Home:
Email			Mobile:

Please put a tick against the am and pm sessions you are available for in the examination series below.

January 2025

Week 1 commencing 06 January				Week 2 commencing 13 January			
Day	Date	am	pm	Day	Date	am	pm
Monday				Monday			
Tuesday				Tuesday			
Wednesday				Wednesday			
Thursday				Thursday			
Friday				Friday			

Summer 2025

Week 1 commencing 12 May				Week 2 commencing 19 May			
Day	Date	am	pm	Day	Date	am	pm
Monday	15			Monday	22		
Tuesday	16			Tuesday	23		
Wednesday	17			Wednesday	24		
Thursday	18			Thursday	25		
Friday	19			Friday	26		
Week commencing 26 May – Half Term – no exams							
Week 3 commencing 2 June				Week 4 commencing 9 June			
Monday	5			Monday	12		
Tuesday	6			Tuesday	13		
Wednesday	7			Wednesday	14		
Thursday	8			Thursday	15		
Friday	9			Friday	16		
Week 5 commencing 16 June				Week 6 commencing 23 June			
Monday	19			Monday	26		
Tuesday	20			Tuesday	27		
Wednesday	21			Wednesday	28		
Thursday	22			Thursday	29		
Friday	23						

Invigilator information (please circle your answer)

1. Are you related to or have any connection to current pupils at Ibstock Place School?

Yes / No

If yes, please provide name(s):

2. If required, would you be willing to invigilate a candidate in a separate examination room on a 1:1 basis?

Yes / No

3. If required, would you be willing to facilitate an access arrangement for a candidate; for example, by acting as a reader, scribe etc. (training would be provided)?

Yes / No

4. Additional Information

Examination sessions

The morning and afternoon sessions start at 0900 and 1330. Invigilators are required to report to the examinations office 30 minutes before the start of each session.

Lunch periods

Lunch is not provided for invigilators and Lunch Periods are unpaid except in circumstances where invigilators are carrying out lunchtime clash supervision duties.

Clash candidate supervision

Where invigilators carry out lunchtime supervision of candidates their time is paid.

Examination information

The details appertaining to examinations for which you will be invigilating will be provided by the Examinations Officer. These include times, location, subject, size of cohort, and seating plans.

Payment information

Invigilators hired through an agency are paid directly by the agency concerned. Invigilators that have been hired under a private agreement with the School will be paid by the School using a BACS payment directly into their bank account. Invigilators are required to submit a signed form detailing the hours they have worked. The form is to be countersigned each day by Examinations Officer and submitted to him/her on the stated date for authorisation of payment by the Bursar's Office.

Facilities

There are no parking facilities at the School, but there is plenty of on-street parking in the immediate location.

Contact details

The Examinations Officer – Lt Col Stephen Barnwell

Tel: 0208 876 9991 Ext 5862

Email: sbarnwell@ibstockplaceSchool.co.uk