

# EXAMINATION CONDUCT AND INVIGILATION POLICY

<b>POLICY VERSION NUMBER</b>	02
<b>MEMBER OF STAFF RESPONSIBLE FOR POLICY</b>	Head of Exams

RECORD OF REVISIONS TO POLICY	
DATE	DETAILS
03.11.2015	Policy approved and added to SharePoint
January 2018	Reviewed by Head of Exams
February 2018	Staff consultation
March 2018	Board approval

<b>Date of current policy</b>	April 2018
<b>Date of corresponding Impact Assessment</b>	May 2018
<b>Policy review date</b>	April 2020
<b>Review to be approved by</b>	SMT

## Contents

1	SCOPE AND PURPOSE .....	3
2	INTRODUCTION .....	3
3.	TYPES OF INVIGILATOR .....	3
4	RESPONSIBILITIES OF INVIGILATORS .....	4
4.1	Senior Invigilators .....	4
4.2	Assistant Invigilators .....	4
5.	Number of Invigilators per Exam .....	4
6.	Invigilation arrangements for candidates with Access Arrangements .....	5
7.	EXAMINATION PROCEDURE .....	6
7.1	Reporting for Invigilation Duty .....	6
7.2	Venue Set-up .....	6
7.3	Distribution of Papers .....	7
7.4	Authorised Equipment and Materials .....	7
8.	The Start of the Examination .....	9
8.1	Admitting the Candidates .....	9
8.2	Mobile Phones.....	9
8.3	Starting the Examination .....	9
8.4	Checking Toilets .....	9
9.	During the Examination .....	10
9.1	Conduct of Invigilators.....	10
9.2	ID Checks .....	10
9.3	Candidates Arriving Late .....	10
9.4	Confirming Attendance.....	10
9.5	Irregularity or Misconduct .....	11
9.6	Examination Queries .....	11
9.7	Supplementary Paper.....	11
9.8	Disturbances .....	12
9.9	Illness / Stress .....	12
9.10	Toilet Arrangements .....	12
9.11	Smoking, Eating and Drinking.....	13
9.12	Emergencies – e.g. Fire Alarm.....	13
9.13	Leaving Early.....	13
10.	After the Examination .....	13
10.1	Ending the Examination .....	13
10.2	Collection and Administration of Completed Scripts .....	14
10.3	Administration of Completed Scripts – Packaging the Papers.....	14
11.	Invigilator’s Report.....	14
12.	On-Screen Exams .....	15
	APPENDIX 1 - EXAM RULES FOR STUDENTS.....	17
	Appendix 2 - Senior Invigilator Announcements (for written exams) .....	19
	Appendix 3 - Assessment Irregularity Report (Examinations).....	21

**This Policy should be read in conjunction with the JQC General and Vocational Qualifications Instructions for Conducting Exams as well as Individual Awarding Body Exam requirements**

## **1 SCOPE AND PURPOSE**

This policy gives details of the rules around exam invigilation and exam conduct that applies to all staff involved in preparing learners for exams and staff invigilating exams as well as all learners.

## **2 INTRODUCTION**

The assessment of students and the integrity of the examination process is of paramount importance to Barnfield College. Examination Invigilators play a central role in helping the College to ensure that security is maintained and examinations are conducted in a fair and appropriate manner and all learners are able to sit examinations in a suitable environment.

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

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

Staff = Exam Invigilators

All Invigilators are required to familiarise themselves with this document and JQC guidance before the commencement of an exam.

Exam Invigilators will be trained.

## **3. TYPES OF INVIGILATOR**

There will be two types of invigilator. A senior invigilator and assistant invigilator.

Senior Invigilators will consist of:

- Exams Officer
- 2 x Exams Assistants
- Members of CLEG
- Managers
- ALS Team (for learners that require specialist support)

Assistant Invigilators will consist of:

Curriculum staff  
Learner Support staff

## **4 RESPONSIBILITIES OF INVIGILATORS**

### **4.1 Senior Invigilators**

- i. To collect examination papers from the Examinations Office
- ii. Instruct the Assistant Invigilators which area(s) of the room they should cover during the examination and ensure that candidates are constantly and appropriately supervised.
- iii. Ensure papers and material are distributed appropriately (according to the seating plan if more than one examination is taking place).
- iv. Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- v. Make announcements to candidates as necessary.
- vi. Ensure conduct in the appointed examination room adheres to the following procedures
- vii. Responsibility for following the correct procedure should a candidate become ill, distressed or behave in a way perceived to be misconduct and liaison with the Exams Officer as necessary.
- viii. Ensure that all invigilators are familiar with the fire exits in the room in which you are invigilating - this information is displayed in a prominent position in every examination room
- ix. Collect, package and deliver completed scripts and to the Examinations Office.
- x. Submit a full and accurate report on each examination recording any incidents, disruptions or suspected irregularities.

### **4.2 Assistant Invigilators**

- i. Report to the appointed examination room 30 minutes before the starting time of the examination where your duty is in a venue of 100 students or more. 20 minutes in all other venues.
- ii. Assist the Senior Invigilator with the distribution of papers and equipment Assist with the collection of phones, watched and unauthorised materials
- iii. Observe candidates and check the desks of candidates occupying areas of the exam room assigned to you by the Senior Invigilator.
- iv. Collect all papers and materials from the candidates desks assigned to you by the senior invigilator.
- v. Report any matters of concern to the Senior Invigilator.

## **5. Number of Invigilators per Exam**

For group exams there should always be a minimum of two invigilators. One of these invigilators must be the senior invigilator.

For written exams there should be one additional invigilator for every 30 candidates.

For practical exams or online exams there should be one additional invigilator for every 20 candidates.

## **6. Invigilation arrangements for candidates with Access Arrangements**

Those staff acting as an Oral Language Modifier, a practical assistant, a scribe or a Sign Language Interpreter are provided with the appropriate cover sheet prior to the examination commencing.

### **Oral Language Modifier**

Students who have difficulty with comprehension may be eligible for the help of an oral language modifier in the exams. The senior invigilator must listen carefully and observe the conduct of the Oral Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Oral Language Modifier during the examination.

### **Practical Assistant**

Candidates using a practical assistant in externally set practical or written examinations may need to be accommodated separately, in which case a separate senior invigilator will be required. The invigilator must be made aware, prior to the examination, of the particular task(s) the practical assistant will be performing.

### **Reader/Computer reader**

The College 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 separately, on a one to one basis, the invigilator may additionally act as the reader.

Where candidates require only 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 separately a separate invigilator will be required.

### **Scribe/Voice recognition technology**

The College 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 voice recognition technology.) Normally, the candidate and scribe will be accommodated separately. Where the candidate and scribe are accommodated separately, on a one to one basis, the invigilator may additionally act as the scribe.

### **Sign Language Interpreter**

Candidates requiring the use of a Sign Language Interpreter may need to be accommodated in another room, in which case a separate invigilator will be required.

### **Colour Blind**

Invigilators cannot provide information or explanation to a candidate who is colour blind. If the candidate has been using a colour chart, he or she will be permitted to do so in written

or practical exams. This arrangement is not permitted where the ability to identify colours forms part of the assessment objectives.

### **Prompters**

A prompter can be used in an exam 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.

The invigilator may act as a prompter where the candidate is accommodated separately on a one to one basis.

### **Word Processors**

A word processor (e.g. laptop, computer) may be used for an exam if it is their normal way of working within the College and is appropriate to their needs, unless an awarding organisation specification says otherwise. Invigilators must remind candidates to save their work at regular intervals.

## **7. EXAMINATION PROCEDURE**

### **7.1 Reporting for Invigilation Duty**

Senior Invigilators are required to report to the examinations office 40-60 minutes prior to the start of the examination (depending on the size of the venue) to collect the following:

- Question paper and any supplementary information for candidates in sealed envelopes.
- Examination Paper cover sheets with instructions for the conduct of the exam
- Attendance list
- Photographic ID desk cards (GCSE Exams only)
- Seating plan

Assistant Invigilators should report to the examination venue 20 - 30 minutes before the examination is due to begin and make themselves known to the Senior Invigilator.

### **7.2 Venue Set-up**

On arrival at the exam room check and action the following:

- The layout of the room reflects the seating plan
- Check that the minimum distance between candidates chairs (in all directions from centre of chair) are 1.25metres apart.
- For written exams, all students should face the same direction.
  
- Examination notices for candidates are displayed in clear view. This includes the JCQ Warning to Candidates poster and JCQ Mobile Phone poster. These must be A3 (black and white or colour).

- A notice showing the centre number, subject title and paper number, as well as the actual start time and finishing times of each exam.
- Note the location of extra time desks and finish times and place a personal copy of the details on the desk of each extra time candidate - A list of any candidates sitting in the venue with extra time will be provided.
- Check that a copy of this policy and the JCQ guidance is available in the main exam rooms.
- Check the conditions of the room are appropriate before the examination begins and should take up any concerns on arrival in the room with the Examinations Office. Invigilators must pay particular attention to conditions such as heating, lighting, ventilation and level of outside noise.
- Check display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the exam room.
- Check that there is a reliable clock that is visible to each candidate in the exam room. The clock must be big enough for all candidates to read clearly.
- Display the seat plan provided by the Examinations Office at the entrance to the room.
- Instruct Assistant Invigilators to sign in on the Senior Invigilator report form. Advise Invigilator Assistants of any authorised material or special instructions and the location of the nearest toilets and emergency exit.
- Inform the Examinations Office immediately with any concerns about the examination paper, material or venue.

### 7.3 Distribution of Papers

The Senior Invigilator will instruct Assistant Invigilators to assist with distributing the exam papers, and any other materials in accordance with the seat plan.

If there is more than one examination taking place in the venue, papers must be distributed according to a seating plan. Place one question paper on each desk and check that each desk has an answer book and attendance slip.

The exam papers should be checked to ensure the candidates have been issued with the correct question papers for their subject/unit and level of entry.

### 7.4 Authorised Equipment and Materials

The Senior Invigilator will inform Assistant Invigilators whether dictionaries, books or calculators are permitted or excluded for the examination(s).

Candidates may also have the following:

- A clear pencil case or plastic bag containing writing materials needed to complete the paper.
- A drink (labels to be removed from the bottle)
- A Calculator unless otherwise stated in the examination instructions.

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

**Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas

**Calculators must not:**

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas
  - text

**The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition

For Art examinations, appropriate art materials and design media, materials and technology must be provided by the College.

No other stationary including paper for rough work, technological/web enabled sources of information such as iPods, mobile phones, MP3/4 players, wrist watches that have data storage devices are not permitted.



## **8. The Start of the Examination**

### **8.1 Admitting the Candidates**

The Senior Invigilator shall authorise the admittance of the candidates to the examination room between ten and twenty minutes before the published start time depending on the size of the venue.

The senior invigilator should ensure that candidates are seated according to the set seating arrangements.

The Senior Invigilator will announce the rules and conduct of the examination as shown in Appendix 2.

Invigilators should then ensure that any calculators, dictionaries and pencil cases which the candidates have brought for use in the examination are permitted. Any unauthorised equipment should be removed from the candidate and returned to them at the end of the examination.

Senior invigilator should instruct candidates not to open the examination paper until instructed to do so and to complete the answer book cover. Candidates should then be requested to place their student ID card in clear view on their desk.

### **8.2 Mobile Phones**

Mobile phones must be switched off and placed out of reach of the candidate before the exam starts. This would normally be at the front of the room or similar where the invigilators can control access to these items. Any unauthorised items should be reported to the Senior Invigilator to be removed from the candidate.

### **8.3 Starting the Examination**

The Senior Invigilator should start the examination at the published time or in the event of an unavoidable delay, as soon as possible afterwards. If there has been a delay in starting the examination, the corresponding amount of time will be added on to the published finishing time.

The senior invigilator shall make an announcement at the start of the exam - see Appendix 2. In no circumstances shall an exam start before the published start time.

The senior invigilator shall draw the candidates attention to the official clock being used in the examination room and make arrangements for any candidates who cannot see the clock.

### **8.4 Checking Toilets**

When candidates are seated and the exam is about to begin, the Senior Invigilator will ask an Assistant to check the nearest toilets to ensure they contain no notes or other material which could be referenced by students taking toilet breaks during the exam.

## 9. During the Examination

### 9.1 Conduct of Invigilators

All activities carried out during the examination should be conducted as quietly and discretely as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a quiet tone. If it is necessary to approach a student for any reason, communication should be calm and supportive. Remember, examinations are very important to students and inappropriate conduct of invigilators can be cited as grounds for complaint if it adversely affects students' performance in any way.

Unobtrusive patrolling should be carried out periodically and any suspicious behaviour reported to the Senior Invigilator. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator must leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible Senior Invigilators should stay in the room and instruct an Assistant Invigilator to get the required information.

### 9.2 ID Checks

All students must be able to confirm their identity by presenting their Student ID Card or other photographic proof of identity (i.e. passport, drivers licence).

Any candidate wearing a veil for religious reasons and who chooses not to remove it in the examination room should be given the opportunity to show their face to an invigilator of the same sex in a discrete location nearby. If no suitable invigilator is available, contact the Examinations Office immediately and a member of staff will come to the venue to check the ID.

### 9.3 Candidates Arriving Late

No candidate may enter the examination room more than 15 minutes after the examination has begun. Senior invigilator should record the student's name and reason for arriving late, and the revised start and end time for this student. A candidate who arrives late (but within 15 minutes) will still be allowed the full time of the exam.

### 9.4 Confirming Attendance

No more than 15 minutes after the start of the examination, the Senior Invigilator will instruct an Assistant Invigilator to complete the attendance register. . The student is checked against their photographic ID at this point. If any student does not have an appropriate form of ID they must leave the room to have their identity confirmed.

The completed attendance register should be returned with the completed scripts at the end of the examination.

## 9.5 Irregularity or Misconduct

Assessment Irregularities in an exam room usually involve the possession of unauthorised material, equipment or conferring with another student.

If an Assistant Invigilator suspects a candidate of being in possession of unauthorised notes he or she must inform the Senior Invigilator. Where the allegation involves the possession of unauthorised notes, texts, books, mobile phones or other electronic equipment, the Senior Invigilator will remove the candidate from the room and inform them of the nature of the suspected misconduct, and that a written report will be made immediately and submitted to the Examinations Officer after the examination. The Senior Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script to indicate the point at which the candidate was taken out of the examination venue. The candidate will be permitted to return to the room and continue the examination.

Candidates who are seen conferring, or exchanging notes or items, must immediately be warned of their behaviour. If the same candidates are seen conferring for a second time the Senior Invigilator will remove them from the room and follow the above procedure.

In the event of any suspected assessment irregularity, the Senior Invigilator must complete an Assessment Irregularity Report (Appendix 3) and submit to the Examinations Officer along with any confiscated material.

Where candidates contravenes Examination Rules by having an opaque pencil case, headphones (not in use) or a water bottle with the label intact in their possession, confiscate the prohibited item for the duration of the examination and report the incident on the Invigilator Report form.

## 9.6 Examination Queries

Where there is an alleged error on the question paper and it has been confirmed that the awarding body has not issued an erratum slip, the instruction to candidates must be to answer the question as printed.

Invigilators must not provide advice to candidates without the permission of the awarding body. Additionally, invigilators must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.

Invigilators must not comment on the content of the question paper or read word or words printed on the question paper to a candidate, other than instructions on the front cover. No advice or comment should be made by an invigilator on the work of the candidate.

## 9.7 Supplementary Paper

If a student requests additional paper, 2 sheets of official examination paper should be supplied as quickly as possible along with a tag to join supplementary sheets to the answer

book. Please ensure all unused supplementary paper is collected at the end of the examination before the candidates leave.

### 9.8 Disturbances

In the event of noise or other external factor causing a disturbance in the room, please notify the Examinations Office immediately. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported.

Invigilator reports are referred to as evidence in student appeals and complaints. Failure to report an incident is a dereliction of duty on the part of the senior invigilator.

### 9.9 Illness / Stress

Invigilators should bear in mind that examinations can be very stressful for learners and can occasionally provoke unreasonable or extreme behaviour. Situations should be dealt with in a sympathetic and supportive manner which minimises any adverse effect on other candidates and maintains security of the examination.

If a candidate becomes ill during an examination and must leave the room as a result, the Senior Invigilator must be informed. A candidate who becomes ill may leave the room for a short time then return to complete the paper, as long as they have been continuously accompanied by an Invigilator.

No extra time should be given, but the student can report extenuating circumstances to the College. The script should be marked with the time the exam was interrupted and its recommencement.

In the event of a problem occurring with a student for whom special arrangements have been made due to additional needs, please contact the Examinations Office.

Where candidates wish to leave an examination early because they are distressed, it would be helpful if Invigilators could remind them that they may seek advice and assistance from their Tutor or Student Engagement.

### 9.10 Toilet Arrangements

Candidates who request a toilet visit during the examination should be accompanied by an Assistant Invigilator to the door of the nearest toilet (the location of which can be found on the Useful Information Sheet in each examination venue). Students are not allowed to take any papers or notes out of the room during the examination. If the accompanying invigilator suspects a student might have notes in their possession (e.g. if he or she is wearing a jacket with pockets), the student should be asked to empty their pockets or to confirm they do not have any notes. Invigilators should not search or have any physical contact with the student in this process. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

### 9.11 Smoking, Eating and Drinking

Smoking and eating are prohibited. Candidates may take a drink into the examination room but should be asked to cease any activity which causes a disturbance. Drinks should have all labels removed. Only bottled water is allowed in the examination.

### 9.12 Emergencies – e.g. Fire Alarm

The fire assembly point for each examination room is listed in a prominent position in each exam venue. In the event of an emergency all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise. Invigilators should keep candidates together and proceed to the fire assembly point as quickly as possible.

The senior invigilator shall ensure that the attendance register is collected to ensure all candidates are present. The senior invigilator shall ensure all candidates have left the building safely. The senior invigilator is responsible in keeping all candidates together and silent until the Exams office determines if the exam shall continue.

The senior invigilator should make a note of the interruption and how long it lasted and all candidates the full working time set for the exam. A full report will be required to be completed of the incident and the actions taken and sent to the Exams Office.

### 9.13 Leaving Early

Candidates that complete early must indicate to the invigilators by raising their hand. The exam paper should be collected before the candidate leaves the room. These candidates are not allowed back into the room.

Without the special permission of the Senior Invigilator no candidate may leave the examination room until 1 hour of the examination period has elapsed, nor leave their desk during the last 30 minutes of any examination period, except for in the case of emergencies or illness.

In the case of one hour examinations, candidates must not leave the room until the examination ends. For GCSE and BTEC First examinations, candidates should stay for the full duration of the exam.

## **10. After the Examination**

### 10.1 Ending the Examination

. The examination should end at the advertised time unless extra time has been added due to a delay in starting or exceptional circumstances. This must be agreed with the Examinations Office.

In the last 30 minutes of the exam candidates who have completed should not leave the room. Any candidate who must leave temporarily because of illness or emergency however may do so if they are accompanied by an invigilator.

At the end of the exam, the Senior Invigilator shall instruct candidates to remain seated and be silent until all scripts have been collected. Candidates finishing at the standard time should be reminded to remain quiet if there are candidates with extra time still working. Invigilators who remain in the venue after the standard time should work quietly and not disturb candidates still working.

### 10.2 Collection and Administration of Completed Scripts

The Senior Invigilator will instruct the assistant invigilator to collect answer books, examination papers and any other material. It is very important that all answer books and supplementary sheets (whether used or not) are collected from each student before students leaves. In no circumstances are students allowed to take answer books or paper from the examination room.

Students who have used supplementary sheets should attach them to their answer book with the tag provided.

### 10.3 Administration of Completed Scripts – Packaging the Papers

Once answer books are reconciled with the attendance list, place the following documents into the exam box and returned to the examinations office. :

- Students' examination scripts
- Spare copies of the examination paper

The Senior Invigilator shall return the exams box to the Examinations Office immediately following the end of the examination session. Ensure that scripts are kept secure at all times.

On no account shall completed answer books be photocopied or read before they are sent to the awarding body, unless the candidate has granted permission.

## **11. Invigilator's Report**

Senior Invigilators should fully complete a report form for each examination session and report all incidents. Failure to complete report forms fully and correctly will be noted and, if repeated, may result in removal from the Invigilator Pool.

If necessary, append a continuation sheet to the invigilator sign in sheet. The Report will be forwarded to the Head of Department by the Examinations Office if any concerns relating to student performance are raised.

## 12. On-Screen Exams

The majority of the Colleges exams are performed online. Each Awarding body has a set of requirements for their online exam. It is required that invigilators become familiar with these requirements.

The policy details in this document applies to online exams unless otherwise stated.

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 should 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.

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).

The Invigilator must maintain the confidentiality of candidate responses and candidate details.

Candidates must complete the online exam individually and may not be assisted by anyone.

The College 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. Invigilators must ensure there is no access to any websites or programmes.

Only the registered candidate may take an on-line assessment. College staff must not log on as a candidate to view any on-line assessments.

Downloading or saving any part of an on-line assessment is Prohibited.

Sharing or misusing invigilators' PINs and/or passwords is also prohibited. Particular care must be taken to avoid disclosing invigilators' passwords to Candidates as this will enable them to take on-line assessments Unsupervised.

Most exam software will show the time left for the test to run. If not, a clock should be visible to all candidates. The centre number, start and finish times must be displayed prominently as per guidelines above.

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.

Invigilators should ensure they have contact details for IT support.

The invigilator should check that all on-screen assessments have been uploaded to the awarding body where required.



## **APPENDIX 1 - EXAM RULES FOR STUDENTS**

### **Admission to the Exam**

#### **Candidates must:**

1. Consult their exam timetable and arrive at the correct venue at least 20 minutes before the published start time.
2. Bring their Student ID Card to each exam. ID will be confirmed during the exam. If a veil is worn for religious reasons, the candidate will be taken to a discrete location near the exam room and will show their face to a single invigilator of the same sex.
3. Supply their own calculator, unless the use of a calculator is specifically prohibited in the exam instructions.
4. Place any books, notes and blank paper which are brought into the exam in the designated area as instructed by invigilators. The College is not responsible for the security of mobile phones, watches, electronic devices or other valuable items, left in the designated area.
5. Switch off mobile phones, including alarm functions, and place in the area designated for personal belongings.
6. Take to the exam desk pens, pencils and equipment necessary for completion of the exam only and place this equipment in a clear plastic bag or clear pencil case.
7. Candidates may take a drink into the exam room. Labels must be removed from bottles.
8. Sit in the seat specified on the seating plan displayed at the venue

#### **Candidates must not:**

9. Impersonate another candidate, or allow themselves to be impersonated.
10. Enter the exam room more than fifteen minutes after the exam has begun

### **During the Exam**

#### Candidates must:

11. Follow all instructions given by invigilators.

#### **Candidates must not:**

12. Communicate with anyone except the Invigilator.
13. Have in their possession any books, notes, learning material or equipment not specifically authorised in the exam instructions or have access to unauthorised material by any means.
14. Look at the work or copy from another candidate, or allow anyone to copy from them.
15. Pass off the work of another as their own. Although full referencing is not expected acknowledgements should be included where appropriate.
16. Remove official exam answer books or supplementary paper from an exam room nor bring such material into the exam room.
17. Have in their possession any electronic device or equipment apart from a calculator approved via the Barnfield College policy.
18. Have in their possession any headphones, communication or recording device.
19. Leave the room during the last thirty minutes of any exam except in the case of illness.
20. illness.

## Completion and Submission of Exam Answer Books

### Candidates must:

21. Write answers legibly in black ink.
22. Complete the front cover of the exam book fully and correctly.
23. Ensure their answer book, and any other material to be submitted, is collected by invigilators.

### At the end of the Exam

### Candidates must:

24. Remain seated and refrain from communicating with each other until such time the invigilator instructs them to leave. Exam conditions remain in place until the candidate has exited the examination room.

### Candidates must not:

25. Leave the exam room without the permission of the invigilator. Any student leaving the room unaccompanied while the exam is in progress will not be re-admitted.

## Calculator Policy

### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas

### Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas
  - text

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition

## Appendix 2 - Senior Invigilator Announcements (for written exams)

### **As candidates enter the room:**

You must have photographic ID with you to take the exam.

Please leave bags and coats at the back/front of the room and take a seat as quietly and quickly as possible. Switch off mobile phones now, including alarm functions, and place with your personal belongings at the back/front of the room. Hand in watches and electronic devices. Remove any revision notes etc. from your pockets and place with your personal belongings. Remove any labels from drink bottles, water only.

Please ensure you have checked the seating plan and are sitting in the correct seat.

### **When candidates are seated and settled:**

We are now in exam conditions

In the event of a fire, exits are located..... If forced to leave the room please stay with the group and await instructions.

If you have not already done so, switch off mobile phones including alarm functions, and place in the area designated for personal belongings. You must not have a mobile phone in your possession during the exam.

You must not have any revision notes in your pockets or in the vicinity of your desk  
Water bottles should have labels removed, pencil cases on desks must be clear plastic.  
You are not allowed to have any electronic device in your possession during the exam. This includes smart watches. [except a calculator].

Can I please remind all candidates that they are not allowed to communicate with other candidates in any way whilst in the exam room.

Any student believed to be conferring or using unauthorised material or notes will be informed and reported to the Awarding Body

**Raise your hand now if you have anything on or around your desk which should not be there.**

*Can you please ensure that you have the correct exam paper entitled.....*

*For this exam you will require.....[quote relevant materials, pen, calculator etc.].*

*Can you please ensure that you read the instructions on the front of the question paper.  
[inform of any erratum notices, if applicable].*

*Please ensure that you write in black ink and do not use correcting pens, fluid or tape such as tip-ex. Erasable pens, gel pens and highlighters cannot be used in our answers. Highlighters can be used to highlight questions on the question paper only.*

*If you require any assistance, including additional paper, please raise your hand and speak to an invigilator.*

*All rough workings should be done on examination paper.*

*Ensure all answers are written in the designated sections of the answer booklet.*

*Invigilators cannot give assistance on the meaning or interpretation of questions.*

*Please do not disturb your fellow candidates in any way. If relevant – some candidates will continue to work after the main exam end time, please be considerate and remain quiet until you have left the examination room and are away from the immediate area.*

*Fill in the front of the answer book*

*Clocks are located (identify clocks). This examination will last \_\_\_\_\_ hours. You must not leave the examination room until 1 hour of the examination has elapsed.*

.

.

*The time is now \_\_\_\_\_, the examination will end at \_\_\_\_\_. You may now open your question paper and begin.*

### **At the end of the examination**

*The time is \_\_\_\_\_, please stop writing. You are still under examination conditions and must remain silent.*

*Check that you have completed the front of your answer booklet correctly. If you have used supplementary sheets, please attach them to your answer book with the tag provided.*

*Please remain seated and silent until you are instructed to leave the hall. If relevant – some students are still working, please be considerate.*

**Appendix 3 - Assessment Irregularity Report (Examinations)**

If a candidate behaves in such a way that invigilators suspect they are copying from or conferring with other candidates or being in possession of unauthorised material in the examination room the Senior Invigilator should carry out the procedure overleaf and complete the following report.

Name of Student: \_\_\_\_\_

Student Number: \_\_\_\_\_

Exam: \_\_\_\_\_

Date of Exam: \_\_\_\_\_ Start Time of Exam: \_\_\_\_\_

Venue: \_\_\_\_\_ Time of Suspected Irregularity: \_\_\_\_\_

Nature of Allegation:

---

---

---

---

---

Action Taken:

---

---

---

---

---

---

Senior Invigilator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

This form, along with any confiscated material or other evidence, should be submitted to the Examinations Office immediately following the examination.

## **Guidelines - Assessment Irregularities (Examinations)**

### **Types of cheating**

The most common form of cheating is reference to notes prepared by students for the purpose. In the past notes have been located hidden among answer books or examination papers, attached to rulers, calculators and clothing and written in authorised books and on hands or other parts of the body. Paper handwritten notes may be tiny. You also need to be aware of the possibility of earphones and small recording devices being used. Students may also try to communicate with each other or one student may try to copy another's work.

If an Invigilator suspects a student of cheating in an examination please follow the following procedure:

#### **1. Approach the student to confirm the suspicion**

*Collect the student's answer book, material and notes and ask the student to accompany you out of the room. In cases where the student is suspected of referring to unauthorised material, confirm the existence of the material if necessary*

#### **2. Remove the student from the examination room**

*Accompany the suspected candidate/s out of the hall as quietly and discretely as possible.*

#### **3. Confiscate any notes. Inform the student of the nature of the allegation and consequences of the allegation**

*Once outside, inform the student of the nature of the suspicion and confiscate any written notes. If the notes are written on clothing or other personal item, and cannot be easily removed, the item should be confiscated if appropriate. If notes are written on the body of the student or on clothing which is inappropriate to confiscate, transcribe the content onto paper before instructing the student to remove or wash off the notes. Inform the student the matter will be referred to the Exams Office and disciplinary action may follow.*

#### **4. Allow the student to return to the examination room.**

*The candidate should be returned to the room as quickly as possible, no extra time will be added to the published finishing time to compensate. Annotate the student's script with the time of the allegation e.g. student temporarily removed from room due to suspected assessment irregularity, 3.30. Instruct the student to return to the hall and continue the examination.*

#### **5. Complete the report overleaf with reference to the student's formal ID and attendance slip.**

*Confirm the student's ID and complete the form overleaf. Please include names of other invigilators who were witness to the incident. Evidence is needed in order to pursue a disciplinary case.*

**6. Submit the report and any evidence to the Examinations and Awards Manager after the examination.**

*Submit the report and evidence to the Exams Office immediately following the examination. You may need to be contacted at a later date to confirm detail of the allegation.*

**Mobile Phones**

Mobile phones must be switched off, including alarm functions, and placed in the area designated for personal belongings. If a student is found in possession of an active mobile phone, remove the student from the room and instruct them to make the phone completely inactive. Tell them you will report the incident and it will be dealt with under the disciplinary procedure. If a device rings or sounds an alarm and it is inside a bag within the designated area, remove the bag from the room and attempt to turn the phone off. Keep the bag until the end of the exam and then obtain the relevant student details for the irregularity report when they come to claim it at the end of the exam.

**Smart Watches**

**Smart watches are not permitted in the examination room and must be placed in area designated for personal belongings.**