

DLD College

Invigilator Handbook

Contents

Before the exam	3
Exam Room Checklist for Invigilators	4
Invigilator announcement	5
During the exam	6
Finishing the exam	7
Using the Walkie-Talkie	8
Evacuation Procedures in the event of a fire alarm	9
Lockdown Procedures	10
Using WP for Public Examinations	11
How to be a prompter	12
How to be a scribe	13
How to be a reader	14
Candidates with rest breaks	15

Before the exam

Try to arrive at least 30 minutes (preferably 45 minutes) before the exam.

Collect your exam papers and other materials from room 1.03.

Use the check list (page 4) to check that everything is ready

If there are a small number of candidates/exams in your room wait until the candidates are in place before opening the pack of exam papers.

If there are a large number of candidates/exams distribute the papers before the candidates enter taking care that the candidate is given the correct paper.

Admit the students when all is ready and about 10-15 minutes before the start time. Before admitting candidates tell them to place phones and bags in the lockers outside the room.

Keep reminding them to be silent.

Keep an eye out for:

- Wrist watches (they should not be brought in)
- Mobile phones, tablets, ipods etc (they should not be brought in)
- Calculator lids (there should not be any)
- Labels on water bottles (there should not be any)
- Non-see-through pencil cases (there should not be any).
- Any equipment not required for the examination (there should not be any)

Candidates do best when the atmosphere is calm and formal. You support the candidates best by providing this atmosphere.

Read the invigilator announcement – place heavy emphasis on the need to hand in mobile phones and smart watches.

Tell the candidates to begin

Use the walkie talkie to report any absentees to student services (instructions on page 8).

If necessary adjust the start and finish times on the board.

Exam Room Checklist for Invigilators

Be aware of the nearest fire exit and the evacuation route.

As part of your invigilation duties please check that the following are in place:

- Clock showing correct time
- Centre number on display
- Date on display
- Start and finish times displayed for each unit on the board – and double-check end times
- No materials on display that might help the candidates
- JCQ Warning to Candidates poster outside the exam room
- JCQ No Mobile Phones poster outside the exam room
- If there are CIE exams then there should also be CIE posters inside the room
- JCQ Instructions for Conducting Examinations (yellow book) inside the exam room
- Seating plan
- Attendance register
- Access arrangements list
- Invigilator handbook
- Candidate cards on correct desks
- Bi-lingual dictionaries on correct desks
- Walkie talkie
- Exam papers
- Stationery and other materials as listed on the exam paper
- Incident book

Invigilator announcement

(to be read out prior to **all** examination sessions)

- You are now under exam conditions. Silence must be maintained at all times, and you must not make any attempt to communicate with any other candidate.
- If you have any query or need anything, raise your hand and wait for the invigilator to come to you. Whisper to him or her the nature of the problem.
- In the event of the fire alarm sounding remain silent at all times and follow the instructions from the invigilator.
- You must not have anything with you that is not connected with the exam. If you have, raise your hand now. In particular, you must not have a phone or any watch with you. Any mobile phone or watch must be handed in. If you are discovered to have a phone, watch or any other electronic device on you during the examination we must report you to the examination board and your result will almost certainly be disqualified. If you hand in your phone now there will be no penalty.
- (If you are sitting more than one paper, you will not be allowed to leave the room between them.)
- Chewing of sweets or chewing gum is not permitted. If you have a bottle of water with you, any label on it should have been removed. If it isn't, remove it now.
- Please check now that you have been given the correct exam paper.
- Pencil cases must be transparent if they are to be left on the desk. If not, they must be handed in. Use a black pen, except for drawings and rough notes for which you may use pencil. Do not use a coloured pen or highlighters on your answers. Using any of these may invalidate your script. Do not use an ink eraser.
- If you wish to go to the toilet, raise your hand and ask the invigilator. You will not be given any extra time for toilet breaks.
- You must only write on official examination board paper, all of which must be named and handed in with your script. Write all rough work in your answer book. You are not allowed extra paper to make notes – use the answer book and cross out anything you do not want the examiner to mark.
- There will be no early finishes.
- Your writing must be legible. If the examiner can't read what you have written then you will not get any marks.
- (If you are using a word processor, remember to save your work every 10 minutes or so.)
- When your examination is finished, wait until you are instructed to leave. Do not take any question paper, candidate card, or other examination related materials with you. Remain silent until you are well away from the exam room.
- If you are to be kept under supervision until this afternoon you must not leave this room unless with a member of staff.
- Good luck!

During the exam

If the exam starts a few minutes late or early re-calculate the finish times.

Stay vigilant.

Do not read, mark homework, or do the crossword. Candidates will soon identify that you are not taking the task seriously and will adjust their own behaviour to match. **Do not use your phone except in an emergency.**

Complete and sign the attendance register. If there are names missing from the register they can be added by hand.

Sign the seating plan.

Check the identity of any candidate not known to you by looking at their ID card.

Allow any late-comers to sit the exam giving them their full allotted time.

Be aware of any candidates listed as needing a prompter – and prompt them to keep working as needed. Be aware of any candidates listed as needing rest breaks.

If any candidate wishes to use the toilet call for help on the walkie talkie. Do not escort the candidates to the toilet even if there are two invigilators in the room.

If you do not have a walkie talkie then use your mobile phone to call for help.

College reception	0207 935 8411
Exam officer	0207 563 4331

If the candidate is using a word processor, a scribe or a reader please complete the cover sheet.

If the fire alarm sounds follow the emergency evacuation procedure (see page 9). Keep the candidates silent and isolated (as far as possible) from other students.

No candidate should leave before the exam time is completed. However, try to use common-sense here. If the candidate is being disruptive then it is better to get them out. Once you let one out others will want to leave too. Use your judgement to decide which the better option in each case is. **No candidate may leave before 1 hour has elapsed.**

Record in the incident book any candidate who does not use their extra time allocation. Any incident, however trivial it might seem, should be reported in the incident book. Record all toilet breaks.

If you need any assistance use the walkie talkie to call for help.

Occasionally walk around the room looking for evidence of malpractice. If you suspect any malpractice then call the exams officer immediately and note it in the incident book.

Finishing the exam

Warn candidates when there are 5 minutes left.

When the time is up tell candidates to stop writing. Look around to check that they have stopped writing and repeat the message if necessary.

Collect scripts from each candidate checking that they have completed the cover with their name and candidate number and any other required information. Check the same for any additional answer booklets they may have used.

If you have more than one exam taking place in your room, collect the scripts unit by unit.

Do not release the candidates until the scripts have all been collected. If other candidates are still working (extra time or different unit) tell the (finished) candidates to leave silently and not to talk until well away from the exam room.

If candidates are to be held under supervision until the afternoon session (this will be indicated on the seating plan) keep them in the exam room until the supervisor arrives.

If you have candidates using word processors:

- In rooms with a printer please print the script. Do not release the student until they have signed all pages of the printed script.
- In rooms without a printer, save the script onto a USB then bring the student to the exam office to sign the script.

Order the scripts by candidate number.

Record in the incident book any candidate who does not use their extra time allocation.

Collect up the desk cards.

Collect all dictionaries, unused stationery, equipment, question papers, this handbook etc etc and bring to the exams office.

Do not leave any unused stationery in the exam room.

Using the Walkie-Talkie

If you have not used the walkie-talkie before have a try before the exam begins.

Leave the walkie talkie turned off unless it is needed.

Press the 'Menu' button and keep it depressed until a screen display appears.

Press the stippled button on the side with your thumb and speak into mouthpiece.

Do not hold the walkie-talkie to your ear as if it were a mobile phone

Say words to the effect "Hello, [Name] here in [Venue]. Over."

Then release your left thumb to hear the response from the exams office or student services.

Reapply your thumb and speak into the mouthpiece again, state the nature of the issue and the help you require then release your thumb.

When the conversation has finished, turn off the walkie-talkie by pressing the 'Menu' button and keeping it depressed until the screen display disappears.

PLEASE DO NOT CHANGE ANY OF THE SETTINGS ON THE DEVICE

Evacuation Procedures in the event of a fire alarm

Please refer to the instructions in the JCQ booklet

Be aware of the evacuation route for your location. You should do this as part of the exam room set-up procedure.

Note the time of the alarm in the incident book accurately.

Ask the candidates to remain silent as they evacuate the building.

Bring the attendance register and seating plan, but nothing else with you.

All question papers and scripts should be left on desks.

Follow the evacuation route appropriate to your location

Keep reminding the candidates to remain silent at all times

The assembly point for exam candidates is underneath the railway bridge adjacent to the college back gates on Upper Marsh. Do not let them mix with other students by the block of flats.

Keep the candidates isolated from other students and under careful supervision until told it is safe to return. They must remain silent at all times

Once back in the exam room reassure candidates that the exam board will be told and that an allowance will be made for the interruption

Re-start the examination

Make a note in the incident book of the time when the examination resumes.

Allow full time allocation.

An incident report is sent to the examining board(s) with a request for special consideration.

Lockdown Procedures

There are two types of lockdown procedure:

- A partial lockdown
- A full lockdown

Partial lockdown

This means that the building is locked. You will be informed that a partial lockdown is in place. The examination carries on as normal. At the end of the exam you should advise candidates before they leave the room that they will not be allowed to leave the building. They should wait in the atrium for further instructions.

Full Lockdown

This means that all staff and students should move to a place of safety. If you are informed of state of full lockdown you should:

- Tell the candidates to stop writing
- Tell them to move away from the windows to the inner part of the room. They should leave their scripts on their desks.
- Tell them to remain silent at all times.
- Note the stop time in the incident book.
- When you are advised to, bring the register and escort the candidates via the core staircase to the basement theatre. Do not use the main staircase via the atrium.
- Candidates must remain silent at all time.
- Once in the theatre check against the register that all the candidates are present.
- Keep your group of candidates separate from others and keep them silent at all times.

You will be told either:

- The examination is abandoned or
- To resume the examination.

If the examination is abandoned, remain in the theatre to await further instructions. The students can, at this point, talk to each other.

If the examination is resumed, escort the students to the examination room. Re-assure the students. Tell them that the incident will be reported to the examination board and an allowance will be made. Restart the examination. Check the register. Note the time of the restart in the incident book.

Using WP for Public Examinations

The log on name is: dld.exam

If a candidate is allowed to have spell check turned on then use account: examssc

Open the WP template to set up a document for each candidate. Complete the name, candidate number and component code fields.

Choose file/save as and save the document to the desktop with the name *candidate name component code*.

Remember to complete the cover sheet for each candidate.

The candidate should fill their name, number etc on the cover of the answer book even if they do not use it.

In rooms with a printer please print the script. Do not release the student until they have signed all pages of the printed script.

In rooms without a printer, save the script onto a USB then bring the student to the exam office to sign the script.

How to be a prompter

A prompter:

- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate regarding which questions to do, or on the order in which questions should be answered;
- must not give factual help or offer any suggestions or communicate in any way other than those listed below;
- may use the following prompts either vocally:
“focus on the question”; “there are X minutes left”;
- may tap on the desk or on the candidate’s arm, as agreed beforehand in order to remind the candidate that he or she must pay attention to the question;
- may use the candidate’s name as an appropriate prompt during the examination.

An invigilator may act as prompter.

Instructions to be read to candidate before the start of the exam

- You are allowed to have a prompter
- We need to agree a prompt that you are comfortable with. I will either tap the desk, your book, or your arm. Which would you prefer?
- If I think your attention has drifted I will ‘tap the desk’ etc.
- You must not talk to me

How to be a scribe

A scribe:

- must write down accurately what the candidate has said, except in an examination requiring word processing, in which case, a scribe will not be permitted;
- must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with written parts of the paper;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must write a correction if requested to do so by the candidate;
- must immediately refer any problems in communication during the examination to the exams officer;
- must not give factual help to the candidate or indicate when the answer is complete;
- must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- must not expect to write throughout the examination if supervised rest breaks have been permitted;
- may, at the candidate's request, read back what has been recorded.

Instructions to be read to candidate before the start of the exam

- I am here to write for you in your examination
- I must write exactly what you say
- I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
- I can't draw for you in a design examination
- If we have problems communicating, I must tell the invigilator
- I can't give you any help with answers
- I can't suggest when an answer is finished
- I can't tell you which questions to choose
- I can't tell you when to move onto the next question
- I can't tell you which questions to do first
- I can read back what I have written, but only if you ask me
- I can change what I have written, but only if you ask me
- If you are allowed rest breaks, I can't write in those breaks

How to be a reader

A reader:

- must only read the instructions of the question paper(s) and questions and must not explain or clarify;
- must only repeat the instructions of the question paper or questions when specifically requested to do so by the candidate;
- must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- must not decode symbols and unit abbreviations (e.g. 2^2 should not be read as two squared but the function simply pointed to by the reader since part of the assessment is recognising what the superscript 2 means. Similarly, if the symbol $>$ is printed, it should not be read as 'greater than' but simply pointed to by the reader.);
- may enable a visually impaired candidate to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates;
- may read numbers printed in figures as words (e.g. 252 would be read as two hundred and fifty two but at the point of reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words);
- may read back, when requested, what has been written in the answer;
- may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.

Instructions to be read to candidate before the start of the exam

- You are allowed to have a reader
- Ask for the complete question to be read first and highlight any relevant keywords and phrases using a pen, pencil etc.
- Then you must ask for each part of the question to be read again
- Ask me to read the next question when you are ready.
- Point and ask me to read any words on diagrams, graphs and tables.
- You can ask me to spell a word if it appears on the paper.
- You can ask me to read back a written answer.
- If you have time ask me to read the paper again and answer any missed out questions.
- Remember I won't remind you to ask me to read, and will sit silently unless you ask me to read.
- I will not explain or clarify any instructions
- I will not read maths symbols (+-x) I will just point at the symbol and refer to it as 'symbol'. You have to understand what the symbol means.
- If the question asks you to write 252 in words I will point to the number only.

Candidates with rest breaks

Some candidates are allowed rest breaks. This means that they are allowed to stop working for a short period (usually about 10-15 minutes per hour). This will be listed along with any other access arrangements.

The candidate should be reminded before the exam starts that if they need a rest break they need to raise their hands and request one.

If the candidate requests a rest break you should take away their question and answer paper and time the length of the break. Once the candidate resumes work you should re-calculate the finish time, adding on the length of the rest break. You should also note it in the incident book.