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First published in 2024 by Joint Council for Qualifications<sup>CIC</sup>

Email: [centresupport@jcq.org.uk](mailto:centresupport@jcq.org.uk)

Available in pdf format from:

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

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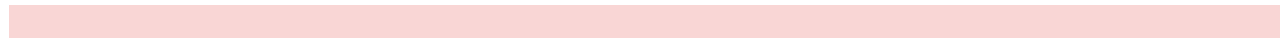
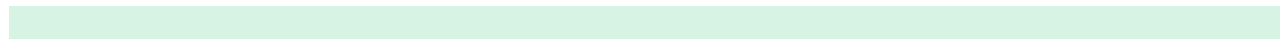
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**Chapter 21.**





PAGE	CHAPTER	PARAGRAPH	CHANGE
<a href="#">19</a>	<a href="#">5</a>	<a href="#">5.10</a>	Arrangements where a PDF copy of the standard question paper is used to produce a coloured and/or enlarged question paper.
<a href="#">20</a>	<a href="#">6</a>	<a href="#">6.6</a>	An awarding body will not vary the release time for a PDF copy of the question paper to accommodate a centre's earlier starting time for the examination.
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# Introduction

## IMPORTANCE OF THESE *INSTRUCTIONS*

These *Instructions* have been produced to enable all centres to administer examinations consistently and securely so that the integrity of the assessment process can be maintained. Failure to adhere to these *Instructions* could adversely affect candidates, either at a local level within the centre or potentially, in the event of a breach of question paper security, at a national or international level.

These *Instructions* are for examinations held between 1 September 2024 and 31 August 2025 and must be read in conjunction with the JCQ document *General Regulations for Approved Centres, 1 September 2024 to 31 August 2025*: <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.

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.

## QUALIFICATIONS COVERED BY THESE *INSTRUCTIONS*

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

- AEA
- AQA Applied General qualifications
- AQA Level 2 Certificate in Further Maths
- AQA Level 3 Certificate in Mathematical Studies
- BTEC qualifications (BTEC Firsts, BTEC Technicals, BTEC Nationals, BTEC Tech Awards)
- Cambridge Nationals
- Cambridge Technicals
- CCEA Level 1, 2 and 3 non-general qualifications
- City & Guilds Level 2 and Level 3 Technical qualifications
- Edexcel Awards
- Edexcel International GCSE
- ELC
- FSMQ
- GCE
- GCSE
- OCR Level 3 Certificates
- T-Levels (Technical qualifications)
- WJEC Level 1 and Level 2 General qualifications
- WJEC Level 1 and Level 2 Vocational Awards
- WJEC Level 1 and Level 2 Vocational Awards (Technical Awards)
- 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.

An awarding body may apply these Instructions to other qualifications.

## USING THESE *INSTRUCTIONS*

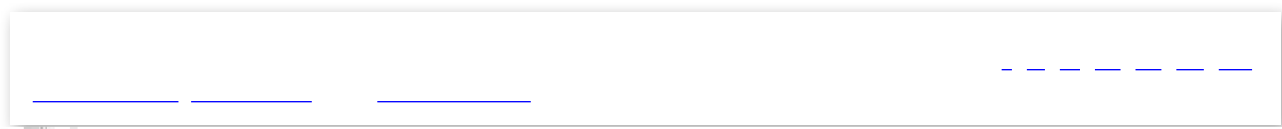
These *Instructions* must be followed by all centre staff involved in examination administration. This includes, but is not limited to:

- heads of centre;
- SLT members;
- exams officers;
- invigilators;
- Communication Professionals, Language Modifiers, practical assistants, prompters, readers and scribes.

When reading this document 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>.

## HEAD OF CENTRE RESPONSIBILITIES

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations and/or assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this document.** Failure to do so may constitute malpractice as defined in the JCQ document [Suspected Malpractice: Policies and Procedures, 1 Septem.\[r2:\( P\)2.545.a2\)0.70\)8 \(2\)34.2 \(4 t\)28545oh-3 \(](#)



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## Section 2 Summary

# Preparing for the examination

This section forms a significant proportion of this guidance. It is designed to help you prepare effectively and compliantly for examinations.

The guidance covers everything from managing question papers to starting times and timetable clashes, overnight supervision, resources, using calculators, accommodation, invigilation, access arrangements and contingency planning.

**The chapters in this section include:**

1. Keeping question papers and



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# Preparing for the examination

1.

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- 2.4 Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility.
- 2.5 **Question papers must always be kept in their sealed packets until signed out for the appropriate exam session.**
- 2.6 **The awarding body must be informed immediately if there are any problems**, e.g.
- 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;
  - there are any differences between the material received and the despatch/delivery note;
  - the material has been significantly damaged in transit or upon opening;
  - the material appears not to meet the centre's requirements;
  - the material has been received in error.

### 3. THE SECURE ROOM AND THE SECURE STORAGE FACILITY

- 3.1 **Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility**, e.g. safe, security cabinet.

#### **The secure room**

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to two to six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

Facilities staff may have access to the secure room either as a named keyholder or accompanied by a keyholder.

#### **The secure storage facility**

Access to the secure storage facility **must** be restricted to two to six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

- 3.2 The National Centre Number Register Team, [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk), which is 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 a centre moving to a new address or relocating the secure storage facility. As a result of this notification a centre inspection will take place.
- 3.3 The centre's secure storage facility must have the capacity to hold up to three weeks of question papers and any other confidential material.
- 3.4

- 3.5 Mock examinations and internal school tests may be stored in the secure room but must always be kept separately from 'live' awarding body material and be clearly identified.
- 3.6 **Question papers must always be kept in their sealed packets until signed out for the appropriate exam session.**
- 3.7 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.
- 3.8 In an emergency situation where the secure room and the secure storage facility cannot be accessed and the centre will need to invoke a contingency arrangement, the JCQ Centre Inspection Service **must** be contacted **immediately**.

**TABLE 1 - SECURE ROOM (THE 'BOX')**

Requirement	Note	Additional information
<p>A secure room solely assigned to exams in a fixed building, i.e. not a Portakabin or similar.</p> <p>Where a centre is unsure of the structure of the building they must contact the JCQ Centre Inspection Service:</p> <p>Centres in England and Scotland email: <a href="mailto:jcqinspectionsservice@aqa.org.uk">jqcinspectionsservice@aqa.org.uk</a></p> <p>Centres in Wales email: <a href="mailto:jcqinspectionsservice@wjec.co.uk">jqcinspectionsservice@wjec.co.uk</a></p> <p>Centres in Northern Ireland e-mail: <a href="mailto:centresupport@ccea.org.uk">centresupport@ccea.org.uk</a></p>	<p>Preferably on an upper floor with no windows.</p>	<p>The room must only contain exam related material.</p> <p>Access must be restricted and staff approved by the head of centre must be accompanied by a keyholder at all times. There must be between two and six keyholders only.</p> <p>The exams officer must be one of the key holders. <b>The keyholders must be directly employed by the centre.</b></p> <p>Each keyholder must fully understand their responsibilities as a key holder to the secure storage facility.</p> <p>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 7 (e r)21.3 (o)--6913v</p>



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TABLE 1 - SECURE ROOM (THE 'BOX')

<p>Solid door or reinforced door with: Strong secure/heavy duty hinges; and Security lock e.g. a minimum of a 5-lever mortice lock or coded keypad lock or electronic security lock; and Two to six key holders only, one of whom must be the exams officer. The keyholders must be directly employed by the centre.</p>	<p>A hollow panel door would require extra metal reinforcement. Double doors are not acceptable.</p>	<p>The metal sheeting must be screwed on the inside of the panel door. Cylinder locks are not acceptable. There must be at least two keys rather than one key accessed by two or more members of staff. Centres must not keep a spare set of keys anywhere they can be accessed by members of staff who are not involved in exam administration. This includes in a cabinet or safe. Keys must either be kept on the key holder's person or in a coded key safe (e.g. a 3-pin (8616-3 (top)-275)-12.612)</p>

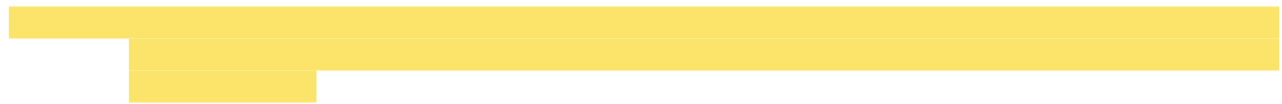


\*Where a centre is planning to install security screens advice must be sought from the JCQ Centre Inspection Service prior to instalment. This will allow the centre to run through their plans with the JCQ Centre Inspection Service.

#### 4. ARRANGEMENTS FOR HANDLING SECURE ELECTRONIC MATERIALS

##### Centre authorisation

- 4.1 Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre.
- 4.2 The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.
- 4.3 At least two and no more than six members of centre staff should be authorised to handle secure electronic materials.





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- 4.15 The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- 4.16 Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- 4.17 Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.
- 4.18 Secure files must be accessed and printed within a secure environment at the centre. Files must not be accessed or printed at alternative locations without the awarding body's prior permission. Only authorised members of staff must be present in the room, e.g. exams office staff and a Reprographics Assistant. A subject teacher must not be present in the room.
- 4.19 Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in [chapter 3](#).

**Reporting to an awarding body**

- 4.20 Report any deviation from these instructions to the awarding body using [JCQ Form M2](#).
- 4.21 Report any concerns of a potential breach of security to the awarding body immediately.

**5. REMOVING QUESTION PAPERS FROM SECURE STORAGE**

- 5.1 In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened.
- 5.2 A member of centre staff, additional to the person removing the question paper packets



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unless they are involved in arrangements as described in [paragraph 7.2](#) or have a timetable clash – see [chapter 7](#).

6.8 **Candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that examination.** Centres must ensure that question papers used by those candidates are returned to the centre's secure storage facility until the awarding body's published finishing time of the examination.

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

6.10 **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 awarding body's published finishing time of the examination.**

(For advice regarding examinations which last for less than an hour see [Appendix 2](#).)

## 7. TIMETABLE CLASHES

7.1 Centres 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. a field trip;
- d. sporting events below international level;
- e. holidays and weddings;
- f. a candidate's personal arrangements;
- g. **school transport arrangements.**

Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series. Please see paragraph 5.6(g) of the JCQ document [General Regulations for Approved Centres](#).

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, the centre 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.

7.3 **The security of the examination(s) must always be maintained. Candidates must always be supervised in line with [paragraph 7.8](#).** There is no need to complete any paperwork and prior permission from an awarding body is not required.

7.4

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- 7.6 If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks†, the centre may conduct one examination in a later or earlier session within the same day. There is no need to complete any paperwork for this. Prior permission from an awarding body is not required. The centre 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 document [Access Arrangements and Reasonable Adjustments](#).

- 7.7 If the centre does this, the security of the examination must still be maintained. Candidates must be supervised in line with the requirements in points a) to d) below and in [paragraph 7.8](#):

- a. **candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre 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 the awarding body's published finishing time of the examination.

Where a candidate is taking an examination earlier than the awarding body's published starting time due to a timetable clash and a PDF copy of the standard question paper is required, the relevant awarding body must be contacted.

- 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 awarding body's 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 take an examination in a different session from other candidates, the centre 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.

- 7.8 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). **The invigilator must not be the subject teacher for the rescheduled examination.** 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.

**AQA, OCR and Pearson AS Further Mathematics, AS Mathematics, A-level Further**

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## 8. OVERNIGHT SUPERVISION ARRANGEMENTS

*Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The head of centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout.*

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

**candidates may, at the centre's discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays (see paragraph 8.8). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.** These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day.

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

**NB** These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day.

- 8.2 Where a candidate takes 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 they are 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.
- 8.3 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 wellbeing.
- 8.4 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 email, internet, online streaming services, printed media, radio, social media **(including messaging apps)**, telephone and television.
- 8.5 The JCQ *Overnight Supervision* and *Overnight supervision declaration* forms must be completed before the overnight supervision is to commence. The JCQ *Overnight Supervision* form is completed online using the Centre Admin Portal (CAP) which can be accessed using any of the awarding bodies' secure extranet sites. The JCQ *Overnight supervision declaration* form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre. Guidance notes for the overnight supervision of candidates with a timetable variation may be found at: <https://www.jcq.org.uk/exams-office/online-forms/>
- 8.6 The centre must:
- inform the parties involved that any infringement of the conditions governing**





- 10.6 During an examination a calculator must not be able to offer any of these facilities:
- language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet.
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- databanks, such as the periodic table (with the exception of scientific constants);
  - dictionaries;
  - mathematical formulae;
  - text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 **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.**
- 10.12 A series of FAQs on the use of calculators in examinations may be found at:  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

## 11. ACCOMMODATION

- 11.1 Centres must ensure appropriate accommodation exists to support the size of the cohorts
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**the centre must notify the JCQ Centre Inspection Service** by submitting the JCQ  
*Alternative SieheQef m*

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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.



- 11.23 At all other times the room may be used for alternative purposes. For example, coaching sessions, revision sessions, internal school tests and mock examinations.
- 11.24 **The JCQ *Warning to candidates* poster (Appendix 4) and the JCQ *Unauthorised items* poster (Appendix 7) must be displayed in a prominent place outside each 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.

Any candidate suffering from, or suspected of suffering from, an infectious or contagious disease must take the examination in a separate room where these *Instructions* can be applied.

The candidate's script must be kept separate from other scripts.

The script must not be despatched until advice has been sought 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.

- 12.1 Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCTV cannot be used to invigilate candidates. **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:
- ensure all candidates have an equal opportunity to demonstrate their abilities;
  - ensure the security of the examination materials before, during and after the examination;
  - prevent possible candidate malpractice;
  - prevent possible administrative failures.
- 12.2 Centres 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/sut6\(c10.8\(k\)-4\)2.14\(x.5\(m\)-a\)9\(n\)-1.FEFF00090.3\(ow39.252S3/TB1T6](https://www.jcq.org.uk/sut6(c10.8(k)-4)2.14(x.5(m)-a)9(n)-1.FEFF00090.3(ow39.252S3/TB1T6)

12.7 An invigilator must be asked to declare whether they have invigilated previously and whether they have 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.

12.8 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) either as an electronic copy accessible via a laptop or tablet or a printed paper copy;

b. ensure that the examination is conducted as follows:

- at least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations;

- at least one invigilator must be present for each group of 20 candidates or fewer sitting tuer m2114 53 (t)27.5 (x)12.1 (a)11.6 (m)12.1 (i)13.8 (n)8.1 (a)15.5 (t)10.1 (i)5.6 (o)0.5 (A2(o)2.,8 (n)3.6

- t t4 pb(i)1t-p5t3it t4 pq2 (i)13.



SECTION 1

12.11 Timed Art examinations 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 always maintained.

12.12 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 examination (and as necessary after that) to deal with any technical difficulties that may arise, including 57n/46 S7nnar56 (c)-5.234

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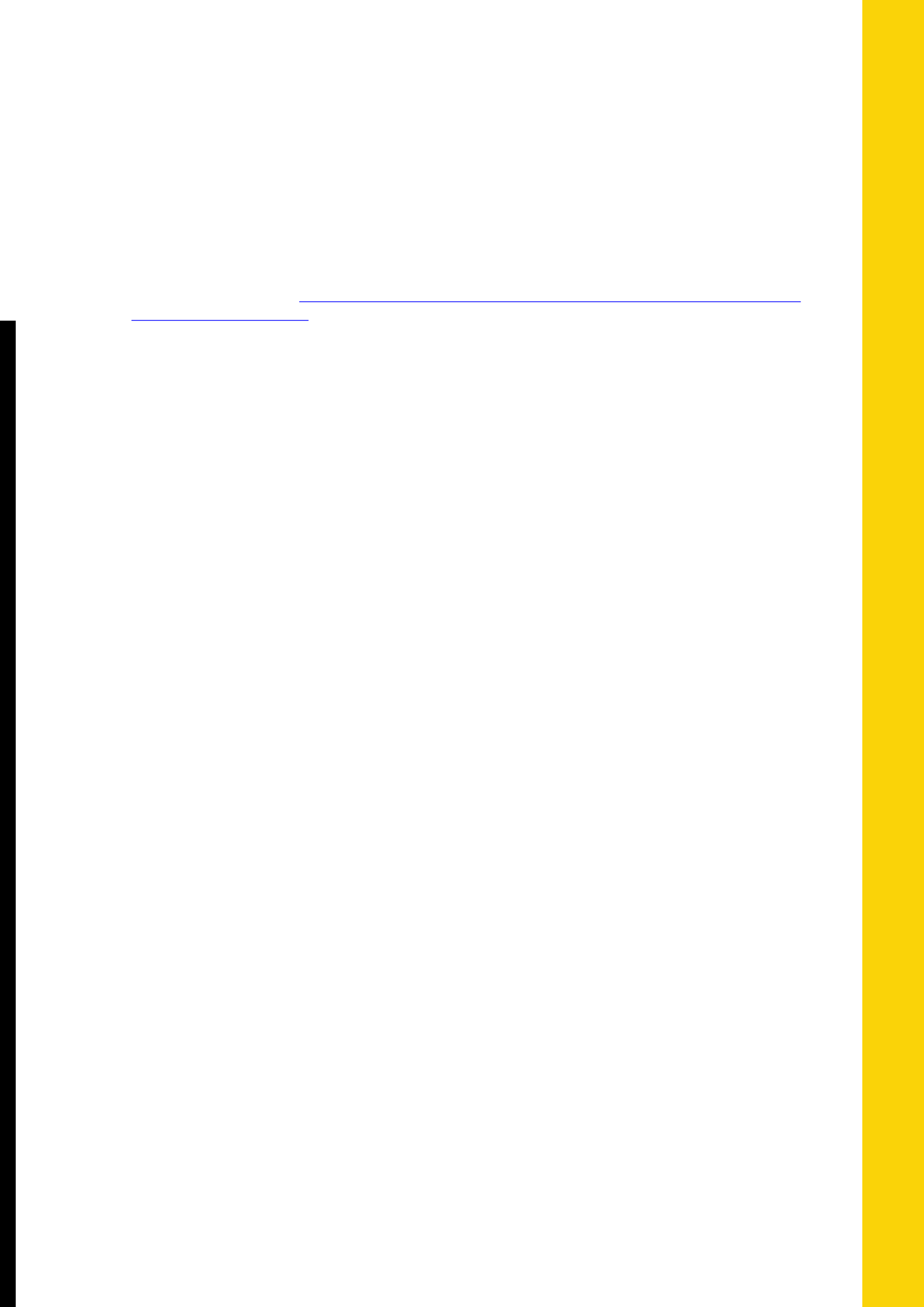
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## Read aloud and/or an examination reading pen

- 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.
- 14.17.1 A permitted examination reading pen, provided by the centre, must not have an in-built dictionary or thesaurus, or a data storage facility.
- 14.17.2 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.

## Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs

- 14.18 A candidate may only take their examinations in a smaller environment away from the main examination room where they have an established difficulty - see section 5.16 of the JCQ document [Access Arrangements and Reasonable Adjustments](#) 1 September 2024 to 31 August 2025.
- 14.18.1 Where candidates sit their examinations in a smaller environment away from the main examination room, the regulations and guidance within this document must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see chapters [11](#) and [12](#)).

## Braille transcript

- 14.19 Manual brailers will require transcription into print. Braille scripts must be transcribed by the centre. The Braille transcript must be:
- 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;
  - 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:
- printed from the JCQ website:  
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>
  - 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 other 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 can 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'.
- 14.21.1 The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.



- 14.21.2 The use of a fully-charged laptop or tablet will allow centres 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.
- 14.22.1 If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off their typed script, they must handwrite their details as a header or footer. The candidate must be supervised to ensure that they are 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 will ensure that if there is a complication or technical issue, the candidate's work is not lost.

To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

- 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.** When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;
  - 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 their own.** Word processed scripts must be attached to any answer booklet which contains some of the answers;
  - f. must be used to produce work under secure conditions, otherwise the candidate's script may not be accepted;
  - g. must not be used to perform skills which are being assessed;
  - h. must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets;
  - i. must not include graphic packages or computer aided design software unless permission has been given to use these;
  - j. must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
  - k. must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader;
  - l. must not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed);
  - m. must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed).



SECTION 1

- 14.26 An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.
- 14.27 Centres may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the electronic file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.

SECTION 2

**15. CONTINGENCY PLANNING**

- 15.1 The qualification regulators, awarding bssssss40.51 -6 (o)-9.3 (8 (di)1 (s)20an(fi)d-8.1 (g)-g)-9.3coccne

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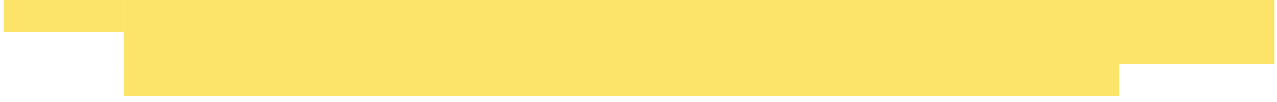
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15.8 Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those covered by special consideration, they will not be eligible for enhanced grading. Centres





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- 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. give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. 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.)



## During the examination

### 20. SUPERVISING THE CANDIDATES

- 20.1 **Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty.**

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

- 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.

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>

- 20.3 Invigilators are required to monitor candidates and ensure that they are following the rules of the examination. (r) 4om if p12.1 (i)13.8 (r)195(b)-7.8 (r)19.9 (e)11.8 3



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The accompanying guidance notes must be read before completing the online form:

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- c. cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

22.5 The 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.

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.

22.6 The centre must:

- a. brief invigilators on arrangements for transferred candidates (where relevant);
- b.

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23.10 **In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation (see [paragraph 7.6](#)), the invigilator must collect all question papers and pass all copies to the exams officer for return to the centre's secure storage facility.**

23.11 **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.)**

SECTION 2

24. MALPRACTICE

24.1 Where a candidate is being disruptive, the invigilator must warn the candidate that they 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. The invigilator must record what has happened.

24.2 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.**

SECTION 3

[Form JCQ/M1 - Report of suspected candidate malpractice and/or Form JCQ/M2 - Notification of suspected malpractice/maladministration involving centre staff](#) must be completed where appropriate.

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25.3 In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- 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. ensure the candidates leave the room in silence;
- e. ensure candidates are supervised as closely as possible while they are out of the



# At the end of the examination

## 26. FINISHING THE EXAMINATION

26.1 A five-minute warning to candidates before the end of the examination is permitted. However, this is at the centre's discretion. Where candidates have different finishing times, the centre must consider the impact of giving a warning.

26.2 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:
  - make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre number;
  - make sure their answers are correctly numbered;
  - make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples must not be used. Treasury tags should only be used if permitted by the awarding body marking the papers.

26.2.1 For CCEA examinations any loose additional answer sheets should be placed **behind** the script.

26.2.2 For City & Guilds multiple choice examinations, candidates should be instructed to make sure they have recorded their answers on the answer sheet, not the question paper.

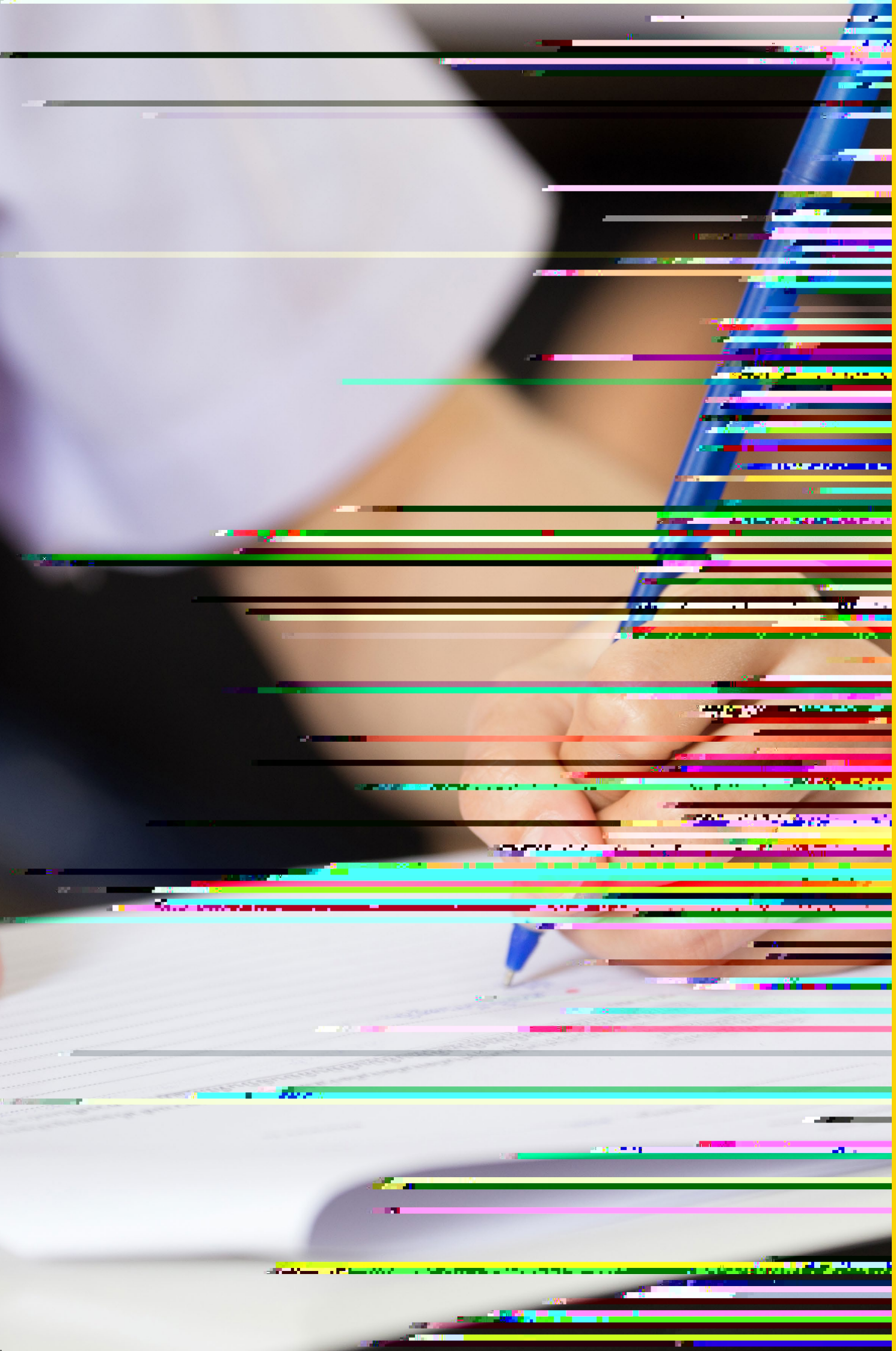
26.3 Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted for the necessary additional time. Invigilators must be made aware in advance which candidates have been granted extra time and/or supervised rest breaks.

## 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





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# After the examination

## 28. PACKING SCRIPTS

28.1 Centres must:

- a. check that they have enough large plastic envelopes to despatch all the scripts. Contact the relevant awarding body if more will be needed;
- b. use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts that need to be despatched;
- c. checked;

- 
- 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 will 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

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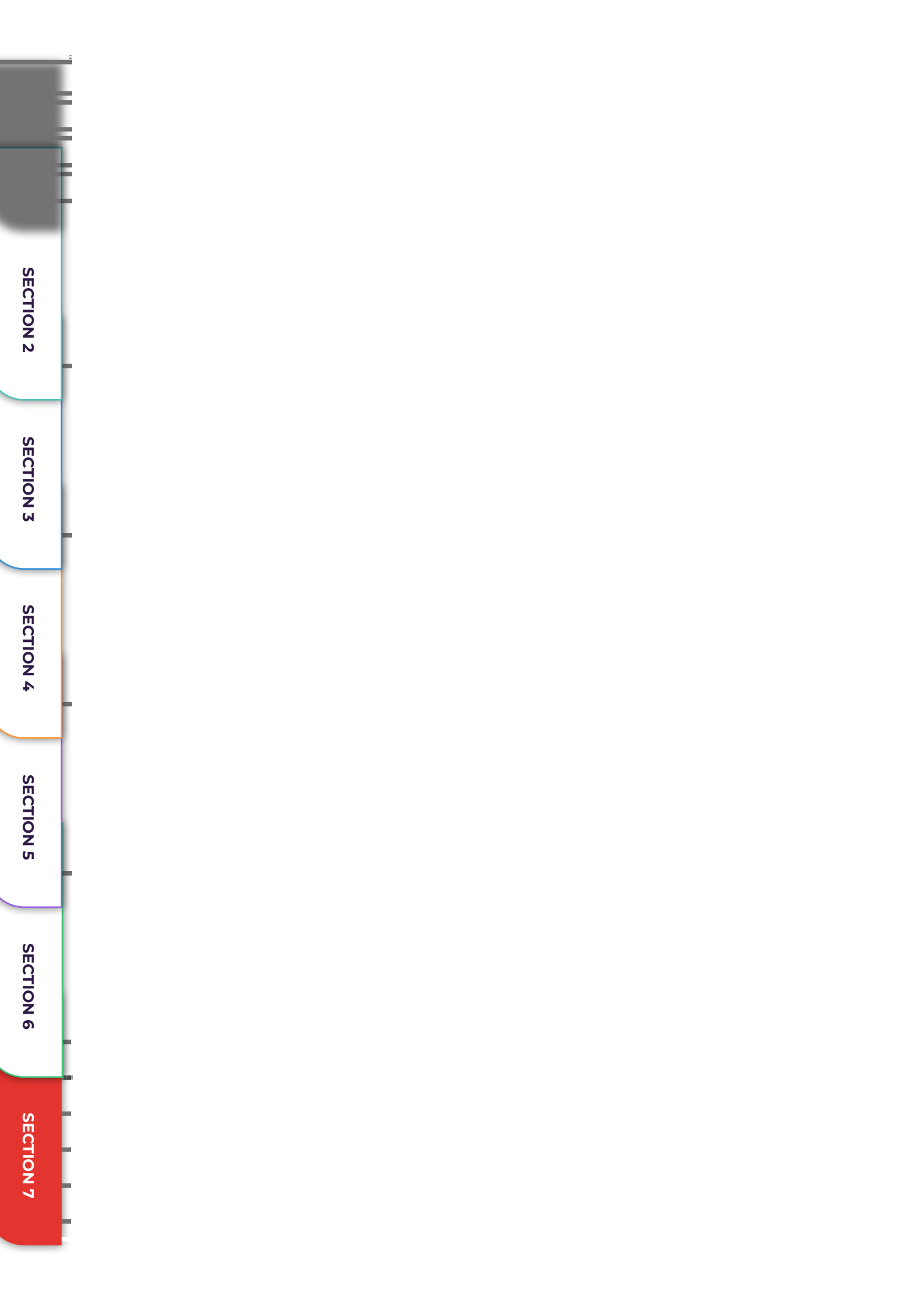
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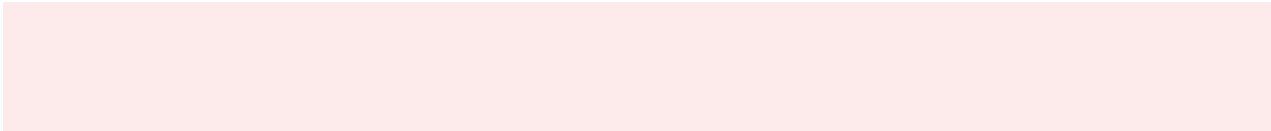
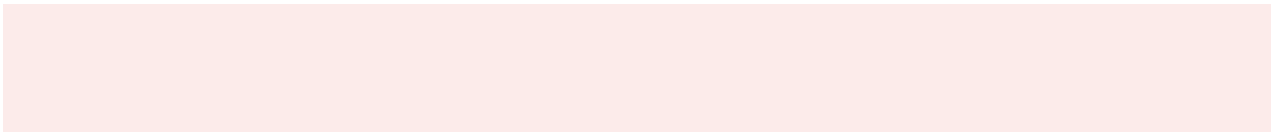
# **Appendix 1**

## **Instructions for conducting on-screen tests**

*1 September 2024 to 31 August 2025*

1.

3.2 Centres will need to plan and set up the sessions before the examination date, taking into



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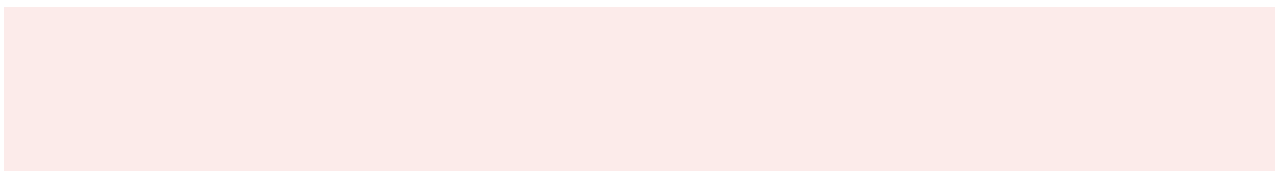
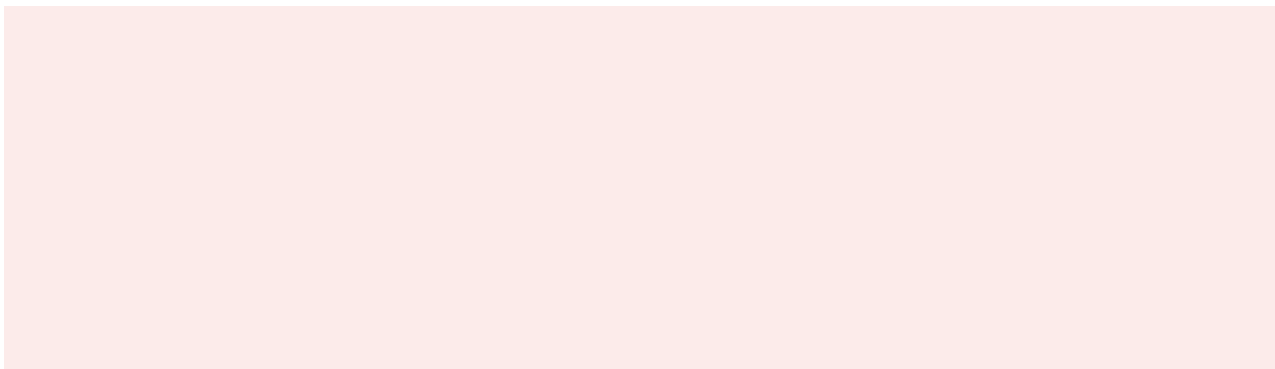
## 6. ACCOMMODATION

6.1 Centres must ensure an appropriate assessment environment.

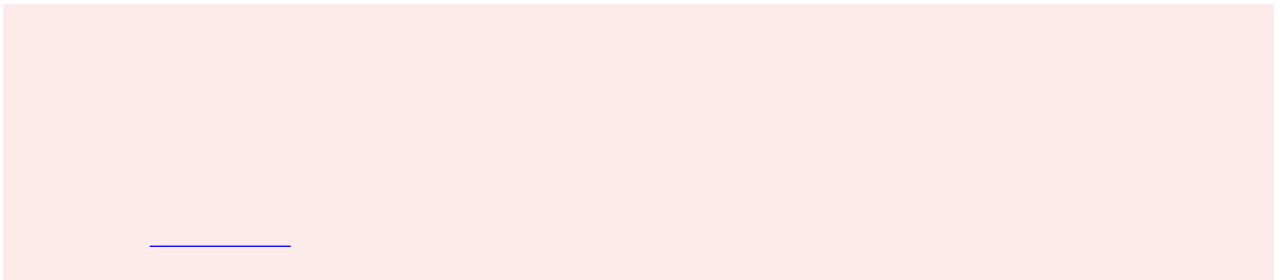
6.2 Where computers are used for assessment purposes, the head of centre is responsible for ensuring that health and safety laws are followed. Particular attention must be given to:

- a. electrical safety;
- b. environment, heat, light and ventilation;
- c. 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



7.1 There must be at least one invigilator for each group of 20 or fewer candidates taking



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## **9. FINISHING THE EXAMINATION**

- 9.1 Centres 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 printouts 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



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## Appendix 2

# 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 6.10](#) of these *Instructions* states:

*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.*

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### 3. 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	2.00
1.15	1.45	2.00
1.30	2.00	2.00
1.45	2.15	2.00*

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

### 4. AWARDING BODY PUBLISHED STARTING TIME: 1.30PM – 30-MINUTE EXAM

# Appendix 3

## Suggested wording for the invigilator's announcement



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<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>Do not</b> start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. <b>Do not</b> open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
<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: <ul style="list-style-type: none"> <li>a) you have a problem and are not sure what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ul>
3	You <b>must not</b> 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

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<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 formulae; d) <b>do not</b> bring into the examination room any operating instructions or prepared programs.
3	<b>Do not</b> 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. Always follow their instructions.
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 issues.
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>Do not</b>





## Appendix 8

### Notice to centres: The people present in the examination room

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