

2025-2026

Invigilator Handbook



CARDINAL
NEWMAN
CATHOLIC SCHOOL

Cardinal Newman Catholic School

2025-2026

This handbook is reviewed and updated annually

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The role of the invigilator

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the 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:

- a) ensure all candidates have an equal opportunity to demonstrate their abilities
- b) ensure the security of the examination materials before, during and after the examination
- c) prevent possible candidate malpractice
- d) prevent possible administrative failures (JCQ ICE 12)

Purpose of this handbook

Cardinal Newman School is committed to ensuring that invigilators are thoroughly trained, briefed in their duties and kept up to date with JCQ and awarding body regulations and instructions regarding the conduct of examinations.

This handbook is designed to support and complement invigilator training/update events and briefings at exam time, by providing invigilators with the information they need to know in terms of centre-specific arrangements/processes and instructions for conducting examinations and to answer any questions they may have.

Invigilators must know what is expected of them and be aware of the Checklist for invigilators (for written examinations) contained within the venues administration wallet. **If in doubt Radio the exams office with any concern on Channel 11.**

Instructions for conducting examinations

Preparing for the exam

Keeping question papers and other examination materials secure

ICE 2

Secure materials are handed into the safe keeping of an invigilator, the papers must never be left unattended at any time, they are returned to the safe keeping of the EO at the end of the exam.

Checking and arranging question paper packets

ICE 2/4

Question papers must always be kept in their sealed packets until signed out for the appropriate exam session. Arrangements for handling secure electronic materials - Removing question papers from secure storage) Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre. **second pair of eyes check is imperative.**

Starting times for exams

ICE 1/6

The awarding bodies published starting time for all morning examinations is 9.00am and 1.30pm for all afternoon examinations. These are known as the morning and afternoon sessions. These times are the UK times (either GMT or BST as appropriate) current on the examination date. Centres outside the UK must adjust their local starting times so that they begin at the same time as UK centres. Cardinal Newman morning exams start at 9am and afternoon exams start at 1.30pm

Timetable clashes

ICE 7-8

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

If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session. 7.5 Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times*. This means that candidates cannot use this time to revise. *For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times

Resources for exams

ICE 9

Candidates may use resources such as anthologies, bilingual translation dictionaries and editions of set texts as set out in the instructions on the question paper. If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice JCQ *Information for candidates for written examinations – with effect from 1 September 2025*

Using calculators

ICE 10

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

Include any additional centre-specific arrangements for managing the use of calculators.

Accommodation (The exam room)

ICE 11

Candidates must sit their examination(s) at the centre's registered address unless the centre is using an alternative site arrangement or has received permission from an awarding body for a transferred candidate arrangement. The Seating plans signify the venue the student is allocated to. Students must not be seated in any other arrangement than that on the seating plan. Should an amendment be necessary due to an emergency the EO will inform the venue of the change and the relevant papers will be sent to the venue.

Invigilation arrangements

ICE 12

Invigilators have a key role in upholding the integrity of the external examination/ assessment process. Invigilators must not undertake any non-examination related tasks in the exam room which also extends to not reading the question paper as if doing so they are not always being vigilant.

- a. ensure all candidates have an equal opportunity to demonstrate their abilities;
- b. ensure the security of the examination materials before, during and after the examination;

- c. prevent possible candidate malpractice;
- d. prevent possible administrative failures.

If assistance is required, the Radio is to be used as a means of **getting help easily** and contacting the Exam Officer/supporting staff.

Invigilation arrangements for candidates with access arrangements and Access arrangements

ICE 13-14

Equality Act 2010 in that centres are required to make reasonable adjustments to facilitate access for disabled candidates to exams and assessments.

The PFH and our Venues in Bosco cater for our students with Access Arrangements. The invigilators will be issued with a full list of the permitted arrangements for each student. Support from readers and scribes will be sent from SEN support as will necessary equipment for the students.

Strict adherence to the use of Dictionaries during language examinations.

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Contingency planning

ICE 15

The examination contingency plan covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan reinforces procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency. This plan has been updated for summer **2026**

At the beginning of the exam

Identifying candidates

ICE 16

When identifying candidates, the attendance register should ideally be completed. Each student has photographic identification on their desk which also states their candidate number and the examination they are sitting. This will correspond with the seating plan for the venue.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

The people present

ICE 17

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- a. identify and settle candidates and instil discipline;
- b. check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate;

- c. check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d. start the examination.

Only those senior members of centre staff authorised by the head of centre to specifically perform the above tasks may be present in the examination room. Senior members of centre staff must not provide advice and guidance on the examination. They must not comment on the question paper or give advice on which sections of the paper and which questions should be attempted.

Question papers, stationery, materials and other equipment

ICE 18

To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. **This second pair of eyes** check must be recorded. Question papers must never be left unattended once they have been removed from the centre's secure storage facility.

The official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets, must be issued to candidates. No other stationery, including paper for rough work, can be provided.

If candidates have access to unauthorised items in the examination room this may be considered as malpractice.

Starting the exam

ICE 19.

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body

During the exam

Supervising the candidates

ICE 20

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

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.

Centres must pay close attention to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results.

The attendance register is a key part of the process of identifying candidates present in the examination room

Candidates who arrive late

ICE 21

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

A candidate will be considered very late if they arrive:

- a. more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;
- b. after the awarding body's published finishing time for an examination that lasts less than one hour.

Decisions for sitting examination when the candidate is late will be made by the EO. Invigilators must radio the EO in this event.

Completing the attendance register

ICE 22

Close attention must be paid to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results.

The attendance register is a key part of the process of identifying candidates present in the examination room.

The invigilator must:

- a. accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred;
- b. write on the attendance register the details of candidates who took the examination but are not shown on the register; (The exams officer must make formal entries to the awarding body as soon as possible, if this has not already been done.)

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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.

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.

Leaving the exam room

ICE 23

For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination. For examinations that last less than one hour, candidates must be supervised, and question papers must be kept in secure storage until the published finishing time of the examination.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff.

At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

Malpractice

ICE 24

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.

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.

Invigilators must report any incidents of Malpractice to the EO and record the incident on the provided log sheet.

Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification.

Emergencies

ICE 25

Please refer the Cardinal Newmans emergency evacuation policy in your venue administration wallets.

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 examination room so that there is no discussion about the examination;
- f. make a note of the time of the interruption and how long it lasted;
- g. allow the candidates the remainder of the working time set for the examination once it resumes;
- h. if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

At the end of the exam

Finishing the exam

ICE 26

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.

Collecting scripts

ICE 27

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.
- d. put the scripts/objective test sheets in the order shown on the attendance register;
- e. check that candidates have used their correct centre and candidate number;
- f. give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner.

Exam office staff, including invigilators, must ensure scripts are always handled securely.

Scripts are confidential between candidates and the awarding body. They may not be read or photocopied before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.

Unused stationery, Releasing question papers

ICE 30

The invigilator must:

- a. collect all unused stationery in the examination room;
- b. check it for any loose sheets which candidates may have missed;

c. return it to the exams officer.

Invigilators must not release the Question papers to **any other individual** or centre personnel.

CENTRE-SPECIFIC INFORMATION AND INSTRUCTIONS

Contacting the exams officer

At the Data and Exams office based in Canterbury CA09, OR Via Radio on channel 11

Reporting for duty

Lanyard ID must be worn at all times. You must sign into and out of the building. You will be required to report to the data and examinations office each morning, unless you have been previously directed to go straight to your Venue. You will need to complete a signing in and out sheet to keep a record of your duties.

Invigilator briefing

You will be emailed with a date and time for briefing and safeguarding updates.

Dress code

No Denim, Leather Jackets or Sportswear. Professional attire is required. (Be mindful of shoes that can make noise)

Payment arrangements

Timesheets must be submitted for signing off to the Exams Officer. Payment is made in arrears, and timesheet must be signed off by the end of the month in order to receive payment the next month.

Contact Details

Data and Examination Office:

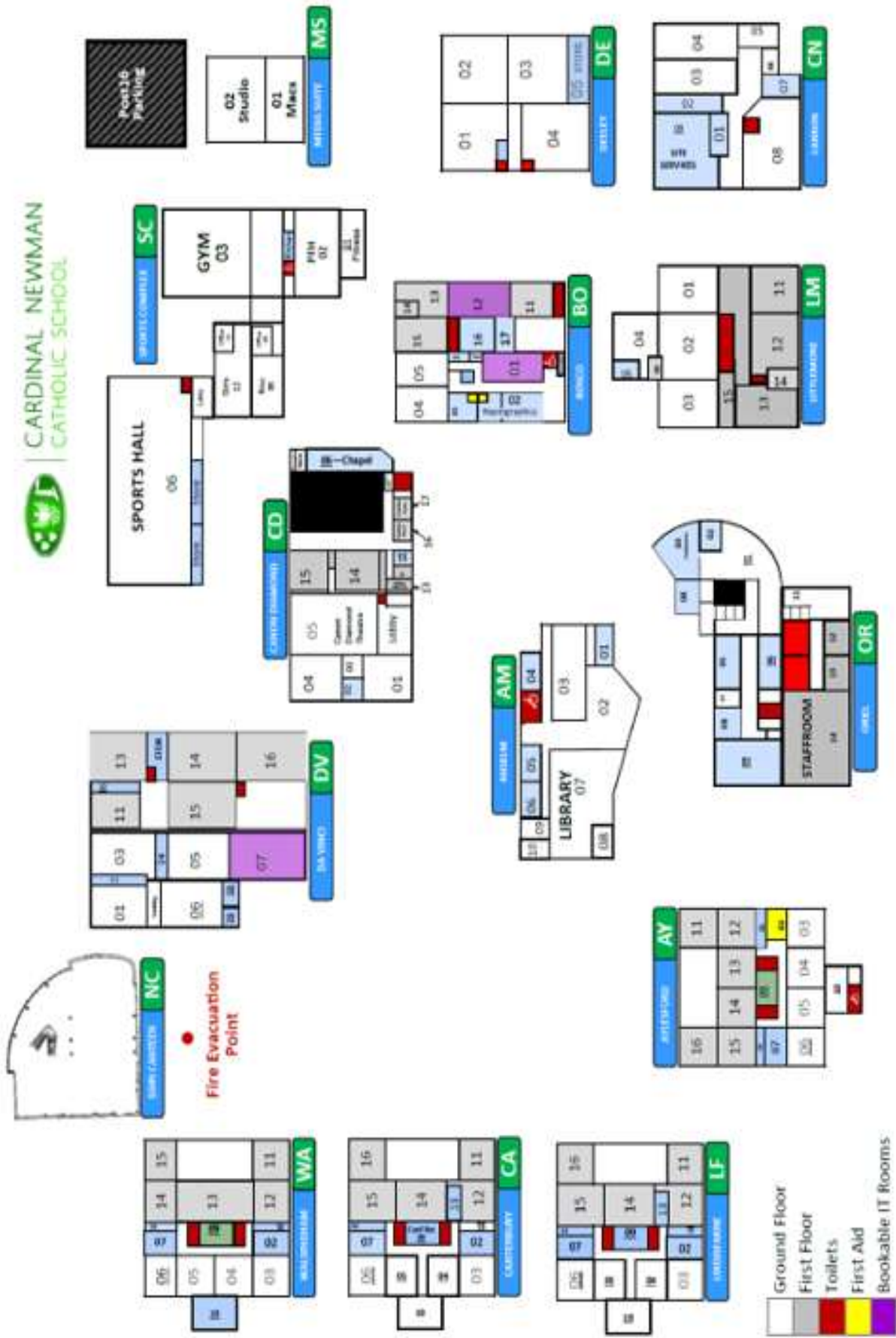
Channel 11 on School Radio

Canterbury Block

Room number 09 (situated under the stairs)

Exams Officer – Luke Thompson

Telephone Extension – 1223



Evacuation Routes



Bosco students to Media Suite following path along fitness suite



Spotts hall to tennis courts through row H fire escape
GYM to tennis courts through back fire escape

Evacuation Routes



PFH to Media Suite through PFH fire escape

Emergency evacuation areas for exam venues

Sport Hall - Tennis Courts (Via Row R Fire Exit Doors).

Media Suite and Bosco - Media Suite Car Park.

Pope Francis Hall - Media Suite Car Park.

Gym - Tennis Court (via Rear Fire exit Door)

Cardinal Newman Catholic School

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/centre-emergency-evacuation-procedure>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the **appropriate authority. The exams office will support you.**
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken. Centre must send to the relevant awarding body.

