



Joint Council for  
Qualifications<sup>CIC</sup>

# Guidance for centres managing exams June 2022 series

Produced on behalf of:



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# 1. Overview

This guidance applies to timetabled examinations for general qualifications held in the June 2022 series. It outlines existing flexibilities as well as changes to the normal rules for conducting examinations and is designed to support centres experiencing disruption, including disruption due to Covid-19. Centres may wish to consider this document alongside their own contingency plans ahead of the start of the examination series.

Please refer to the JCQ publication *Instructions for Conducting Examinations* for detailed information:

## **Instructions for Conducting Examinations**

The JCQ awarding bodies providing vocational qualifications have also put a range of measures in place to support candidates taking examinations and assessments this summer. These measures will have been published by the relevant awarding bodies.

## 2. Published start times

Centres are normally permitted to vary the awarding body's published examination starting times by up to 30 minutes, in line with section 6 of the JCQ *Instructions for Conducting Examinations (ICE)*. For the June 2022 series only, if centres are not able to start an examination within 30 minutes of the published start time, the examination may start later provided that it is held on the timetabled date and candidates are supervised by a member of centre staff from no later than 30 minutes after the published start time until the examination starts (*ICE* paragraph 6.5).

Candidates **must** be supervised by a member of centre staff or an invigilator in accordance with the requirements set out in paragraph 7.5 of *Instructions for Conducting Examinations*. In these circumstances, the centre **must** notify the relevant awarding body on the day of the examination, using the contact details on page 8 of this document to explain the circumstances. If groups of candidates are due to take the examination in different rooms, centres may start each group as soon as they are ready, provided that the remaining candidates remain under supervision

### 3. Exam accommodation

If a centre needs to relocate an examination to an alternative site, they should refer to the JCQ guidance on alternative sites:

#### **Alternative Site guidance notes 2021-22**

The notification of intent to conduct examinations at an alternative site **must** normally be submitted online no later than six weeks before the start of the examination series. However, if the notification is for a candidate to sit an examination at home or in hospital due to a medical condition, it may not be possible to submit the information six weeks in advance. In these circumstances a late submission should be made as soon as the details are known.

For the June 2022 series, centres should continue to use this process if they need to relocate an examination and should submit their notification as soon as they can. This process can also be used if it is necessary to split a cohort of candidates and relocate one group of candidates to an alternative site. Where an alternative site is used, question papers **must** remain in secure storage until 90 minutes before the published start time of the examination and be transported to the alternative site by a member of centre staff, in accordance with paragraph 11.3 of *Instructions for Conducting Examinations*.

## 4. Invigilation requirements

Centres are normally required to ensure that at least one invigilator is present for each group of 30 or fewer candidates sitting written examinations, and at least one invigilator is present for each group of 20 or fewer candidates completing practical assessments (e.g., Art & Design, Applied Science). Invigilation requirements are set out in section 12 of *Instructions for Conducting Examinations*.

For the June 2022 series only, where it is not possible for the centre to meet the standard requirements, examinations may be conducted provided that:

- at least one invigilator is present for each group of 40 or fewer candidates sitting written examinations; and
- at least one invigilator is present for each group of 30 or fewer candidates completing practical assessments (e.g., Art & Design, Applied Science).

In exceptional cases, where the centre has exhausted all other options to meet the revised ratios above, the examination may continue with the invigilators that are available provided that the centre notifies the relevant awarding body on the day of the examination, using the contact details on page 8 of this document to explain the circumstances. The awarding body will then make a decision about whether the scripts can be accepted.

If the head of centre or designated deputy is not confident that the examination can be conducted with integrity with the invigilators that are available, they may wish to consider delaying the exam until later in the day or splitting the cohort into different groups of candidates. Where an exam is delayed, candidates **must** always be supervised in accordance with paragraph 7.5 of *Instructions for Conducting Examinations*.

## 5. Subject teachers as invigilators

Under normal circumstances a teacher, tutor or senior member of centre staff who teaches the subject being examined **must not** be an invigilator for an examination in that subject. For the June 2022 series only, where no other suitable invigilators are available, subject teachers may invigilate an examination in their own subject. Heads of centre may wish to consider local contractual arrangements ahead of the examination series as part of their contingency planning.

Invigilators with subject knowledge **must** be briefed to be particularly careful not to influence the candidates' responses to the question paper content. They **must not** be the sole or lead invigilator for a group of candidates they have taught.

Where staff who are not normally involved in invigilation are asked to invigilate an examination, they must always have access to *Instructions for Conducting Examinations* and be familiar with the Checklist for Invigilators:

### **Checklist for Invigilators**

Sections 20-27 and Appendix 3 of *Instructions for Conducting Examinations* will be particularly relevant.

## 6. Addressing challenges for individual candidates

The following principles are designed to enable candidates to have the best opportunity to receive a qualification and should be adhered to in the order specified:

- Where possible, all examinations should be completed under the appropriate conditions and within the centre environment. This protects the best interests of the candidate, the centre and the integrity of the examination system. Centres are therefore expected to make every effort to ensure that this can happen for all their candidates scheduled to sit examinations in summer 2022.
- Where a candidate cannot sit the examination within the centre, the centre can apply for the examination to be sat at an alternative site (e.g. the candidate's home or a hospital) and send an invigilator to the alternative site to invigilate in person.
- Where neither of the above are possible, but some examinations in the qualification have already been completed, or can be completed, a calculated grade (also known as an 'aegrotat') may be the most appropriate way to ensure that an individual candidate is not disadvantaged, as long as the published criteria for special consideration have been met. Centres should apply for this application of special consideration in the usual way.
- Where a candidate cannot sit any examinations in May/June, they should sit them in a later series where this is possible (e.g. November 2022 if the particular qualification is available then or, where they do not need to certificate in 2022, a future series).



## 7. Remote invigilation

Remote invigilation may be permitted for an individual candidate in very exceptional cases where all the other options have been exhausted and they would otherwise be disadvantaged. Remote invigilation **must only** be used where an awarding body has given prior approval to the arrangement and **will not** be granted on the day of an examination.

If a centre considers there is an exceptional case for which remote invigilation might be permitted, they **must** contact their awarding organisation for further detailed information on the requirements. The centre should consider whether these requirements could be met and then they **must** seek prior approval from the relevant awarding body, using the contact details on page 8..

## 8. Awarding body contact details

AQA [Irregularities-N@qa.org.uk](mailto:Irregularities-N@qa.org.uk)

CCEA [centresupport@ccea.org.uk](mailto:centresupport@ccea.org.uk)

Tel: 02890 261425

OCR [support@ocr.org.uk](mailto:support@ocr.org.uk)

Pearson [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com)

WJEC [exams@wjec.co.uk](mailto:exams@wjec.co.uk)