

# SUPPORTING EXAMS OFFICERS ONLINE SESSIONS

Summer 2023 Examination Series

# Objective of the session

**Provide information to exams officers in preparation for the summer 2023 examination series.**

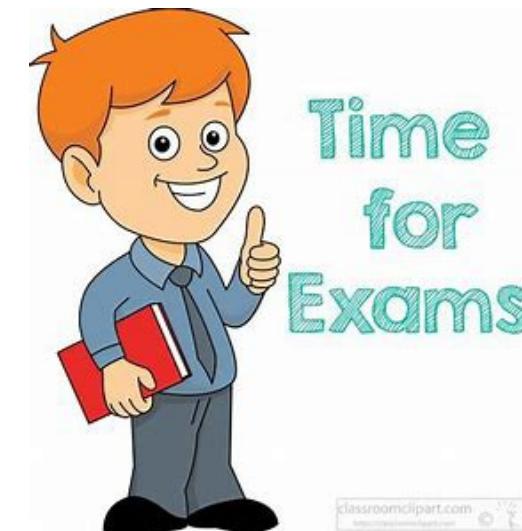
For Q & A throughout the session:

- Select the Q&A icon  at the top of the pane when the pane is open to close it.



# AGENDA

- Question paper packets delivered
  - Secure storage room and utility
- Pre exam checks
  - Logs
  - Invigilation
  - Examination rooms
- On the day of the exam
  - Posters
  - Examination rooms
- Moving the question papers
  - Opening question paper packets
  - Splitting question paper packets
- Access arrangements
- Starting the exam
- Malpractice
- Inspections



## The examination series

End of the exam

During the exam

Starting the exam

Inspections

Pre exam checks

Question papers delivered

Access Arrangements

Malpractice

On the day of the exam

Moving the question papers

Handling secure electronic materials

## Secure Storage Room

- A 5-lever mortice lock or equivalent required on a solid door with heavy duty hinges
- Room must be solely dedicated to exams
- The secure storage room must be large enough to walk into and with the door closed sort confidential material
- There must be 2- 6 keyholders and more than one set of keys
- Keys must be stored securely in coded key safe or on person, not in a drawer
- Wall, floors and ceiling must be of solid construction

## Secure Storage Facility

- 2- 6 keyholders
- Keys must be stored securely in coded key safe or on person
- Check whether the safe needs to be bolted to wall or floor
- Capacity for 3 weeks worth of exam papers
- Secure storage facility must only hold live confidential examination material

## INVIGILATOR PLANNING

- Identify how many invigilators required, including those required for toilet breaks
- Don't forget you need a roving invigilator for access arrangement rooms if there are sole invigilators
- Sole invigilator cannot be a peer, relative or friend of the candidate
- Keep a record of invigilator training, both content and attendance
- Complete training for any invigilator who will be observing access arrangements (scribe/reader etc)
- JCQ Invigilator training checklist



## Pre exam checks

- Carry out pre-exam checks on main exam room and all other rooms to be used for exams
- Check room layout and that desks are the minimum 1.25m apart as required by JCQ
- Desks must face the same way
- Create a seating plan, highlight candidates with access arrangements on the plan
- Check you have printed sufficient JCQ posters
- A copy of the Instructions for conducting examinations booklet must be available in the main exam room
- Check laptops/word processors have appropriate restrictions in place

## **Think about all the rooms that will be used for exams:**

Include any separate rooms e.g.

- For access arrangements (scribe/reader etc)
- IT/computing labs
- MFL suite
- Practical rooms
- Areas for candidates to use for supervised rest breaks and for candidates with timetable clashes
- Any other accommodation used for exams

## Timetable clashes

Where a candidate is taking two or more examinations in a session and the total time is 3 hours or less you can decide which examination the candidate takes first.

If the candidate is taking two or more examinations in a session and the total time is more than 3 hours, you can conduct one of the examinations in an earlier or later session within the same day.

If a candidate is entered for multiple examinations timetabled for the same day and the total duration of those papers is more than **6 hours for GCE** and more than **5 hours and 30 minutes for GCSE** (including approved extra time allowances and/or supervised rest breaks), a candidate may take an examination scheduled for the afternoon session the following morning including Saturdays.

**Candidates with timetable clashes taking exams before or later than the awarding body's published starting time must be kept under centre supervision. See Blog on JCQ website for further guidance.**

**Where a candidate has a timetable clash involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination, a centre cannot move the examination to the morning session**

## Keeping question papers and other examination materials secure

### Question packets delivered

Question paper packets signed for at initial point of delivery

Contact Exams officer immediately. If not available contact other key holder immediately

Exams officer takes question paper packets in despatch packaging to secure storage room

If no key holders on site do not accept delivery

Check and transfer to secure storage facility

Store question paper packets in secure storage facility in date order and unopened

If number of question packets incorrect or damaged contact awarding body immediately

- Ensure all candidates with access arrangements which require an online application have an AAO approved application and required supporting documentation
- Identify suitable accommodation for all candidates with approved access arrangements
- Ensure all approved access arrangements have been clearly communicated to invigilators
- Highlight candidates with access arrangements on the seating plan
- Have a copy of the assessor's qualification such as an approved L7 qualification as this will be required at inspection

## Things to remember:

- Have you identified enough rooms for candidates with approved access arrangements?
- Have you allocated invigilators who have all been trained?
- Do you have enough posters to display outside each room?
- Are candidates with access arrangements identified on the seating plan?
- Have you identified a roving invigilator ?

# Access Arrangements

- The person appointed to facilitate an access arrangement as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must not normally be the candidate's own subject teacher or teaching assistant. Where the candidate's own subject teacher or teaching assistant is used, a separate invigilator must always be present

# Access arrangements

## Reminders

### Separate invigilation

A candidate may only take examinations under separate invigilation if they have an established difficulty e.g. a medical condition

### Practical assistant, prompter, reader and scribe

They must fully understand their respective role during the examination and what is permissible and what is not

# Access arrangements

Cover sheets are required for:

- a) Communication Professional
- b) A Language Modifier
- c) A practical assistant
- d) A scribe

These must be given to the invigilator to be completed during the examination and must accurately reflect the activities performed by the above.

**Please note only WJEC require a word processor cover sheet**

# Access Arrangements

Three new arrangements delegated to SENCo:

- Fidget toys and stress balls
- Non electronic ear defenders and ear plugs
- Squared paper for visual spatial difficulties

Evidence of need is not required for inspection purposes

An online application is not required



# On day of exam: Posters

**JCQ**  
CIC

AQA | City & Guilds | CCEA | OCR | Pearson | WJEC

### **Warning to Candidates**

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

*The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.*

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**Appendix 7**

**JCQ**  
CIC

AQA | City & Guilds | CCEA | OCR | Pearson | WJEC

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

## **DISQUALIFICATION**

from your examination and your overall qualification.

*This poster must be displayed in a prominent place outside each examination room.*

## On the day of exam: Room

- Check you have a board, flipchart or whiteboard clearly visible to all candidates in the examination rooms;
- This must show:
  - the centre number
  - the examination subject title and paper number
  - the actual start and finish times
  - the date
- Check the walls again for posters etc

## On the day of the exam

- Do you know the published start time ?
- Do you know the window for keeping candidates under exam conditions?
- Before you let candidates go – **check the time**
- Remember – if you started the exam earlier than the awarding body's published timetable  
**candidates must remain under centre supervision for exams one hour or longer until 10.00 am for a morning examination or 2.30 pm for an afternoon examination**
- **For examinations which are less than an hour candidates must remain under centre supervision until the awarding body's published finishing time for the examination**

## Moving question papers

To prevent potential breaches of security, you **must check the correct question paper packets are opened**.

- A member of centre staff must do the second pair of eyes check **immediately** before a question paper packet is opened.
- Check the day, date, time, subject, unit and tier of entry.
- Question paper packets must be opened in the designated examination room(s) unless they need to be split for different rooms.
- Question paper packets must not be removed from the centre's secure storage facility and taken to the examination room(s) any earlier than the designated 60 minutes prior to the awarding bodies published start time.

## Moving question papers

If question paper packets need to be split for different rooms, you must ensure:

- as few question paper packets are opened for splitting as possible and no earlier than 90 minutes before the awarding body's published start time
- the question paper packets **must** be opened and checked in the secure storage room
- the question papers must be taken directly to each examination room in a separate non transparent sealed envelope

# Moving question papers

## Coloured/enlarged paper

### **AQA, OCR and Pearson**

Where a candidate requires a question paper on enlarged or coloured paper it is recommended that a PDF copy of the standard question paper is downloaded from AQA Centre Services, OCR DFD or Edexcel Online one hour before the awarding body's published start time for the examination.

### **CCEA and WJEC**

Where a candidate requires a question paper on enlarged or coloured paper it is recommended that a non-interactive electronic PDF question paper is ordered using AAO.

# Handling secure electronic material

- Electronic question paper materials must only be handled by members of staff authorised to do so
- At least two and no more than six people should be authorised to handle secure electronic materials
- E-mail accounts used to access secure electronic materials must belong to named individuals or a group e-mail only accessed by authorised named individuals
- Once printed, question papers must be sealed within a non-transparent envelope and stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3

# Handling secure electronic material

## Points to consider

- What are your procedures for checking conflict of interest?
- What is your process for printing and collating electronic materials?
- When did your centre last check who has access?
- Where does any printing take place?
- How do you ensure only authorised members of staff access or print secure files?

# Starting the exam

- Identifying candidates
- No unauthorised items
- Water bottles



# Starting the exam

## Starting times for examinations

### Note:

- Start times 9:00 for morning 1:30 for afternoon
- ABs allow you start exam up to 30 minutes earlier or later
  - no earlier than 08:30 and no later 9:30 in the morning and no earlier than 1:00 and no later than 2:00 in the afternoon
- Please note CCEA (Northern Ireland exam board) published start time for morning exams is 9:15



**Unless there is a timetable clash**

## Late arrivals

- Candidates who arrive may be allowed to sit the examination at the discretion of the centre.
- If permitted to sit the examination they must be given the full time for the examination

## Very late arrival

If a candidate arrives more than 1 hour after the published start time ie after 10 am for the morning session and after 2.30 pm for the afternoon session or if they arrive after the awarding body's published finish time.

### The centre must:

- submit script
- submit Form JCQ/VLA using the Centre Admin Portal (CAP)
- warn the candidate that the awarding body may not accept their script

## During the exam

- Invigilators must supervise candidates throughout the whole time the examination is in progress
- Place invigilators at back, front and side of room if possible
- Ensure invigilators know when and how to complete the Exam Room Incident Log – there is one you may wish to use on the JCQ website
- Invigilators must not carry out any other tasks whilst invigilating and must have their phones switched on silent
- They must not use phones/laptops for any purpose other than summoning the roving invigilator or exams officer

## During the exam

### Leaving the examination room

- Candidates who leave the examination room temporarily must be accompanied by a member of centre staff
- Scripts, question papers and any other material must not be removed from the room until all candidates have completed the examination

End of the exam

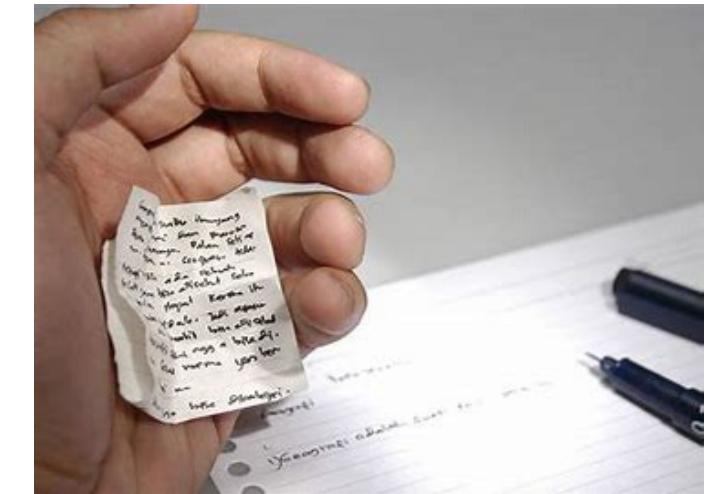
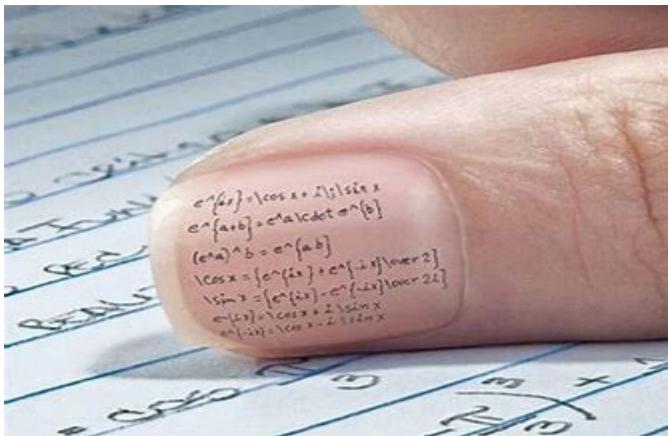
- A 5 minute warning to candidates at the end of the examination is permitted at the discretion of the centre BUT if there are different finish times you MUST consider the impact of giving a warning
- Instruct candidates to stop working and remind them they are under examination conditions
- Candidates granted extra time or supervised rest breaks must be permitted to carry on uninterrupted for the necessary additional time.

End of the exam

- Scripts, question papers and any other material must not be removed from the room until all candidates have completed the examination
- Collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room

End of the exam

- Scripts must be handled securely at all times
- Scripts must be kept in the secure room until as close to the collection time as possible.
- Scripts must not be left unattended at the collection area.
- Scripts must be despatched on the same day of the examination wherever possible
- If scripts are retained overnight they must be kept in the centre's secure room



## Mobile Phones

Don't forget to remind candidates to leave mobile phones outside the examination room but note:



- Some candidates have awarding body approval for mobile monitors i.e. heart/blood sugar etc. Centres are required to make an access arrangement application under 'Other' for these.
- There are different types of monitor and most don't need to be on the desk but they need to be near the candidate because of the electronic monitoring.
- A candidate may need supervised rest breaks to check monitoring devices.

## **Mobile Phones** – most common form of candidate malpractice

- Possession = loss of marks (zero) – even if it is just in the pocket and not touched!
- Using/attempted use = Disqualification!



## Malpractice

### *Watch out for watches!*

*Watches are **not** allowed in examinations.*

- No smart watches
- No digital watches
- No traditional watches



In very rare exceptions where a candidate requires a watch due to a visual impairment, or a learning difficulty that impacts on managing time, approval from the awarding body must have been obtained.

Candidates leaving the  
exam room early

Smart watches/watches

Incorrect access  
arrangements

Mobile phones

Notes / unauthorised  
materials

Invigilator behaviour

Headphones

Unauthorised persons in exam  
room

Very late arrivals

Incorrect papers given  
out

Secure storage of  
papers

## Reporting potential/actual malpractice

- If you suspect malpractice
- If you see malpractice
- If you receive a report of malpractice
- If you receive an allegation of malpractice

**You must let awarding body know.**

- **Use JCQ M1 form to report candidate malpractice**
- **Use JCQ M2 form to report centre/staff malpractice**

If in doubt call the awarding body – let them decide if it is malpractice or not.

The Centre Inspection Service (CIS) was established to provide a consistent approach. The CIS work closely with awarding bodies to support centres to operate with integrity, and in so doing to deter and detect breaches of examination rules.

There are 125 inspectors who mostly have held the post of exams officer so come with a wealth of experience.

During the summer series we conduct :

- Readiness inspections – pre series
- General inspections – during series
- Access arrangement inspections – pre series
- Question paper integrity inspections – during series

# Inspections



## Question Paper Integrity Inspections

- Confirm all details inspector puts on the report with special attention to awarding body, code and tier of paper
- Please confirm number and size of question paper packets which have been counted and recorded on the report
- Awarding bodies may conduct their own QPI, or other inspection during the series

These are some of the things that will be checked during an inspection:

- Logs of receipt of question papers
- 2<sup>nd</sup> pair of eyes check
- Current posters are displayed
- Exam room
- Record of invigilator training
- Secure storage room and facility
- Assessor qualification
- Policies, which should be readily accessible



***This list is only a sample of what will be checked***

- Inspectors are NOT looking to catch centres out
- Inspectors are expected to use a fresh pair of eyes – this may result in them reporting something that does not meet the JCQ regulations which may have previously not been noted
- If you are unsure of a point being raised during the inspection, ask the Inspector to clarify
- If any issues are raised, please deal with them promptly

- Access arrangement documentation for candidates, including each assessor's qualification will be inspected.
- Remind the SENCo to check that candidates with access arrangements meet the criteria as set out in the JCQ booklet Access Arrangements and Reasonable Adjustments 2022-2023

We look forward to seeing you during the examination series.

Please note on the JCQ website there are a number of infographics, blogs and videos to support you in your role as an examinations officer during an examination series.



We will now start to answer the questions.