Key Reminders

JCQ CIC

The JCQ and the awarding bodies have produced these key reminders which are based on trends identified during the June 2022 series. They will not only help and support exam officers when conducting exams but also supplement the checklists, infographics and logs which can be found at:

'ICE' – Instructions for conducting examinations

A Access arrangements

1. Check that candidates have been given their approved access arrangement(s) such as 25% extra time, supervised rest breaks or a question paper to be photocopied onto coloured paper.

2. Remember to check that the candidate has received the correct coloured question paper.

3. Where a candidate will be using a word processor, remember that the centre must provide the word processor (e.g. a desk-top computer, laptop or tablet). The word processor **must** be operated in line with the rules detailed within **paragraph 14.25, pages 32–33** of the JCQ publication Instructions for conducting examinations.

   Remind candidates that they **must** ensure that their centre number, candidate number and the unit/component code appears on each page as a header or footer: e.g. 12345/8001 – 6391/01

FIND OUR KEY REMINDERS

We have produced an infographic – *Key reminders – Access arrangements and special consideration* which exam officers may find helpful. The infographic can be found at:

Key reminders – Access arrangements and special consideration

Special consideration
Key reminders
Access arrangements

B Supervision of candidates

Remember:

1. Candidates **must** be supervised by an invigilator during a supervised rest break.

2. Where candidates have a timetable clash and an exam is transferred to an earlier or later session on the published day, they **must** remain under centre supervision at all times between exams.

READ THE BLOG

We have produced a blog to help exam officers manage timetable clashes. The blog can be found at:

Supporting exams officers with timetable clashes – JCQ Joint Council for Qualifications

C Question papers

Remember:

1. To complete question paper logs. There are two question paper logs which centres **must** complete.

   Each awarding body's deliveries and the number of boxes received **must** be logged. The *Exams Materials Receipt Log – at the point of delivery to the centre* can be used to complete this task.

   When question paper packets are checked against the awarding body's dispatch note in the secure room and placed into the centre's secure storage facility a log **must** be kept. The *Exam Materials Receipt Log – Exams Officer* can be used to complete this task.

2. Where question paper packets need to be split to make them up into more appropriately sized sets for different rooms on one or more sites, the question paper packet **must** be opened in the secure room.

   As few packets as possible should be opened and this **must** be within 90 minutes of the awarding body's published starting time for the exam.

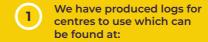   The secure room **must** be large enough to complete this task.

   Where question paper packets need to be split, they **must not** be opened in an exam room.

3. Always record that the second pair of eyes check has been completed.

   A member of centre staff, additional to the person removing the question paper packet(s) from secure storage, e.g. an invigilator, must always check the day, date, time, subject, unit/component and tier of entry, if appropriate, before a question paper packet is opened.

4. Make sure that candidates are given the correct awarding body question paper and where relevant the correct tier, particularly for GCSE Science exams.

DOWNLOAD OUR LOGS

1. We have produced logs for centres to use which can be found at:

   'ICE' – Instructions for conducting examinations – Exams materials receipt log – at the point of delivery to the centre *and*

   'ICE' – Instructions for conducting examinations – Exams materials receipt log – Exams officer

2. The JCQ has produced a template for centres to use. This can be found at:

   'ICE' – Instructions for conducting examinations – Second pair of eyes check form

3. We have produced an infographic *The journey of a question paper through the centre* to help exam officers. The infographic can be found at:

   'ICE' – Instructions for conducting examinations

D Invigilator training

Remember:

1. The materials used to train invigilators **must** be on file and available for inspection.

2. A JCQ Centre Inspector will want to see the content of the training material and a record of invigilators' attendance.

DOWNLOAD OUR CHECKLIST

We have produced an Invigilator training checklist to help exam officers develop training and briefing sessions.

'ICE' – Instructions for conducting examinations

E Despatch of scripts

Remember:

1. Despatch candidates' scripts on a daily basis.

2. Centres **must** ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages **must not** be left unattended at the collection area.