



Summary of inflight revisions to 2023-2024 Instructions for conducting examinations booklet

Section	Revision	Page No.
3.1	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 must only be used for the purpose of administering secure examination materials, with access restricted to two to six key holders only. <b>(The exams officer must be one of the key holders. The keyholders must be permanent members of staff.)</b> This is commonly referred to as ‘a box within a box’. The requirements in section 3 must be met. For electronic assessment materials, please see section 4.	8  This section was amended on 19 January 2024. The keyholders must be permanent members of staff. This amendment has also been made on page 9.
5.4	5.4 Coloured/enlarged paper <b>AQA and Pearson centres</b> Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a PDF copy of the standard question paper is downloaded from AQA Centre Services or Pearson Edexcel Online (SDS) within 90 minutes of the awarding body’s published starting time for the examination. <b>CCEA, OCR and WJEC centres</b> Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a non-interactive electronic (PDF) question paper is ordered via <i>Access arrangements online</i> . The use of a PDF copy of the question paper will ensure better print quality and reduce the possibility of human error when collating and stapling. Alternatively, the centre may open the question paper packet in the secure room within 90 minutes of the awarding body’s published starting time for the examination. Prior permission is not required.	14  This section was amended on 15 September 2023. Where a candidate requires an OCR question paper on coloured paper and/or enlarged from A4 to A3, a non-interactive electronic (PDF) question paper should be ordered using <i>Access arrangements online</i> .



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12.6 d)	d) ensure that, wherever possible, a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination. In exceptional circumstances, a teaching assistant or a Learning Support Assistant, who has supported one or more candidates in the room, may act as an invigilator. However, they must not be the sole invigilator. Where a candidate with a particular need is accommodated in another room and their allocated teaching assistant or Learning Support Assistant must act as the invigilator, another invigilator will be required;	27  This section was amended on 19 January 2024. In exceptional circumstances, a teaching assistant or a Learning Support Assistant who has supported a candidate may act as an invigilator. However, they must not be the sole invigilator.
26.2 c)	26.2 At the end of the examination invigilators must: <ul style="list-style-type: none"> <li>a) tell candidates to stop working and remind them that they are still under examination conditions;</li> <li>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;</li> <li>c) instruct candidates taking written examinations to: <ul style="list-style-type: none"> <li>• 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;</li> <li>• make sure their answers are correctly numbered;</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• 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. For CCEA examinations, any loose additional answer sheets should be placed behind the script.</li> </ul>	51  This section was amended on 19 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.



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28.1 f)	f) ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. The cover sheet must be placed inside the script. <b>For CCEA examinations, the cover sheet must be placed behind the script.</b>	54 <p>This section was amended on 19 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.</p>
Appendix F. 1	F. At the end of the exam 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. <b>For CCEA examinations, any loose additional answer sheets should be placed behind your script.</b>	70 <p>This section was amended on 19 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.</p>