



## THE ROLE OF THE INVIGILATION TEAM

- to ensure that examination regulations are adhered to
- to ensure that there is a calm environment in which candidates can feel relaxed and confident. This includes helping to make sure the right candidates are in the right places, issuing them with the correct papers, giving out vital information and ensuring they have the materials they need to perform to the best of their ability.

## WHAT SKILLS AND QUALITIES DOES A GOOD INVIGILATOR NEED?

- accuracy and attention to detail
- a flexible approach to work
- ability to communicate with candidates and members of staff clearly and accurately
- ability to work to set instructions
- ability to work either as part of a team or alone
- reliability and punctuality
- ability to keep calm under pressure or during unexpected circumstances
- common sense
- discretion

## STARTING TIMES

Generally, invigilators need to be at school at 8.15am for a morning session and 1pm for an afternoon session. Exam lengths vary between 1 and 4 hours. Invigilators are used for both internal & external examinations at Sandringham from Year 10 to Year 13.

## TRAINING

New invigilators receive on-the-job training during school internal exams to familiarise them with the role and they are then required to attend a half day training session. Feedback and regulation update meetings for established invigilators take place in the early part of the autumn term and in the late spring term. Invigilators also receive Safeguarding & Prevent mandatory training.

## Exam Regulations

For general qualifications, all Centres must work to the regulations laid down by the Joint Council for Qualifications (JCQ) in the ***Instructions for Conducting Examinations*** document. A copy of this will always be available in each Exam Room during an exam session, but can also be viewed at, or downloaded from, the JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)).

## Access Arrangements

Some candidates are entitled to specific arrangements (e.g. extra time, reader, use of word-processor etc) and full training about how we meet these needs is provided to new invigilators.