



## INVIGILATORS POLICY

**Date adopted:** 1<sup>st</sup> September 2024

**Date for next adoption:** Autumn Term 2025

**Reviewed by:** Exam Officer (SMN) & FGB

1. A training session must be held for any new invigilators and those facilitating an access arrangement for a candidate under examination conditions. An update meeting must be held for the existing invigilation team so that they are aware of any changes.
2. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
3. When contracting supply staff to act as invigilators the head of centre must ensure that such persons are competent and fully trained, understanding what is and what is not permissible. An assurance from a recruitment agency, for example, would not on its own be sufficient.
4. An invigilator must be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them. This will allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete.
5. The ICE document will ALWAYS be available in examination rooms and also on request from invigilators.
6. The Exams Officer and ONLY experienced invigilators will be used for any November series examinations, (owing to time constraints governing the training of new/inexperienced invigilators for a November series).