



GUIDANCE FOR INVIGILATORS

This booklet has been written to inform its reader and to help them in their role as an invigilator at Highcliffe School.

Invigilators play an important part in upholding both the JCQ and school rules and regulations for examinations. They help maintain the integrity and value of the qualifications available to our students. The invigilator also plays an important part in maintaining a climate in which every candidate has the opportunity to do their best.

It must be read in conjunction with the JCQ booklet 'Instructions for conducting examinations (ICE)'

EXAMINATION BOARDS

Highcliffe School is an examination centre and represents the following examination boards: **AQA, Edexcel, OCR, and WJEC, GCE, GCSE and most vocational qualification exams are administered according to JCQ regulations.**

GCSE exams are mainly entered in year 11, GCE in year 13. GCE and GCSEs take place during May and June, with a few re-sit exams in November. Exams for vocational qualifications may also be taken in January and March. Invigilators are also required for online CATs tests, for year 11 and year 13 mocks, years 10 and 11 controlled assessments and other year group examinations throughout the school year. (See APPENDIX B for term dates 2023/2024.)

INVIGILATION TIMES

Morning and afternoon sessions last between 1 and 3 hours but can on occasion be longer. It is very difficult to determine the exact length of time an invigilator is required. If you are asked to invigilate you should ensure that you are able to stay for up to an hour after the examinations have finished to allow for any unforeseen circumstances (e.g. candidates arriving late for an examination, exam clashes). Often several examinations are held simultaneously. This could mean that although 6 invigilators are required at the start of the session, when some of the exams have finished only 2 may then be required, the rest will be dismissed. Invigilators should arrive at school at the time indicated on the booking advice. This is normally **8:30 am** for morning examinations and at **1:00 pm** for afternoon examinations but can be different for school-based exams which may run over three sessions in a day. We require invigilators to be flexible, reliable and punctual.

INVIGILATION DATES

Having provided us with the dates you are available, your bookings will be sent to you in advance of the examination session. If there are any term-time dates that you subsequently become unavailable, for example holidays, hospital, doctor's appointment or social commitments, please advise us as soon as you can so that we avoid booking you on those dates. If, after you have received your bookings you become unavoidably unavailable it is vital that you let us know as soon as possible. You can contact us by phone or email. (Please see APPENDIX E for contact details.) **You should not book holidays during the busy May and June external exam period.**

DRESS CODE

It is important that you wear comfortable shoes with soles that will not make a noise when walking up and down the examination rooms. Smart casual wear is appropriate but not shorts or denim.

PREPARING THE EXAMINATION ROOM

CHECK YOUR MOBILE IS SWITCHED OFF! (A ringing phone is a breach of JCQ rules)

With the help of the 'Check List' provided in each venue, invigilators should check the following:

- The JCQ Warning to Candidates and JCQ Unauthorised Items notices are displayed as required.
- Quiet Please and No Entry signs are in place and visible from all directions.
- The seating plan is available in the exam room.
- There are no materials on the walls which may help the candidates.
- The examination desks are the statutory distance apart, each desk is clean, and a chair is provided
- The room is of a comfortable temperature and adequate lighting is provided. It may be necessary to draw curtains and open windows.
- The centre number (55215), date and exam details are displayed clearly on a board or notice
- Clocks are showing the correct time and if there is more than one clock, they are synchronised.

BEFORE THE EXAMINATION

Please arrive promptly to invigilate. Invigilators should sign in at reception and report to the hall, unless otherwise directed in reception.

The examinations office will provide the necessary materials for the examination. The examination papers and stationery must **NEVER** be left unattended. If there are examinations in several venues, boxes with the materials needed for the examination will be prepared in advance and distributed from the main venue. Invigilators must check each venue meets the requirements as laid out in the JCQ ICE booklet. (See APPENDIX C for a list of items that will be provided for each exam venue.)

The whiteboard/notice should be prepared with the centre number and the details of the examination(s) clearly visible to all candidates. (FAQs APPENDIX A)

The attendance registers, JCQ ICE booklet, spare examination stationery and all other required materials must be organised in the examination room so that they are clearly visible to invigilators.

Before each examination session seating plans for all venues are displayed on the dining room windows. Candidates must queue, in seat number order, outside their venue.

BEFORE THE EXAMINATION (Continued)

Candidates should line up quietly and await instructions. A member of staff will call them in by seat number order. It is absolutely vital that candidates sit in the correct seats. If a candidate is absent the desk must remain empty and the 'calling in' sheets be marked accordingly. Invigilators should also help guide the candidates to the correct seats.

Before the examination can begin the correct number of invigilators must be present: for written examinations at least one invigilator for every thirty candidates or part thereof. An additional invigilator must be present in each venue to act as a 'runner' in case of emergencies and for when a candidate requests a toilet break. For practical tests there must be one invigilator for every twenty candidates or part thereof. There will usually be a teacher of the subject present in the room.

Examinations are deemed to have started from the moment a candidate enters the room.

As soon as the first candidate arrives in the hall there must be no talking by invigilators (unless it is exam- related). Candidates must remain silent and sit facing the front at all times.

Pencil cases must be clear. Any other type should be confiscated once the candidate has removed all the equipment needed for the examination. (Spectacle cases should be placed on the floor under the seat).

Calculators should not have instructions with them and if they are included on the calculator lids they must be removed. Bags must not be brought into the room.

Food is not allowed in the examination room unless prior arrangements have been made (this applies to candidates and invigilators). Water is permitted in clear plastic bottles which have had the labels removed. No other type of drink is permitted.

Sixth form identification badges must be placed on the top right-hand corner of the desk.

STARTING THE EXAMINATION

Invigilators who are required in other venues should collect the examination materials from the main venue and proceed to the allocated venue or meeting point. Invigilators must remove ALL the contents of the box and follow the Invigilator Instructions sheet and any additional instructions from the Data and Examinations Office.

STARTING THE EXAMINATION (Continued)

Examination stationery, if required, can be distributed before the examination, although in many examinations' candidates answer on the question paper.

Examination papers must be distributed as instructed by the examination's office staff. **NEVER give any of your papers or exam materials to another invigilator to hand out as there may be several different papers being distributed and the candidates could be given the wrong paper. Only follow instructions from the examination's office staff.**

Be aware that there may be question papers, answer booklets and resource materials to hand out in some subjects.

'The Invigilator's announcement at the start of an examination' must be read to all students. This is the last opportunity for candidates to hand in unauthorised materials such as mobile phones, watches, electronic equipment, calculator lids etc.

Mobile phones, watches and other electrical devices must be placed in the envelopes provided. The candidate must write their name on the envelope and hand it to the invigilator. All envelopes must be removed from the examination room before the examination begins and taken to the Student Support office.

Inform the candidates of the length of the examination and when it will finish.

Tell Candidates that they may begin the examination.

Write the start and finish times on the whiteboard/s (if there is also a board in the dining hall ensure details are written on both boards.) **Always check that the start times and finish times written on the board are correct.**

If there are students with examination clashes instructions will be provided. Please follow the instructions exactly.

CANDIDATES WITH ACCESS ARRANGEMENTS

Access arrangements include: Extra time; scribe; reader; WP; Prompt; Rest-Breaks

Candidates with access arrangements will usually sit in EN9 or other separate rooms. There will usually be a member of the SEN department with them and an invigilator is also required.

The invigilator should determine which Access Arrangements a candidate is entitled to by referring to the Access Arrangements listed on the seating plan provided in each venue.

CANDIDATES WITH ACCESS ARRANGEMENTS (Continued)

These arrangements should be confirmed with the Teaching Assistant before the examination begins and whilst the candidate is OUTSIDE the room. If there is any discrepancy this must be checked with the **examinations office staff** before the exam can begin.

Invigilators should read the 'Access Arrangements, Guidance for Teaching Assistants and Invigilators' which is provided in each box and the notes on the reverse of any JCQ cover sheets provided. This guidance must be adhered to.

If applicable JCQ Cover sheets will be provided for candidates who require a scribe or practical assistant or use a word processor. Cover sheets and Access Arrangement Feedback forms etc. **must** be completed before the scripts are returned to the Data & Examinations office.

Invigilation procedures will be exactly the same as all other examinations.

DURING THE EXAMINATION

At the beginning of the examination establish the absentees. Inform the Data and Examinations office staff immediately.

Where required, complete the attendance register.

Supervise the candidates throughout the examination and give them your complete attention at all times. Circulate quietly and avoid unnecessary conversation with other invigilators. Candidates must be cautioned and reported for defacing desks or doodling on examination scripts.

Examination papers and stationery must not be removed from the exam room.

Late candidates. If a candidate arrives late a member of the Data and Examinations office staff must be informed immediately. The candidate will not be allowed to start the exam until they have been given the start of exam warnings by the examination office staff. In most cases the full time will be allowed, and the candidate should be advised of their individual end time by placing a note on their desk.

Disruptive candidates. In the unusual event of a candidate being disruptive the candidate must be warned that their behaviour is unacceptable. If they continue to be disruptive contact the Exams Officer immediately. Record the time, nature of the incident and candidates involved on the Exam Incident Reporting Form provided. If the Exams Officer is unavailable the Reception Team will find the on-call member of staff available.

DURING THE EXAMINATION (Continued)

Noise: Be aware of any noise outside the examination room that may disturb candidates. This can be a particular problem before and after P.E. lessons, and outside the Performance Hall at break time. This must be dealt with as quietly and efficiently as possible without causing further disturbance. If the disruption continues you must contact the Exams Office.

Emergencies: If the emergency alarm sounds continuously, stop the examination, making a note of the time of the interruption and how long it lasts. A senior member of staff will decide whether the examination room should be evacuated. Follow emergency procedures (see APPENDIX D 'In Case of Emergency' notice which will also be available in each examination room).

Leaving the Examination Room Early. Candidates are not permitted to leave the examination room before the end of an examination, even if they anticipate transport difficulties, unless you have been informed by the Examinations office that it has been previously agreed.

IF YOU ARE ASKED FOR HELP IT WILL USUALLY BE FOR THE FOLLOWING:

- Pen, pencil or other equipment - It is the candidate's responsibility to ensure they have the correct materials to complete the examination. However we will usually be able to provide a spare pen, pencil or rubber.
- Help with the paper – YOU ARE NOT PERMITTED TO HELP IN **ANY** WAY or to read any part of the paper to the candidate.
- Toilet break - Follow ICE procedures and complete the Rest Break form provided. Ensure that there are enough invigilators in the room before you leave. This means that only one student and invigilator at any time may leave the room.
- Unwell - Escort student to the medical room and record on the Rest Break Form with a note of the time that work stopped. Ensure that there are enough invigilators in the examination room before you leave the room. Do not allow students to go home. Inform the Data and Examinations office. If the candidate subsequently continues, note the time they re-commenced and finished the examination on the Rest Break Form. The full time may be allowed.
- Additional paper – This is provided in each venue. Remember different paper is available for each exam board. **All** additional paper used must be returned to the exam board. *(Rough work should be written in the answer book and crossed through with a single line, if additional paper is used this must be sent to the examiner with the script and filled in with the candidate name and number. If the candidate does not want this rough work marked it must be crossed through with a single line).*
- A suspected error on the paper - Candidates must be told to answer the question as printed. (Inform the Data and Examinations office immediately).

Please see APPENDIX A, FAQ's for further details.

Remember - If you are not sure contact the Data and Examinations office!

FINISHING THE EXAMINATION

When the examination has finished candidates must be told to stop writing and to check that they have:

- Completed all the required details on the answer paper.
- Crossed through, with a single line, any work they do not want marked.
- Written the centre number, name and candidate number on any additional sheets and secured them to or placed them inside the answer paper.
- If required, entered the question numbers they have attempted on the front of the booklet.

BE AWARE THAT THERE MAY BE SEVERAL EXAMINATIONS OF VARYING LENGTHS TAKING PLACE IN THE SAME ROOM.

COLLECTION OF SCRIPTS

Papers **MUST** be collected in strict candidate number order. If you are instructed to collect papers please adhere to the instructions provided in the hall as follows:

- The hall and dining hall papers are collected separately.
- From front to back collect each column in turn and place the papers on the front desk of that column.
- Once all papers have been collected and placed on front desk, collect papers in order starting at column A.

Check that candidates do not have any examination materials on their desks.

DISMISSING THE CANDIDATES

Before dismissing candidates check whether there are any who have exam clashes and follow the instructions provided exactly.

Candidates must not be dismissed before the official end time in accordance with JCQ regulations.

The official start time for examinations is as follows; Morning exams: 09:00 am
Afternoon examinations: 13:30 pm, although we are permitted to start up to 30 minutes before (or after) this:

DISMISSING THE CANDIDATES (Continued)

- **If the examination is less than one hour** they can be dismissed at the normal finishing time for the examination (e.g. for an examination lasting half an hour they may leave at 9:30 am or 2:00 pm **but not before even if the exam started earlier than 9:00 am or 1:30 pm**)
- **If the examination is one hour or more** candidates can be dismissed at the end of the examination **but not before 10:00 am for morning examinations and 2:30 pm for afternoon examinations even if the exam started earlier than 9:00 am or 1:30 pm**
- In addition to the regulations, at Highcliffe School, the policy is that all candidates must stay for the entire duration of the exam. Candidates may not be dismissed until the end of the exam. e.g. for a 2 hour morning exam, which starts at 9:05 am no candidate can be dismissed until 11:05 am.

Candidates and invigilators must not talk until all candidates have left the examination room.

Candidates should be dismissed column by column, remaining under examination conditions until they have left the room. They should be reminded that other candidates may be working nearby and must not be allowed to communicate until they are well away from the exam venue.

AFTER THE EXAMINATION

Ensure that the 'Examination Invigilator Check Sheet' is completed and signed
If you are provided with a sign pack you will need to take the signs down at the end of the examination. Please ensure that they are replaced in the pack in order. Do not put any other materials in the sign pack.

Replace all other exam materials in the box provided

Clean the whiteboards (centre number may be left).

Turn off lights.

Scripts and examination materials must be kept secure at all times. They must be handed to a member of Data and Examinations office staff, and NEVER left anywhere unattended.

Some Frequently Asked Questions

Before the exam:

Q. What is the primary role of an invigilator?

A. Invigilators **must** ensure the security of the examination, before, during and after the examination, and ensure that candidates have the fairest chance to demonstrate their ability to ensure that every candidate experiences the same exam conditions. In practice, this means making sure that all exams comply with the 'ICE' booklet.

Q. Which document would an invigilator refer to for guidance on how to conduct examinations?

A. The invigilator would refer to the JCQ publication Instructions for conducting examinations, commonly known as the yellow 'ICE' booklet. This booklet **must** be available in each exam room.

Q. What should I do if there are signs missing from the sign pack or items missing from the box?

A. Contact the Data and Examinations team immediately.

Q. Why do we need to check the room for display materials?

A. Maps, diagrams, wall charts and projected images which might be helpful to candidates **must not** be visible in the examination room, this is a JCQ regulation.

Q. Why is it so important that candidates are sitting in their allocated seat?

A. Once seated, a careful check is made to ensure all candidates are sitting in their allocated seat. This check establishes who is absent and their parents are then contacted. The check also ensures candidates will be given the correct examination paper as there can be several exams taking place at the same time.

Q. When handing out examination answer booklets or question papers, why is it so important that another invigilator is not passed some of those papers to hand out?

A. Specific instructions will have been given to each invigilator about where the papers should be placed. There may be several examinations taking place at the same time and giving papers to another invigilator may cause the wrong papers to be given to a candidate.

Q. Can centres start examinations when they like?

A. **No**, centres can only start examinations 30 minutes earlier or 30 minutes later than the published starting times, unless the centre has varied the timetable for one or more candidates due to a timetable clash.

Q. What is the procedure for identifying candidates for written examinations?

A. Where the head of centre has allowed a senior member of staff to be present in the examination room, he/she can identify the candidates as they enter the exam room. Alternatively, candidate I.D. cards may be on the desks allowing invigilators to identify candidates at the beginning of the examination.

Q. What should be written on the whiteboard at the front of the room?

A. Centre number, Date, Exam Board, Subject title, Paper number, length of exam and Start and finish times

Q. How would an invigilator find out which materials are allowed for a particular exam? (e.g. a calculator)

A. The instructions on the front of the paper, information provided by the exams officer, The JCQ 'ICE' booklet or any subject specific instructions as provided by the awarding body.

Q. What should a centre do if a candidate enters the examination room with a mobile phone?

A. The candidate **must** hand in the mobile phone which must be removed from the room **before the exam starts**.

Q. What is a 'clash candidate' and what must an invigilator do with them?

A. 'Clash candidates' are candidates who have two or more examinations timetabled at the same time. These candidates **must** be kept under centre supervision at all times during any breaks between examinations as per instructions provided by the Exams Officer.

Q. Between what times are candidates deemed to be 'under exam conditions'?

A. An examination is deemed to be in progress from the time candidates enter the room until all the scripts have been collected. Examination conditions **must** be maintained until all candidates have left the examination room/area to ensure that those who are still working are not disrupted.

During the exam:

Q. Can invigilators speak to one another when an examination is in progress?

A. **No**, invigilators must not talk amongst themselves unless it is to convey information, even then it must always be minimal and in a whisper. Persistent whispering can disturb candidates. (Writing notes in the book provided can be a useful way to communicate.)

Q. What if a candidate arrives late?

A. The Data & Examinations team must be informed before the candidate is allowed to enter the exam room.

Q. Are they allowed the full time duration?

A. Yes, if possible. The Exams Officer will advise you.

Q. What do I do if a candidate requests a drink of water.

A. To avoid unnecessary toilet breaks give the candidate only a small amount in a cup provided. Do not leave water with the candidate in case of spillage.

Q. Will additional paper be provided in each venue?

A. The official additional answer sheets will be provided in each venue. This must be distributed, one sheet at a time, at a candidate's request. Any unused paper should be returned in the plastic wallet provided. If the official additional paper has not been provided, contact the Data & Examinations team immediately. Each exam board now use their own answer booklets, if additional paper is required this must be exam board specific. Students may use additional paper for rough work but all additional paper used must be sent to the examiner with the name and candidate number completed. If the candidate does not want work marked it should be crossed through with a single line.

Q. If a teacher asks to check the question paper what should an invigilator do?

A. Teachers **are not** permitted to enter the examination room to check the question paper. The invigilator should refer to **Appendix 8** of the 'ICE' booklet.

Q. Can candidates bring drinks into the examinations?

A. Yes, but candidates have been informed that water is the only drink allowed. If students bring other drinks they must be confiscated. Water will be provided for most exams. Labels must be removed from bottles as there may be information printed on the label which a candidate could find helpful. This is a JCQ regulation

Q. Can students leave an exam room if they finish an exam early?

A. Candidates are not normally allowed to leave early unless this has been previously agreed. Candidates who are eligible for extra time, but prefer not to use it can leave at the normal exam finishing time.

Q. Can a candidate be given any help with an examination?

A. Invigilators must not offer any advice or comment about the work of a candidate. Help about the content of a paper cannot be given to candidates. Invigilators cannot give any advice about possible mistakes in the paper unless there is an erratum notice or permission has been given by the awarding body. If a candidate believes there is an error or an omission on the question paper it must be immediately referred to the Exams Officer and the candidate should be advised to answer the question as written.

Q. How many candidates are allowed to leave the examination room at the same time to use the toilet?

A. No more than one candidate is allowed to leave a venue at the same time. This is to ensure the security of the examination and to maintain the regulatory number of invigilators in the venue. If a candidate leaves the exam room it must be recorded by the invigilator on the Rest Break sheet provided.

Q. If the alarm bell rings and the examination room is evacuated, what should the invigilator do with the candidates' examination scripts and question papers?

A. The invigilator should advise candidates to leave everything where it is and evacuate the room safely. The invigilator should take the seating plan with them to ensure that all candidates are present.

Q. If a candidate, unintentionally or otherwise, starts to make a noise that is disturbing other candidates, what should an invigilator do?

A. The invigilator should quietly approach the candidate and ask them to stop the noise as it is disturbing other candidates. If the candidate persists in making a noise, the invigilator should summon the Exams Officer. The invigilator **must** record the details of the incident, the time it took place and the candidate's name.

Q. Should an invigilator immediately stop the exam if he/she suspects one candidate of copying from another?

A. No. The exams officer should be contacted immediately but the invigilator **must** carefully watch the candidates involved. The nature of the incident and candidate details **must** be recorded and reported to the exams officer.

Q. If a mobile phone rings in a bag during an examination, what should an invigilator do?

A. The invigilator(s) should aim to find the phone as quickly as possible, switch it off and remove it from the exam room. This incident must then be reported to the Examinations Officer.

Q. Is a candidate allowed to keep their mobile phone in their pocket even if it is switched off?

A. No. A candidate would still be subject to sanctions and penalties if any unauthorised item is in their possession during the examination. Earphones **must** also be disconnected and handed in.

Q. If a candidate asks an invigilator about how many questions they should attempt to answer in the examination paper, what should he/she do?

A. The invigilator should refer the candidate to the information printed on the front of the question paper. An opinion **must not** be offered.

Q. If a candidate asks an invigilator to read the question for them or asks what a word means, is the invigilator allowed to read it or tell them?

A. No. An invigilator cannot even read one word for a candidate. The only part an invigilator is able to read is the instructions on the front of the exam paper. An invigilator **must not** offer an opinion or read any words. The invigilator must explain that he/she cannot do this and should instead encourage the candidate to try and break the word down and understand it in the context of the sentence.

Q. If the exam time is up and an invigilator has instructed candidates to stop writing, are candidates allowed to get up and walk around or talk?

A. No, candidates **must** remain seated under examination conditions until they have left the examination room. The invigilator(s) should remind candidates to check that they have filled in all the details on the front of their

answer booklet, neatly crossed out any work they do not wish the examiner to read and are sure that all questions are correctly numbered.

Q. How should candidates be dismissed?

A. Column by column in silence as other candidates may still be working. Candidates **must** be reminded that they are under exam conditions until they are outside the examination room, and should be advised to immediately move well away from the exam room before chatting to others.

Q. Once the exam is over can candidates take their question papers with them?

A. No, papers **MUST NOT** be removed from the examination room.

Q. Can candidates leave an exam room before their examination scripts are collected?

A. No, scripts and all exam materials **must** be collected before any candidates are allowed to leave the examination room.

Q. In what order must the examination scripts be collected?

A. In the order of the attendance register (which is in candidate number order).

Different tiers of papers **must not** be mixed as they may be distributed to different examiners for marking.

Q. At the end of the exam what time can the candidates leave?

A. No earlier than the official finishing time even if the exam started before the **official** start time of 9:00 am or 1:30 pm. (For example a 50 minute exam starting at 1:20 would end at 2:10. Candidates must not be dismissed until 2:20 which is 50 minutes after the official start time, 1:30.)

Access Arrangements:

Q. How do I know what Access Arrangements a candidate is entitled to?

A. In every venue the Access Arrangements candidates are eligible for are listed on the seating plan. Ensure that both you and the Teaching Assistant confirm what the Access Arrangements are for the candidate before the candidate enters the exam room. If there is any discrepancy in the information provided you must check with the Exams Officer before the exam is started.

Q. Who should complete the Access Arrangement Cover Sheets?

A. Please see instructions - ACCESS ARRANGEMENTS, Guidance for Teaching Assistants and Invigilators, which will be provided in every exam venue. If a candidate in a separate room is not eligible for a Word Processor or a Scribe, a cover sheet is not required (e.g. a candidate needing a reader, extra time etc.). Check on the Access Arrangement list if you are not sure of a candidate's Access Arrangements.

After the Exam:

Q. If I am invigilating in a separate room and the examination has finished where do I take the examination materials?

A. Always hand all the examination materials to a member of the Examinations Office team. In the unlikely event that you are unable to do this make sure the box and all its contents are handed to a staff member in the main reception. **Never leave any exam scripts or materials unattended.**

Q. Why do the signs have to be taken down after an examination?

A. Unless the room is being used frequently the signs must be taken down. This is because some signs could go 'missing' between exams. It is also to avoid any confusion for staff or students wanting to use a room that has signs still in place but clearly no exam is taking place.

General:

Q. What happens if I have a problem during an exam and there is no member of staff present.

A. Go to the exams office to advise a member of the Exams Office team. If you are unable to find us ask at reception.

Q. How long will I be required to invigilate for?

A. We are unable to give you exact timings. This is because there may be candidates with extra time, candidates sitting one exam after another, candidates who arrive late etc. As a general rule if you are asked to invigilate you should expect to be needed between one and four hours in any session, and this can sometimes be after school has finished.

Q. Who should I contact if I have been booked to invigilate but will need to cancel?

A. If this is not on the day of the exam you can either phone or email: nlill@highcliffeschool.com **AND** clill@highcliffeschool.com. On the day of the exam we would prefer you to also ring the school. If you're general availability changes let us know as soon as you can. If you have unavoidable appointments during examination periods let us know so that we can avoid booking you. If you are going on holiday, make sure we know the dates to avoid booking you. Obviously if you can possibly avoid appointments during our busiest exam period (May and June) it would be very much appreciated. You should also try to avoid booking holidays during this time.

'We value the power of education to change lives'

KEY DATES 2023- 2024

AUTUMN TERM

Monday 4th SEPTEMBER 2023 – FRIDAY 15th DECEMBER 2023

INSET DAY - Monday 4th September

Tuesday 5th September – Y7 and Y12 ONLY

Wednesday 6th September - School Open for ALL students (except Y13)

Thursday 7th September – School Open for ALL students (including Y13)

Main School Open Evening Thursday 21st September (School closes at 2pm)

Sixth Form Open Evening Tuesday 3rd October (School closes at 2pm)

INSET DAY – Wednesday 4th October

HALF TERM HOLIDAY Monday 23rd October – Friday 27th October 2023
(school closes 3.05pm Friday 20th October)

Sixth Form Taster Day Friday 10th November (School Closed for Years 7 – 10)

CHRISTMAS HOLIDAY Monday 18th December 2023 – Monday 1st January 2024
(school closes 12.20pm Friday 15th December)

SPRING TERM

TUESDAY 2nd JANUARY 2024 – Thursday 28th March 2024

HALF TERM HOLIDAY Monday 12th – Friday 16th February
(school closes 3.05pm Friday 9th February)

INSET DAY - Friday 2nd February 2024

EASTER HOLIDAY Monday 1st April – Friday 12th April
(school closes 12.20pm Thursday 28th March)

SUMMER TERM

MONDAY 15th APRIL 2024 – Tuesday 23rd JULY 2024

May Day Bank Holiday – Monday 6th May

HALF TERM HOLIDAY Monday 27th May – Friday 31st May
(school closes 3.05pm Friday 24th May)

INSET DAY - Monday 3rd June 2024

END OF SCHOOL YEAR - School closes 12.20pm Tuesday 23rd July 2024

Inset 1&2 - Friday 1st September & Monday 4th September 2023

Inset 3 - Wednesday 4th October 2023

Sixth Form Taster Day - Friday 10th November (School Closed for Years 7 – 10)

Inset 4 – Friday 2nd February 2024

Inset 5 - Monday 3rd June 2024

Please note these dates are correct at the time of being published but could be subject to change

IN EACH EXAM VENUE/BOX YOU WILL FIND THE FOLLOWING:

Guidance for Invigilators
Instructions for Conducting Examinations - JCQ Booklet
Suggested Wording - Start of Exam Speech
In Case of Emergency Notice
Examination Script Collection Instructions
Access Arrangements Instructions
T/A Access Arrangement Roles
Graphical Calculator Guidance – Entering Examination Mode
Spare Exam Paper - to be distributed to students on request, one sheet at a time (different boards use different paper)
Post it Notes
Notepad
Mobile Phone Envelopes
Tissues
Attendance Register - Normally completed by Exams Officer however invigilators may be asked to.
Pen Pack Containing; Board Pen, Board Rubber, Pens, Pencils, Rubber, Sharpener , Scissors, Desk Letters
Rest Break Sheet(s) - to be completed if a candidate leaves the room temporarily or has authorised rest breaks
Incident Report Form(s) - To be completed and given to the Exams Officer during or after the exam as required. If in doubt do not wait until the end of the exam to report any incidents.
Invigilation Record of Attendance Sheet - To be completed on arrival & departure from the room.
Invigilator Check List - To completed for every exam session
Seating Plans - Including A3 copy detailing candidates with access arrangements
Exam Papers
Exam Additional Materials - Inserts, Texts, Graph/Tracing Paper etc
Cover Sheets e.g. Scribe, WP or Practical Assistant - Only provided for students with specific Access Arrangements in place. (Always check the Seating Plan)
Board Instructions / Start Finish Time Sheet
Extra Time Cards - If applicable
Dictionary / Overlays - If Applicable
Access Arrangement Feedback Sheet - If Applicable
Access Arrangement Student Notification Card - If Applicable

IF ANY OF THE ABOVE ARE NOT PROVIDED YOU MUST SEE A MEMBER OF THE DATA AND EXAMINATIONS OFFICE TEAM IMMEDIATELY

IN CASE OF EMERGENCY!

MAIN VENUES (HALL & PERFORMANCE HALL (and GYM))

- IF THE BELL RINGS **CONTINUOUSLY** A MEMBER OF STAFF WILL COME DIRECTLY TO THE MAIN EXAMINATION ROOM/S
- THEY WILL DECIDE IF THE EXAMINATION IS TO BE STOPPED
- THEY WILL ALSO DECIDE IF THE EXAMINATION ROOM MUST BE EVACUATED
- IF EVACUATED, LEAVE ALL QUESTION PAPERS AND SCRIPTS IN THE EXAMINATION ROOM
- A COPY OF THE SEATING PLAN MUST BE COLLECTED BY AN INVIGILATOR
- UNLESS INSTRUCTED OTHERWISE, CANDIDATES SHOULD LEAVE THE HALL THROUGH THE DOORS AT THE BACK OF THE DINING HALL COLUMN BY COLUMN
- CANDIDATES SHOULD LINE UP, IN SEAT NUMBER ORDER ACCORDING TO THE SEATING PLANS ON THE FAR LEFT OF THE FIELD , AWAY FROM OTHER STUDENTS.
- CARE MUST BE TAKEN THAT STUDENTS DO NOT TALK TO EACH OTHER. BE AWARE OF ANY STUDENTS WITH EXAM CLASHES.
- THE TIME AND LENGTH OF THE INTERRUPTION MUST BE RECORDED

SEPARATE EXAMINATION ROOMS (INCLUDING GL3)

- IF THE BELL RINGS **CONTINUOUSLY** EVACUATE THE ROOM
- LEAVE ALL QUESTION PAPERS AND SCRIPTS IN THE EXAMINATION ROOM
- FOLLOW NORMAL EVACUATION GUIDELINES
- A COPY OF THE SEATING PLAN SHOULD BE COLLECTED BY AN INVIGILATOR
- CANDIDATES SHOULD BE KEPT SEPARATE FROM ANY OTHER STUDENTS ON THE FAR LEFT OF THE FIELD
- THE TIME AND LENGTH OF THE INTERRUPTION MUST BE RECORDED

INVIGILATORS MUST ENSURE THAT ALL THE CANDIDATES ARE SUPERVISED CLOSELY WHILE THEY ARE OUT OF THE EXAMINATION ROOM TO ENSURE THEY DO NOT COMMUNICATE WITH OTHERS AT ALL

CONTACT DETAILS

General Enquiries/Communication: 01425 273381

To Advise changes of availability, booking queries etc. call or email

Carla Lill clill@highcliffeschool.com

For queries relating to time sheets call or email:

Carla Lill clill@highcliffeschool.com

For queries relating to payroll contact:

The Finance office finance@highcliffeschool.com

For personnel queries contact:

Angie Parsons - P.A. to Headteacher aparsons@highcliffeschool.com

If you are ill and unable to attend on the day of the exam please email and telephone:

Nicki Lill nlill@highcliffeschool.com **and** Carla Lill clill@highcliffeschool.com

EXAMS OFFICE TELEPHONE NUMBER: **01425 282307**

Please use this number **only** if you are unable to attend for exams that day. (For all other communication please use the general number above or e-mail.)

E X A M S O F F I C E S T A F F



Nicki Lill
Examinations & Data
Manager



Carla Lill
Senior Data &
Examinations Assistant



Clare Brading
Examinations & Data
Assistant