

AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of AQA, CCEA, Edexcel, OCR and WJEC

## Notice to Centres

### The people present in the examination room

**The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.**

**Section 8, page 16**, of the JCQ document *Instructions for conducting examinations* provides clarity on who may be present in the examination room.

The head of centre has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and tests. Invigilators **must** have been trained to undertake their duties as per **Section 6, page 12**, of the JCQ document *Instructions for conducting examinations*.

The following rules relate to centre staff other than exams officers and invigilators.

Members of centre staff may be approved by the head of centre to be present at the start of the examinations. When members of centre staff enter an examination room, they **must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

**Where specifically approved by the head of centre and agreed with the exams officer, members of centre staff have a very clear role. Principally:**

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- using information provided by the exams officer or subject teacher, identify whether the candidates have been prepared for the set texts highlighted on the question paper.

**Under no circumstances may members of centre staff:**

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;
- enter the exam room, uninvited, with the sole intention of accessing the examination question paper;
- have access to the examination question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in Art timed tests and Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to the reading of the question paper rubric to candidates;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

**Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.**