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Invigilation Policy

(Compliant with JCQ Regulations)

1. Purpose

This policy sets out the procedures and responsibilities for invigilation during examinations to ensure compliance with the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations (ICE). It aims to maintain the integrity, security, and fairness of all assessments.

2. Scope

This policy applies to:

- All internal and external examinations conducted under JCQ regulations.
 - All staff involved in invigilation, including permanent and temporary invigilators.
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3. Definitions

- **JCQ:** Joint Council for Qualifications, the body that sets standards for exam administration.
 - **ICE:** Instructions for Conducting Examinations, the JCQ document outlining mandatory procedures.
 - **Invigilator:** A person appointed to supervise candidates during examinations.
 - **Head of Centre:** The individual with overall responsibility for JCQ compliance.
 - **Exams Officer:** The person responsible for implementing JCQ regulations and managing exam processes.
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4. Responsibilities

- **Head of Centre:**
 - Ensure JCQ compliance across all examination activities.
 - Approve invigilation policy and procedures.
- **Exams Officer:**
 - Recruit, train, and deploy invigilators.
 - Maintain secure storage and distribution of exam materials.
- **Invigilators:**
 - Supervise candidates in accordance with JCQ ICE.
 - Report any irregularities or suspected malpractice immediately.

5. Key Principles

- **Compliance:** All invigilators must adhere strictly to JCQ ICE.
- **Training:** Mandatory annual training for all invigilators covering:
 - Secure handling of exam papers.
 - Candidate identification and seating plans.
 - Emergency evacuation procedures.
 - Malpractice reporting.
 - Access arrangements for candidates with special requirements.
- **Confidentiality:** Exam materials must be kept secure at all times.

6. Procedures

6.1 Before Examinations

- Question papers stored in a secure, locked cabinet within a restricted-access room.
- Seating plans prepared and displayed.
- Invigilators briefed on JCQ regulations and emergency protocols.

6.2 During Examinations

- Invigilators must:
 - Arrive at least 30 minutes before the exam.
 - Check candidate identity and ensure correct seating.
 - Maintain vigilance and mobility throughout the exam.
 - Prevent unauthorised materials or devices.
 - Record attendance and incidents accurately.

6.3 After Examinations

- Collect and count all scripts before candidates leave.
- Securely package scripts for dispatch using JCQ-approved methods.
- Complete incident reports where necessary.

7. Malpractice and Irregularities

- **Definition:** Any breach of JCQ regulations, including cheating, unauthorised materials, or disruptive behaviour.

- **Procedure:**
 - Invigilator reports immediately to Exams Officer.
 - Complete JCQ Malpractice Report Form.
 - Candidate informed of investigation process.
 - **Examples:**
 - Mobile phone use.
 - Communication between candidates.
 - Tampering with exam materials.
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8. Contingency Planning

- Emergency evacuation procedures rehearsed and documented.
 - Backup invigilators available for absence cover.
 - Alternative venues identified for unforeseen circumstances.
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9. Equality and Access

- Reasonable adjustments provided for candidates with disabilities or special needs in line with JCQ and Equality Act 2010.
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10. Monitoring and Review

- Annual review of policy or following JCQ updates.
 - Compliance audits conducted regularly.
 - Feedback from invigilators and candidates considered for improvements.
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Appendices

Appendix A: JCQ Reference Documents

- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ Suspected Malpractice Policies and Procedures

Appendix B: Contact Information

- **Head of Centre:** Rob Cocks robcocks@equality.training
- **Exams Officer:** Majella Cocks majellacocks@equality.training

Appendix C: Emergency Procedures

- Evacuation routes and assembly points.
- Communication protocol during emergencies.