

## **Updating your invigilators on regulation changes for the 2020/2021 academic year...**

This month's blog is written by Jugjit Chima, head of training at **The Exams Office**, who highlights the importance of updating existing invigilators on regulation changes for the 2020/2021 academic year despite no exams taking place this summer.

Following the recent announcement that GCSE, AS and A level examinations will not take place in summer 2021, the focus in many centres has, understandably, been firmly upon how these qualifications (and vocational, technical and other general qualifications) will be assessed and awarded this summer. However, exams officers in all centres must be aware that there is also some action which needs to be undertaken with their existing invigilation team in the coming months.

Even if there are no exams taking place this summer, centres must ensure that those invigilators who are not new to the role, and who will be utilised in future years, are made aware of the changes in the JCQ [Instructions for conducting examinations](#) (ICE) publication for the 2020/2021 academic year. Failure to do so will result in a knowledge gap for these invigilators and possibly malpractice.

Due to the cancellation of the summer 2020 exams series, there were very few changes in ICE for the current academic year. However, your existing invigilation team must be made aware of these limited alterations and additions to the regulations.

Given the current restrictions and public health situation, **The Exams Office** does not recommend the staging of a 'face-to-face' update session to cover these changes. Instead, you may choose to:

- Send your invigilators a list of the changes and ask them to confirm their understanding or forward any questions (see below for a list of regulation changes or visit the [Planning section](#) of **The Exams Office** website for a summary of changes in a range of JCQ publications)
- Highlight and discuss these via an online Zoom or Teams session\*
- Ask your invigilators to complete [Unit 3 of the Invigilator Training and Assessment Module](#) and/or the [Invigilator Digital Accreditation](#)

(\*As online training sessions have become increasingly popular in recent months, exams officers may be interested in the [Online Regulations Changes Training](#) which **The Exams Office** is launching for the 2021/2022 academic year.)

Whichever method you choose to update your existing invigilation team, these are the regulation changes for the 2020/2021 academic year that impact on the role which experienced invigilators must be aware of:

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## **1. JCQ Unauthorised items poster**

The JCQ *Mobile Phone* poster has been replaced by the *Unauthorised items* poster. This must be displayed in a prominent place outside each examination room.  
(ICE sections 5.6 & 11.17 & appendix 7)

## **2. Invigilation arrangements**

The head of centre, a senior member of centre staff or the exams officer must ensure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination.

(ICE section 12.6d)

Note - 'Tutor' has been added and reference to 'overall responsibility and/or preparing candidates' has been removed.

Invigilators must be informed of this regulation change as they need to be aware of who is/is not permitted to be in the examination room.

## **3. Supporting candidates with access arrangements**

A private tutor cannot facilitate an access arrangement.  
(ICE section 13.6)

Invigilators must be informed of this regulation change as they need to be aware of who is/is not permitted to be in the examination room.

## **4. Promoter**

The promoter must not normally be the candidate's own subject teacher and must not be a relative, friend or peer of the candidate. A private tutor cannot act as a promoter for the candidate.  
(ICE section 14.15)

Invigilators must be informed of this regulation change as they need to be aware of who is/is not permitted to be in the examination room.

## **5. Word processor**

An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.  
(ICE section 14.25)

Note - The JCQ Form 4: Word Processor cover sheet has been withdrawn. Awarding bodies will inform centres as to whether they require a cover sheet to be completed

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## **6. The people present in the exam room**

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s) to perform a specific task/tasks.

(ICE section 17.1 & appendix 8)

Invigilators must be informed of this regulation change as they need to be aware of who is/is not permitted to be in the examination room.

## **7. Warning to Candidates poster**

The *Warning to candidates* poster has been updated. Wording on the poster has been altered, points rearranged and the removal of the following instruction:

You must not have in your possession any unauthorised material or equipment which might give you an unfair advantage

(ICE appendix 4)