

Dear Headteacher/Principal,

This letter – and associated documentation – provides evidence that invigilators supplied to your centre by AK Teaching have been trained in line with JCQ regulations by a trainer approved by The Exams Office and the National Association of Examinations Officers.

JCQ regulations

The content of the three-and-a-half hour training session (delivered on 24 April 2025 at the Esports centre, Sunderland), addressed the following JCQ regulations as detailed in its *Instructions for conducting examinations 2024-2025* document:

- Centres must provide thorough training on these current regulations for any new invigilators and those facilitating an access arrangement for a candidate under examination conditions. The existing invigilation team must be made aware of any changes (Section 12.3)
- Centres must ensure that the testing of invigilators'... understanding of these regulations is rigorous. This must also extend to those facilitating an access arrangement (Section 12.4)
- 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 (Section 12.5)
- When contracting supply staff to act as invigilators the head of centre must ensure that they 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 (Section 12.6)

Documentation/support materials

To satisfy these JCQ regulations, centres should ask to see the following documents from AK Teaching:

- a certificate of attendance for each invigilator

- the *Invigilator Training Record* which identifies the areas covered during the training session
- a pdf copy of the slides which were presented during the 24 April training session

The following documentation was provided - and explained - to each invigilator:

- A copy of JCQ's *Instruction for conducting examinations 2024-2025*
- JCQ *Checklist for invigilators (for written examinations)* – Effective from 1 Sept. 2024
- Exam Room Checklist *
- Exam Room Incident Log *

* These resources are sample resources provided by The Exams Office

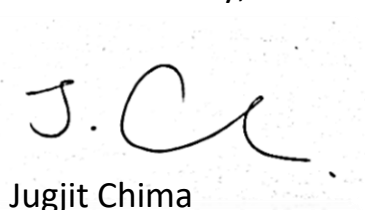
AK Teaching will also provide a copy of the *Invigilator Training Booklet* which was completed by each invigilator during the training session to evidence the rigour with which their knowledge and understanding of what is and what is not permissible has been tested.

Exams officer responsibility

All invigilators who attended the training have been provided with a *Centre-specific Invigilator Training Record* which details the areas your exams officer should cover to ensure awareness of specific arrangements and ways of working within your centre.

Evidence of our collaboration with AK Teaching is available on The Exams Office website (see the Third Parties section - <https://www.theexamsoffice.org/thirdparties/>). If you require any further information, please email contact@theexamsoffice.com.

Yours faithfully,



Jugjit Chima

Head of Training (The Exams Office)

Chief Executive Officer (National Association of Examinations Officers)