

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 27 October 2025 at St. Joseph's Catholic School, Hebburn and 28 October at Outwood Academy Riverside, Middlesbrough) met the following JCQ requirements as detailed in its *Instructions for conducting examinations 2025-2026* 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 27 & 28 October training sessions

The following documentation was provided/signposted/explained - to each invigilator:

- A copy of JCQ's *Instruction for conducting examinations 2025-2026*
- JCQ *Checklist for invigilators (for written examinations) – Effective from 1 September 2025*
- Exam Room Checklist *
- Exam Room Incident Log *

* *These resources are sample resources provided by The Exams Office*

AK Teaching will provide a completed copy of the *Invigilator Training Booklet* for 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

Invigilators who attended the training have been made aware that the centre will receive a *Centre-specific Invigilator Training Record* which details the areas your exams officer should cover to ensure awareness of specific exam-related arrangements 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