


Procedures for Invigilators 2019



St Aloysius' College

Hornsey Lane,
Highgate,
London
N6 5LY

Last Review Date:	
Next Review Date:	Spring Term 2022
Governor's Signature:	





St Aloysius' College: Procedures for Invigilators 2019

Procedures for Invigilators

Start Times

Morning Session: 8:15am for a 9am start

Afternoon Sessions: 12:45pm for a 1.30pm start

The Role of the Invigilator

The exams can be a very stressful time for students. Tensions can be greatly reduced by your positive approach to students. You have a major role to play in making students feel at ease. You should be supportive and display sympathy, respect and understanding whilst maintaining an air of authority and constant vigilance.

General Conduct/Expectations

The Exams Officer will bring the exam papers to the exam hall and, with reference to the seating plans, will ask you to help put out name cards and exam papers. It is of utmost importance that the paper on the desk reflects the paper reference on the seating plan. Where possible different papers and tiers will sit together, however, there may be last minute changes so referencing the seating plan is very important. Once the exam hall is ready for the first exam the Exams Officer will brief you on the day ahead.

To start each exam a member of SLT or the Exams Officer will read out the 'Rubric' on the front of the exam paper(s), remind students of the rules e.g. no mobile phones, wristwatches on the desk etc., tell candidates what time it is and that they can begin their papers. Students must NOT read the papers, or write anything other than their names and candidate numbers before this, please ensure that this is so.

Any candidates with a 'clash' will have their desk card highlighted, these students must not leave the exam hall unaccompanied at any time for any reason. You will have been briefed by the Exams Officer on what the student is doing next – the important thing is that the student must not speak to anyone other than those involved in their quarantine, in order to protect the integrity of the exams.

Once the exam has started only the Headteacher and the Exams Officer may enter the exam hall. You may show anyone trying to access the hall Appendix 8 of the JCQ ICE Booklet, page 60, 'The People Present In the Examination Room'. All staff should be familiar with this.

Candidates who ask to use the toilet must be accompanied at all times, however the ratio of Invigilators to students must NEVER drop below 1:30. You may call for the Exams Officer or wait until the 'Roving'.

Invigilator visits the exam hall, depending on the urgency of the matter.



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If you suspect that a student is cheating you must inform the Exams Officer immediately, do not wait until the end of the exam. You will be asked by the Exams Officer to fill out an incident form for submission to the Awarding Body.

You are expected to patrol the exam hall unobtrusively, with an air of confidence and authority but without intimidation, your role is to enable each and every student to perform their very best without interruption or distraction. If it is necessary to speak to another Invigilator, please do so away from the students, briefly and quietly so as not to cause any distraction to the students. You are expected to dress smartly at all times and wear comfortable, quiet shoes – no flip flops.

At the end of the exam you will be expected to collect the papers in the order described to you by the Exams Officer. Papers must be collected quickly and silently, please check that the student has written his/her name and candidate number on the front of the paper. There may be occasions where other students are still working whilst papers are being collected. No student may leave the hall until all the papers of their exam have been collected. Students must take nothing from the hall when they leave. Students will be dismissed by a member of SLT or the Exams Officer, row by row, in silence, you will be expected to assist with this.

At the end of the day please ensure that the exam hall is clean and tidy and that the desks and chairs are in straight rows.

Timesheets will be approved online by the Exams Officer.

Fire Alarm

In the unlikely event of the Fire Alarm sounding during an Exam students will be asked to stop writing, the time will be noted and a member of SLT or the Exams Officer will advise you on what to do, unless there is an obvious danger in which case leave by the nearest available exit and assemble in the playground. If an evacuation is necessary students must leave EVERYTHING on their desks, they must be reminded that they are under strict 'exam conditions' and there is to be no talking. You will be led to a fire assembly point, please bring with you the Register. Once the all clear is given the students must be led, in silence, back to their exam where they will continue, any time missed will be compensated for in full. The incident will be reported to the Awarding Body.



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I AGREE THAT I HAVE READ AND AGREE TO ABIDE BY THE PROCEDURES FOR INVIGILATORS.

I HAVE RECEIVED INVIGILATOR TRAINING PROVIDED BY REED EMPLOYMENT AGENCY AND HAVE A CURRENT DBS WHICH REED HAVE SUPPLIED TO THE SCHOOL.

NAME:

DATE:

Provider Access Policy 2018-2019



St Aloysius' College

Hornsey Lane,
Highgate,
London
N6 5LY

Last Review Date:	November 2018
Next Review Date:	January 2022
Governor's Signature:	





St Aloysius' College: Provider Access Policy 2018-2019

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses. Management of provider access requests.

Procedure

A provider wishing to request access should contact John Egan, Career Guidance Manager, Telephone: 0207 561 7800 Email: egan.j@sta.islington.sch.uk

Student Entitlement

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These are mapped out to meet the Gatsby Benchmarks and give a wide range of opportunities for all students. Please see the website for these entitlements.

Out with of this plan, we are always open to suggestions, so please do contact should any suitable opportunity arise.

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.