

## INVIGILATOR CONFIDENTIALITY AND SECURITY AGREEMENT 2025 - 26

Name		Contact telephone number(s)	
Email			

In order that Richard Hale School can ensure confidentiality and security requirements are known, understood and JCQ **Instructions for conducting examinations** ([www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)) complied with, invigilators are required to respond to and confirm the information below.

**Have you invigilated previously?** **Yes/No**

If yes, do you have any current maladministration or malpractice sanction(s) applied to you? **Yes/No**

### As an invigilator, I confirm:

- I understand that the integrity and security of examinations must be upheld at all times and understand as an invigilator what I **must, must not** and **may** do in the exam room as detailed in the current JCQ *Instructions for conducting examinations* document
- I will give all my attention to conducting the examination properly and will not carry out any other non-examination related tasks in the examination room (I understand this also extends to reading the question paper)
- I will inform the exams officer if I am requested to invigilate in an exam room where any candidate is a relative, friend or peer or has any connection to me outside of the exam room; I understand in this situation, I must not be the sole invigilator in the exam room
- I will ensure the security of the exam before, during and after the exam - while confidential question papers, exam materials and candidate scripts are under my supervision, I will not leave them unattended at any time
- I understand that where I may be the sole invigilator, I must not leave the candidates unsupervised at any time and any means I use to summon assistance must be done without disturbing candidates (I understand a mobile phone is only allowed in the examination room for this specific purpose and must be kept on silent mode)
- I will immediately inform the exams officer or head of centre if I have any concerns regarding the security of the question papers
- I will not at any time read candidate responses on their scripts
- I will not discuss with anyone outside the exam room, other than the exams officer or a member of the senior leadership team, any information about exam candidates
- If supervising a timetable clash candidate over a break between examinations, or a candidate awarded supervised rest breaks, I will not leave the candidate unsupervised at any time
- I will record any incidents or irregularities in the exam room on the incident log and will confirm this information with the exams officer at the end of the exam
- I am aware of the actions to be taken in the event of an emergency evacuation of the exam room and will record any information connected to an emergency in the exam room, or an evacuation from the exam room, on the incident log
- I understand that at the end of the exam, I am required to immediately return all question papers (including spares), exam materials, candidate scripts and unused exam stationery to the safekeeping of the exams officer

### Confirmation statement

By ticking all statements and signing here, I confirm I understand and will comply with the above

..... Date: .....

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- I consent to Richard Hale School providing my name and email address for a user account to be created for me to access the online invigilator training and assessment resources

Invigilator signature: ..... Date of signature: .....