

# Invigilator Confidentiality and Secrecy Policy

Overton School

<b>Approved by:</b>	Omar Salahuddin, Principal
<b>Last reviewed on:</b>	26/08/20
<b>Next review due by:</b>	25/08/21

### Invigilator confidentiality and security agreement

<b>Name</b>		<b>Contact Numbers</b>	Home:
<b>Email</b>			Mobile:

In order that [insert centre name] can ensure confidentiality and security issues are known, understood and JCQ *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/malpractice sanctions 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
- I will inform the exams officer if I am requested to invigilate in an exam room where any candidate is a relative, a friend 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 not at any time read candidate responses on examination scripts
- I will not discuss with anyone outside the exam room, other than the exams officer or the Senior Leadership Team (SLT) any information about exam candidates
- While confidential exam question papers, exam materials, and candidate scripts are in my care, I will not leave them unattended at any time
- If supervising an exam clash candidate over a break between examinations, I will not leave the candidate unsupervised at any time
- I will immediately report any potential breaches of security I observe or am made aware of to the exams officer/head of centre
- I will record any incidents or irregularities in the exam room on the exam room 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 and will record any information connected to an emergency in the exam room, or an evacuation from the exam room, on the exam room incident log
- I understand that at the end of the exam, I am required to immediately return all exam question papers (including spares), exam materials, candidate scripts and unused exam stationery to the safekeeping of the exams officer

By ticking the boxes and signing here I confirm I understand and will comply with the above

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