

Welcome to The Charter School North Dulwich

Advice for visitors and casual workers

All visitors must sign in and out at Reception and wear a visitor badge

Safeguarding

Everyone who visits our school should be aware of their responsibility to make sure that all young people are safe. Please ask for Ms Haastrup, Deputy Headteacher, or Ms Spence Safeguarding Officer, if you are unclear about areas linked to child safety during your visit.

If you are worried about the safety of any young person in our school, you must report this to Ms Haastrup or Ms Spence. They can be contacted through Reception.

As a visitor, it is important that you remember the following:

- If you are working in a 1:1 situation with a pupil, the school must view your Enhanced DBS check or have evidence from your organisation that you have an Enhanced DBS in place. Please see Ms Andrews, Director of HR, if you have any queries.
- Do not have physical contact with any pupil
- Never exchange contact details with a pupil, or agree to meet a child outside the school environment. Do not communicate with pupils through social media.
- Keep a record of the times and dates of any unplanned contact with pupils and let Ms Haastrup or Ms Spence know as soon as possible
- Do not take photographs or video footage while you are on site
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child. You must inform Ms Haastrup or Ms Spence immediately.

Health and Safety

While on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities.

Exam Invigilation Guidance

Timings

The morning exams normally start at 9am and the afternoon sessions start at 2pm. Please make sure you arrive at least 30 minutes before the start of the exam to support with exam set up

Equipment

Candidates must not be in possession of the following items:

- iPods; • mobile phones; • MP3/4 players or similar devices; • watches.

Any pencil cases taken into the examination room must be see-through

Calculator cases are not allowed and should be placed on the floor

Identifying candidates

Invigilators must establish the identity of all candidates sitting examinations taking the attendance register at the beginning of the exam

Beginning the exam

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s).

This is to: a) identify and settle candidates and instil discipline; b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate; c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted; d) start the examination.

The invigilator or centre staff must:

- a) announce clearly to the candidates when they may complete the details on their answer booklet;
- b) announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point;
- c) specify the time allowed for the paper(s);
- d) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- e) only answer questions from candidates about the instructions on the front of the question paper.

The invigilator must not:

- a) direct candidates to particular questions or particular sections of the question paper;
- b) make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the exams officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body;
- c) give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body;
- d) comment on the content of the question paper;
- e) read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- f) re-phrase a question for a candidate;
- g) explain any subject-specific or technical terms to a candidate;
- h) offer any advice or comment on the work of a candidate;
- i) give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. This also extends to where a question paper consists of distinct sections. (A five minute warning to candidates may only be given at the end of the examination.)

Supervision

Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty. Place invigilators at the front, back and sides of the room if possible.

Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on an incident log.

Invigilators are required to move around the assessment area quietly and at frequent intervals.

Toilet requests

Students are permitted to go to the toilet during an exam. They will not be allowed to go to the toilet for the first 30 minutes or the last 20 minutes, unless they have a medical/toilet pass. If a student needs to go to the toilet they should raise their hand for an invigilator to escort them, if another student is going to the toilet during this time, then they will need to wait until that student has returned.

[ICE 21-22 FINAL.pdf \(jcq.org.uk\)](#) – for full information on exam invigilation