

Invigilation – Train the Trainer

Background

During the 2016/17 academic year, *The Exams Office* trialled an invigilator training programme to support exams officers in the training of their invigilation teams.

This was launched for the following reasons:

- To support new exams officers who may not have had the necessary experience to train new invigilators and update experienced invigilators
- To support experienced exams officers who may not have had the necessary presentation skills, or who may want an external body to emphasise particular areas and good practice to their invigilation team
- To ensure consistency and quality in the delivery of the invigilator training
- To ensure that centres were meeting the JCQ requirement of training new invigilators and updating experienced invigilators

Training materials were devised by exam experts from *The Exams Office*, and delivered by Jugjit Chima. This met *The Exams Office's* principle of delivering quality support for its members.

To address another of *The Exams Office's* core aims – ‘To ease the pressure on your school budget’ – this training was offered at a cost of just £195 for 25 or less invigilators and £345 for 25+ invigilators. Sessions lasted 3-4 hours, depending on breaks.

Prior to each training session, exams officers were fully informed of the structure of the session, agenda and equipment required for presentation (projector/screen/audio). Specific centre requirements were also discussed and the exams officer was forwarded three documents which they printed and handed out on the day – *A summary of JCQ changes for 2016/17*, *Exam room checklist* and *Exam room incident log*.

Certificates were emailed to exams officers for signature and dissemination within 24 hours of the training session.

With limited promotion, 26 training sessions were held in centres between 4 January and 10 May 2017 across the country.

What is the aim of the ‘Invigilator – Train the Trainer’ initiative?

Initially, for the 2017/18 academic year, we are looking for 7 experienced exams officers to deliver in-house invigilator training to centres within their localities. We may expand this number for the 2018/19 academic year.

We are looking for an exams officers to train to invigilate in each of the following regions:

- Yorkshire/North East
- Lancashire/North West
- Midlands

- East Anglia
- London
- South Coast
- South West

What are we looking for?

We are looking for exams officers who have experience, skills and knowledge in the following areas:

- an in-depth knowledge of JCQ regulations
- accurate application of JCQ regulations within their centre
- presentation skills, including delivery of key/difficult messages
- developing and delivering training for invigilators to administer examinations in line with JCQ regulations

Role details

Successful exams officers will be required to attend a training session in July where all aspects of the training will be discussed and confirmed – slides, videos, hard copy materials, IT equipment, certificates, centre requests/booking process etc.

You will also be included on our trainer map hosted on our website. Training sessions may be arranged directly by centres with yourself or via *The Exams Office*. Once a session has been held, you will need to forward delegate names to *The Exams Office*, and we will send certificates to the exams officer to sign and disseminate.

If you are unable to fulfil a training request, a member of *The Exams Office* team will deliver the session on your behalf. You will not be remunerated for this session.

Staff from *The Exams Office* will assess the delivery of one of your courses during an academic year.

The Exams Office takes no fee from you or the centre and, therefore, you will not be employed by *The Exams Office*. You will be responsible for providing your own IT equipment (or agreeing the use of the centre's IT equipment), invoicing centres for training sessions and informing your centre and HMRC of your involvement in this initiative. *The Exams Office* cannot guarantee the number of sessions you will be engaged in throughout an academic year.

Remuneration

Centres which are members of *The Exams Office* are charged the following fees inclusive of transport costs:

- Less than 25 invigilators - £195 (£295 for non-members)
- 25-50 invigilators - £345 (£495 for non-members)

Support from *The Exams Office*

The Exams Office will supply the following:

- a training session during July
- presentation materials (slides/videos on a data device)
- invigilator trainer map on our website with trainer contact details
- email templates to send to centres before and after a training session
- invoice template
- electronic copy of materials for you to send to centres prior to a training session
- certificates direct to centres after each training session
- feedback at one of your training sessions each year
- promotion at our *National and Summer conferences* and at training sessions hosted by *Exams Training*

Timelines

- 8 May – Invigilator trainer programme is launched
- 6 June – Deadline to submit your application
- 16 June – Successful invigilator trainers announced
- End June/Early July – Training meeting held (venue TBC)
- 3 July – Announcement at our summer conference
- 1 September – Invigilator trainer map launched on our website
- 1 September – Trainers sent all training materials
- 1 September – Bookings taken for in-house invigilator training sessions

Application process

On one side of A4 please detail why you should be considered for this role, focussing, in particular, on the areas listed under '*What are we looking for?*'

Please email your application as an attachment to contact@TheExamsOffice.org.

Please include 'FAO Jugjit (Invigilator Trainer)' in the subject field and include