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PARENT SUPERVISOR GUIDELINES FOR EXAMINATIONS

INTRODUCTION

The aim of the Parent Supervisors who act as Invigilators is to assist in the smooth and professional execution of the examination. Empathy, tact and vigilance are important qualities of an Invigilator.

You have an important role to play in the formal assessments of our students. Together, we will ensure that the student examination experience is conducted in accordance with the School's regulations, which aim to mirror that of the Western Australian Certificate of Education (WACE) examinations set by the Schools' Curriculum and Standards Authority.

These guidelines provide you with information to allow the examinations to be supervised in a consistent and professional manner. The information will also provide you with a greater understanding and appreciation of your role and responsibilities as an examination invigilator.

All students have been briefed about the Examination protocols, rules and regulations prior to the Semester Examinations.

There will be a Supervising Teacher from the School who will start and conclude every Examination. All Invigilators will be working under the direction of the Supervising Teacher.

BEFORE THE EXAMINATION

Arrive 30 minutes before the start of the examination. Sign in at Senior School Reception and make yourself known to the Supervising Teacher.

All examinations are on the top floor of the Doug Swingler Senior School building unless otherwise indicated. A copy of the invigilation roster will be posted at the front of the Examination Venue.

Identify the location of the Staff and student toilets, evacuation and exit routes. There will be tea and coffee available at Senior School Reception for Invigilators to have a break during the Examinations, provided that the Venue is not left unsupervised.

The Associate Principal of the Senior School will be responsible for setting up the venue and will provide the Examination papers and materials prior to the starting time. She/he will also write the starting and finishing times on the whiteboard.

DURING THE EXAMINATION

Students are to enter the Examination Venue in silence and remain silent throughout the Examination and after departing the Venue. They will be directed to their allocated seats, indicated by individual Examination Name Tags.

You are expected to actively invigilate by moving around the Examination Venue. Keep constant watch on what is happening. If you see something unusual, walk around the room to check, making sure that you do not disturb students. Note the name of the student who concerns you and address the issue with the Supervising Teacher.

Patrol the whole Examination Venue regularly and quietly, taking a different route on each occasion. It is a good idea to have a tissue box at hand to offer students who may have the “sniffles”.

If you identify any suspicious behavior, immediately report this to the Supervising Teacher. Do not stand over him or her, or interrupt the student.

Be wary of multiple-choice sheets and other answers being left on desks or on the floor for other students to see. Such sheets should be flipped face down.

Act swiftly if there is noise outside the Examination Venue. If one Examination has an earlier finish time, try to minimise the impact of one group leaving the room while others are still working.

If any material on the desk of a student falls to the floor, it is the Invigilator who is to retrieve it and return it to the student; not another student.

Try to ensure that where there is more than one Invigilator that one of you is at the back of the room as often as possible.

Invigilators need to be conscious of the distraction that loud or constant conversations between them may cause students. Do not read any personal material, leave the room when no other Invigilator is present, gaze out of the window or use a mobile phone.

AFTER THE EXAMINATION

After the completion of the examination, follow the directions of the Supervising Teacher. For example, Invigilators may be asked to help collect all or particular parts of an Examination, or to straighten desks and chairs in preparation for the following Examination. The Supervising Teacher will deliver all Examination papers and materials to Senior School Reception for storage under lock and key.

EXAMINATION RULES

All students sitting Examinations must wear the correct School Uniform. Students are not permitted to wear additional shirts and jumpers in a way which is visible and certainly not over the top of the School Uniform.

No student is allowed to leave a PMACS Examination early. If students finish before time, they must sit quietly and wait until the end of the Examination.

Students are permitted to bring water in a clear plastic bottle (up to 1500 mL). No food (unless for medical reasons), other drinks, or unauthorised subject material may be brought into an Examination Venue.

No mobile phones or electronic devices of any sort (other than the prescribed calculators) may be taken into the Examination Venue, including smart watches. Bags are to be left outside the Examination Venue. The Supervising Teacher will check calculators in the relevant examinations.

Students will be instructed at the beginning of each Examination to remove relevant items from their pencil cases and leave the pencil case and calculator lid under their chair. Any remaining writing materials must be in a clear plastic bag.

Students are allowed to go to the toilets in the top floor of the Doug Swingler building during an examination. Students must be escorted to the toilets once the Examination has commenced. An Invigilator should make a quick check of these toilets during the first part of the Examination (during Reading Time) to ensure that no course material or notes have been left in there.

When escorting a student to the toilets, ensure that the student's work is covered and accompany him/her to the area near the "Hollows House Noticeboard" and await his/her return, ensuring that the student goes nowhere else.

Invigilators should refrain from answering questions from students during the Examinations. The Invigilators for all WACE Examination are not subject specialists and are not able to answer any questions that relate to the content of an Examination paper. For this reason, the asking of general questions in PMACS Examinations is discouraged; students must interpret the intent of the question for themselves. Queries should only be raised if a student believes there to be a significant error or omission, in which case the question should be redirected to the Supervising Teacher.

There are students who have time adjustments in response to particular learning or physical disabilities. Those students will have a red dot on their Examination Name Tag. The Supervising Teacher will have the details of extra-time given to those candidates.

INVIGILATORS RULES

Please be advised that PMACS is a non-smoking environment.

External invigilators are required to follow all School policies and guidelines applicable to their duties.

P&F LEVY HOURS

Examination supervision counts towards your P&F Hours. Your time in generously volunteering as Examination Invigilator is very much appreciated.

RELATED POLICIES

1.7 Examination Rules and Responsibilities (Years 9 to 12)