



The role of the Invigilator

Invigilators ensure you all have the **best opportunity** to demonstrate your abilities.

Invigilators are responsible for ensuring your exams run smoothly and all the rules and regulations are followed.

We expect you to treat invigilators with respect and follow their instructions at all times.

Failure to follow rules or instructions given by an invigilator could result in you being disqualified from that subject and possibly all exams that season.

Invigilators are **not** able to discuss the exam paper with you or explain questions.

At Haileybury Turnford we expect you to continue to uphold our **school values** during your exams. If you fail to meet these expectations during your exam, invigilators will advise the Exam Officer who will then inform your Year Achievement Coordinator.

If you are disruptive or behave in an unacceptable manner you will be removed from the exam room. A report will be sent to the relevant exam board and you may be disqualified from that subject.

READY	RESPECTFUL	SAFE
<ul style="list-style-type: none">• Full school uniform worn properly• Attend on time with all equipment• No gum, fluid or food other than water• No headphones, phones or other electronic equipment	<ul style="list-style-type: none">• Do as you are asked by all members of staff• Listen to others, use appropriate language and a polite tone.• Look after each other, the building, displays and equipment	<ul style="list-style-type: none">• Follow rules and routines for health and safety• Keep hands, feet, objects and personal comments to yourself• Be in the right place, in the right time and not in unsupervised areas



Haileybury Turnford

AMBITION • PRIDE • SUCCESS