
To: **Education and Children's Services Policy Board**

On: **23 May 2019**

Report by: **Director of Children's Services**

Heading: **Invigilator Fees**

1. Summary

- 1.1. Invigilators are used in secondary schools in order to supervise and organise the administration of examinations. The formal SQA examinations diet requires each school to appoint a number of invigilators to undertake these duties. In addition, a chief invigilator is responsible for the organisation and supervision of all external assessments in accordance with SQA policy and procedures.
 - 1.2. A number of schools also utilise invigilators for internal assessments during the school year.
 - 1.3. The purpose of this paper is to confirm that Renfrewshire Council will adopt the roles and remits for invigilators and chief invigilators in line with SQA procedures for both internal and external arrangements.
 - 1.4. The remits of both invigilators and chief invigilators are laid out in Appendix 1.
 - 1.5. In addition, it is proposed that the rates of pay for invigilators and chief invigilators will be in line with the agreed SQA invigilator fee structure. The figures for 2019 are attached in Appendix 2.
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2. Recommendations

- 2.1. The Education and Children's Services Policy Board is asked to:
 - agree that the remit of invigilators and chief invigilators will be as laid out in Appendix 1 and that the rate of pay will be as per SQA guidelines.
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3. Background

- 3.1. Invigilators are used on secondary schools in order to supervise examinations. The formal SQA examinations diet requires each school to appoint a number of invigilators to undertake these duties. In addition, a chief invigilator is responsible for the organisation and supervision of all external assessments in accordance with SQA policy and procedures.
 - 3.2. A number of schools also utilise invigilators for internal assessments during the school year.
 - 3.3. In addition, the rates of pay for invigilators and chief invigilators will be in line with the agreed SQA invigilator fee structure. The figures for 2019 are attached in Appendix 2.
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Implications of this report

1. **Financial**
Budgets for invigilators are devolved to schools within the agreed scheme of delegation.
2. **HR and Organisational Development**
Within current resources.
3. **Community/Council Planning**
None.
4. **Legal**
None.
5. **Property/Assets**
None.
6. **Information Technology**
None.
7. **Equality and Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
8. **Health and Safety**
None.
9. **Procurement**
None.
10. **Risk**
None.

11. Privacy Impact

None.

12. Cosla Policy Position

None.

List of Background Papers

None.

Children's Services

GMcK/LG

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Chief Invigilator

A Chief Invigilator (CI) is responsible for the organisation and supervision of invigilation of all external assessments for National Qualifications, in accordance with SQA policy and procedures as detailed in the Invigilator Handbook.

The activities will be under the direction of staff from SQA. Close liaison will be required with the Head of Centre and/or SQA Co-ordinator throughout the external assessment period to ensure the effective management of the external assessments.

Outline of duties

- Responsible for the secure storage and management of external assessments before and during the examination cycle ensuring compliance with SQA security requirements.
- Responsible for ensuring that external assessments, including those for Assessment Arrangements candidates, are conducted in accordance with SQA policy and procedures.
- Deliver a training session(s) to all Invigilators prior to the examination period.
- Allocate and advise Invigilators of their duties and dates required – updating as required throughout the examination cycle.
- Maintain an accurate record of training attended and sessions worked by all Invigilators throughout the examination period and verify all claims for fees prior to submission to SQA.
- Supervise Invigilators and conduct daily briefings to the Invigilation team prior to the start of each examination session.
- Responsible for the accurate submission of candidates' external assessment materials to SQA.
- In accordance with SQA's guidelines, complete comprehensive reports on any irregularities in the conduct of an external assessment and submit to SQA where necessary. For example:
 - Any incident concerning possible malpractice
 - Any issue concerning the content of a question paper
 - The un-authorised removal of a question paper or examination material from the examination room either by candidates, invigilation or centre staff
 - Faulty question papers, faulty digital question paper discs or faulty audio CDs
 - Any instances of sickness, interruptions or disturbances during an assessment

Successful candidates must:

- have excellent organisational skills
- be suitable to work within an education environment
- be physically able to undertake the duties of the role

- not be an employee of the centre or associated with the centre
- live within easy reach of the centre

Any exceptions to these requirements must be approved in advance by SQA.

Please note that this role requires PVG registration and no contracts will be confirmed until registration is approved.

Invigilator

An Invigilator undertakes the duties of invigilation for the external assessment of National Qualifications, in accordance with SQA policy and procedure.

These activities will be under the direction of the Chief Invigilator (CI).

Outline of duties

- Attend an invigilator training session prior to the examination cycle.
- Support the CI with the secure storage and management of external assessments during the examination cycle ensuring compliance with SQA security requirements.
- Carry out invigilation duties as requested by the CI and ensure that external assessments, including those for Assessment Arrangements candidates, are conducted in accordance with SQA policy and procedures.
- Assist with the collation of candidates' external assessment materials on completion of the external assessment.
- Report any irregularities in the conduct of an external assessment or concerning matters arising during the course of an external assessment to the CI.
- Accurately record sessions worked throughout the examination period and submit claims to the CI for authorisation.

Successful candidates must:

- be suitable to work within an education environment
- be physically able to undertake the duties of the role
- not be an employee of the centre or associated with the centre
- live within easy reach of the centre

Any exceptions to these requirements must be approved in advance by SQA.

Please note that this role requires PVG registration and no contracts will be confirmed until registration is approved.

2019 Invigilator Fee Structure

Hourly rate £9.00
Minimum daily rate (3 hrs) £27.00

Examples:

Invigilator works 2 hrs in a morning	£27.00
Invigilator works 4 hrs in a morning	£36.00
Invigilator works 3 hrs in a morning and 3 hrs in the afternoon	£54.00
Invigilator works 2 hrs in the morning and 3.5 hrs in the afternoon	£49.50

2019 Depute Chief Invigilator fee structure

Hourly rate	£10.00
Minimum daily rate (3.5 hrs)	£35.00

Examples:

DCI works 2 hrs in a morning	£35.00
DCI works 4 hrs in a morning	£40.00
DCI works 3 hrs in a morning and 3 hrs in the afternoon	£60.00
DCI works 2 hrs in the morning and 3.5 hrs in the afternoon	£55.00
DCI works 3 hrs in the morning and 3 hrs as an Invigilator in the afternoon	£57.00

2019 Chief Invigilator fee structure

Hourly rate	£13.00
Minimum daily rate (3.5 hrs)	£45.50

Admin fee:

	Centre entries	2018
Band 1	<99	£73.50
Band 2	100 - 499	£147.00
Band 3	500 - 999	£220.50
Band 4	1000 - 1999	£367.50
Band 5	2000 - 2999	£441.00
Band 6	3000+	£514.50