

Elizabeth Woodville School
DBS (Disclosure and Barring Service) Code of Practice for Examinations

INTRODUCTION AND BACKGROUND

Centres are required by the JCQ to have procedures in place for DBS which satisfy current legislative requirements and are applied to the employment of external examination invigilators.

COMPLIANCE WITH LEGISLATION

Current legislation requires all staff who have a zero hours' contract and who do not work for a period of three calendar months to renew their DBS check.

In order to ensure that the employment of examination invigilators complies with this requirement, the following principle will apply:-

Wherever possible, invigilators will be invited to work (invigilation, administration, staff meeting or training) at an interval of no more than three months.

Opportunities to offer work to invigilators are as follows: -

Month	Invigilation requirements
September	Debrief meeting for all invigilators who worked during the May/June external exam season CATS tests for new students
October	Invigilator Training
November	Entrance examinations for Oxbridge candidates; other university scholarship examinations Resit external GCSE exams for Maths and English Mock examinations
December	Mock examinations
January	BTEC examinations Applied General examinations Cambridge National & Cambridge Technical unit exams LIBF L3 examinations
February	BTEC examinations
March	Invigilator Training BTEC examinations LIBF L3 resit examinations
April	LIBF examinations MFL Speaking exams Mock Exams Administration tasks for a small number of invigilators

May	Practical examinations for Art Public JCQ timetabled examinations begin for years 10, 11, 12, 13 as a minimum
June	JCQ examinations continue LIBF resit examinations Mock examinations
July	
Ongoing throughout the calendar year	We will be running examinations with a number of smaller Awarding Bodies such as LIBF which offer online examinations at intervals throughout the year as requested by the School

- The Examination Manager will record when invigilators work and ensure that, wherever possible, work is offered (at least a training meeting during a time period when no invigilation is required) every three months.
- If, for any reason, it is not possible for invigilators to work in a three-month period they will be asked to reapply for a DBS check (the cost to be funded by the school) prior to working unsupervised in school.
- The School acknowledges the value of examination invigilators and the vital role that they play in the successful running of our exams. We wish to ensure their continued employment with us as well as compliance with current legislation.