

Vanguard Learning Trust



As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through an ambitious curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can thrive and develop into responsible young adults ready to embrace their future.

Examinations policy

Part A: Trust-wide

Part B: Ruislip High School

Spring 2026

Contents

Part A: Trust-wide	3
Section 1. Overview	3
Section 2. Roles and responsibilities	3
Section 3. Certificates	4
Section 4. Post-results services	5
Section 5. External candidates	5
Section 6. Malpractice and maladministration	5
Section 7. Use of artificial intelligence (AI) in examinations, coursework and assessments	8
Part B: Ruislip High School	10
Section 1. Introduction	10
Section 2. Links to other school policies	10
Section 3. Governance, oversight and compliance	10
Section 4. Exam entries and tiering decisions	10
Section 5. Security and integrity of examination materials	11
Section 6. Access arrangements and timetable variations	11
Section 7. Invigilation and examination readiness	11
Section 8. Preparation for students and parents/carers	11
Section 9. Examination-day procedures	12
Section 10. Special consideration	12
Section 11. Safeguarding against malpractice	12
Section 12. Appeals	12
Section 13. Appendices	13
Appendix 1 SLT: registering candidates	14
Appendix 2 - Starting an examination Key Stage	15
Appendix 3 - Examination incident log	16
Appendix 4 - Dismissal from an examination	17

Part A: Trust-wide

Section 1. Overview

1.1 Aims of policy

The Vanguard Learning Trust is committed to ensuring that the examination management and administration process is run effectively and efficiently and in compliance with the published Joint Council for Qualifications (JCQ) regulations and awarding body requirements. This examination policy seeks to ensure that:

- all aspects of the examination processes are documented and other relevant examination-related policies, procedures and plans are signposted;
- staff are well informed and supported;
- all staff involved in the examination process clearly understand their roles and responsibilities;
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times; and
- examination candidates understand the examination process and what is expected of them.

This policy will be published on each school's website to be accessible to all relevant centre staff, candidates and parents/carers.

1.2 Legislation on the sharing of information

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party. However other legislation and guidance may need to be taken into account regarding sharing information with parents/carers, for example:

- Understanding and dealing with issues relating to parental responsibility ([click here](#))
- School reports on pupil performance ([click here](#))
- The trust will ensure students have access to JCQ's guidance 'Information about you and how we use it' ([click here](#)) at the start of each course

1.3 Monitoring the impact of this policy

This policy is reviewed annually to ensure that the centre's procedures are accurately reflected and that all examinations and assessments are conducted in accordance with current JCQ and awarding body regulations, instructions and guidance.

Section 2. Roles and responsibilities

2.1 Head of centre

The head of centre of each Trust school is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements, in order to ensure the security and integrity of the examinations/assessments.

2.2 Examinations officer

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

2.3 Member of the school's senior leadership team (SLT) in charge of exams

The SLT member in charge of exams is the person appointed by the head of centre to oversee the implementation of the examinations policy and procedures, and to be the main point of contact for the examinations officer.

2.4 Deputy headteacher

In the event that the head of centre and/or the member of SLT in charge of examinations is absent for an extended period of time the deputy headteacher of the school will take charge of the examination process.

2.5 Special educational needs co-ordinator (SENCo)

The SENCo is the member of staff with responsibility for approving access arrangements and reasonable adjustments for candidates such as those with evidence-based special educational needs and/or medical conditions that may have an impact on their ability to complete the examination to the best of their ability. Appropriate support and adjustments are arranged by the SENCo. Such adjustments will only be considered for students for whom appropriate evidence has been provided.

2.6 Teaching staff

Teaching staff are expected to undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the examinations officer, SLT member in charge of exams and SENCo. They have a responsibility to stay up-to-date with awarding body subject and teacher-specific information to ensure effective delivery of qualifications. They are expected to attend relevant awarding body training and update events.

2.7 Exam invigilators

Exam invigilators are expected to:

- provide the centre with an up-to-date certificate from the Disclosure and Barring Service;
- attend training, update briefing and review sessions as required;
- follow the procedures and systems prescribed by the centre to protect the integrity of all examinations;
- be vigilant and alert at all times throughout an examination;
- provide information as requested on their availability to invigilate; and
- sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them (see **Section 6** for definitions).

2.8 Reception staff

Reception staff are expected to support the examinations officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

2.9 Site staff

Site staff are expected to support the examinations officer in relevant matters relating to exam rooms and resources. They are also responsible for supporting the examinations officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

Section 3. Certificates

3.1 Collections of certificates

Certificates are collected and signed for by the candidate or an authorised person. Candidates may arrange for certificates to be collected on their behalf by providing the examinations officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

3.2 Retention of certificates

Unclaimed or uncollected certificates are kept for a minimum of ten years. After this period they are securely destroyed.

Section 4. Post-results services

Candidates are required to pay the applicable fee to the school in advance for any enquiry about examination results or requests for remarks. The fee will be determined by the awarding body's charges for post-results services.

Section 5. External candidates

The Trust will facilitate the examinations for external candidates at the discretion of the school's head of centre.

Section 6. Malpractice and maladministration

6.1 Definitions

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the regulations;
- a breach of awarding body requirements regarding how a qualification should be delivered; and/or
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates;
- compromises public confidence in qualifications;
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

6.2 Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

6.3 Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe.

6.4 General principles to reduce the risk of malpractice

In accordance with the regulations, the Trust will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place;
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation; and

- as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication ‘Suspected malpractice: Policies and procedures’ (click [here](#)) and provide such information and advice as the awarding body may reasonably require.

6.5 Preventing malpractice

To help prevent malpractice, the Trust has in place robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication ‘Suspected malpractice: Policies and procedures’. This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:

- General Regulations for Approved Centres
- Instructions for conducting examinations (ICE)
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Access arrangements and reasonable adjustments
- A guide to the special consideration process
- Plagiarism in assessments
- AI use in assessments: Protecting the integrity of qualifications
- A guide to the awarding bodies’ appeals processes

6.6 Reporting suspected malpractice to the awarding body

Where malpractice is suspected, settings will engage with the following procedure:

- The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication ‘Suspected malpractice: Policies and procedures’.
- The head of centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate’s parent/carer/appropriate adult is kept informed of the progress of the investigation.
- Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre’s internal procedures. The only exception to this is where the awarding body’s confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals.
- Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries.
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used.
- The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly.

6.7 Communicating malpractice decisions

Once a decision has been made as to whether or not malpractice has occurred, it will be communicated in writing to the head of centre as soon as possible. The head of centre, or an appointed person, will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The head of centre will also inform the individuals if they have the right to appeal.

6.8 Whistleblowing

6.8.1 Definition

A whistleblower is defined as a person who reports an actual or potential wrongdoing and is protected by the Public Interest Disclosure Act 1998, providing they are acting in the public interest.

6.8.2 Whistleblowing procedure

If an individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected. For members of centre staff, it is likely that the Public Interest Disclosure Act (PIDA) offers legal protection from being dismissed or penalised for raising certain serious concerns (known as 'blowing the whistle'). Whistleblowing rights under PIDA are day one rights. This means that the worker does not need the same two years' service that is needed for other employment rights. In order to investigate concerns effectively, the awarding body should be provided with as much information as possible/is relevant, which may include:

- the qualifications and subjects involved;
- the centre involved;
- the names of staff/candidates involved;
- the regulations breached/specific nature of suspected malpractice;
- when and where the suspected malpractice occurred;
- whether multiple examination series are affected;
- if the issue has been reported to the centre and what the outcome was; and/or
- how the issue became apparent.

Members of the public are not protected by PIDA but the awarding body will make every effort to protect their identity if that is what they wish, unless the awarding body is legally obliged to release it. Alternatively, a worker could consider making a disclosure to Ofqual as a prescribed body for whistleblowing to raise a concern about wrongdoing, risk or malpractice.

6.8.3 Anonymity

In some circumstances, the whistleblower might find it difficult to raise concerns with the nominated member of the senior leadership team. If a concern is raised anonymously, the issue may not be able to be taken further if insufficient information has been provided. In such instances, and if appropriate, the allegation may be disclosed to a union representative, who could then be required to report the concern without disclosing its source. Alternatively, whistleblowers or others with concerns about potential malpractice can report the matter directly to Ofqual, who is identified as a 'prescribed body'. Awarding organisations are not prescribed bodies under whistleblowing legislation; however, awarding organisation investigation teams do give those reporting concerns the opportunity for anonymity. A whistleblower can give his/her name, but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistleblower.

6.9 Appeals against decisions made in cases of malpractice

In the event of an appeal against decisions made in cases of malpractice, the Trust will provide the individual with information on the process and timeframe for submitting an appeal, where relevant and refer to further information and follow the process provided in the JCQ publication 'A guide to the awarding bodies' appeals processes'.

Section 7. Use of artificial intelligence (AI) in examinations, coursework and assessments

7.1 Overview

The Vanguard Learning Trust recognises that Artificial Intelligence (AI) tools (including, but not limited to, text generation, paraphrasing, image generation and automated problem-solving tools) are increasingly accessible to students.

7.2 Requirements

The use of AI in examinations, coursework, controlled assessments and non-examination assessments must comply fully with JCQ regulations and awarding body requirements:

- Candidates must not use AI tools in any assessment unless their use is explicitly permitted by the awarding body for that qualification and component.
- Where AI use is permitted, candidates must follow the awarding body's instructions regarding acknowledgement, referencing and declaration of AI-assisted content.
- Submitting work generated wholly or partly by AI as a candidate's own, without permission or appropriate acknowledgement, constitutes malpractice.
- The use of AI to plan, draft, edit, paraphrase or complete assessment work where this is not explicitly allowed will be treated as plagiarism and/or candidate malpractice.

For examinations conducted under formal exam conditions, the possession or use of any AI-enabled device or application is prohibited unless specifically authorised as part of an approved access arrangement. Staff will take reasonable steps to:

- educate candidates about acceptable and unacceptable use of AI in assessments;
- design and authenticate assessments in line with awarding body guidance; and
- identify and investigate suspected misuse of AI.

7.3 Suspected misuse of AI

Any suspected misuse of AI will be investigated and reported in accordance with the Trust's malpractice procedures and the JCQ publication 'Suspected malpractice: Policies and procedures'. Sanctions will be applied in line with awarding body decisions.

Version history

First issue/revision date	Approved by	Summary of changes if not first issue
Spring 2026	BoT	New policy

Vanguard Learning Trust



As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through an ambitious curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can thrive and develop into responsible young adults ready to embrace their future.

Examinations Policy Part B: Ruislip High School

Spring 2026

Part B: Ruislip High School

Section 1. Introduction

The Part B of this policy sets out Ruislip High School's school-specific arrangements for the administration and conduct of public examinations. It should be read in conjunction with Part A, which outlines Trust-wide principles and statutory responsibilities. This document provides local detail on:

- exam entries and tiering decisions;
- security and integrity of examination materials;
- access arrangements and timetable variations;
- invigilation and examination-day procedures;
- safeguarding against malpractice; and
- special consideration and appeals processes.

The policy reflects current Joint Council for Qualifications (JCQ) regulations and awarding body guidance and applies to all internal and external examinations taken at Ruislip High School.

Section 2. Links to other school policies

This policy sits within a wider framework of safeguarding, inclusion and assessment arrangements and should be read alongside other Trust policies, namely:

- Safeguarding and child protection policy
- Behaviour policy
- SEND policy
- Disability and access arrangements (exams) policy
- Non-examination assessment policy
- Exam contingency, emergency and escalation plan
- Data protection policy

These documents collectively support fair access, academic integrity and student wellbeing during examination periods.

Section 3. Governance, oversight and compliance

3.1 JCQ regulations

The examinations officer ensures that the most recent versions of the following documents are shared with the member of SLT responsible for examinations and the head of centre:

- JCQ Instructions for Conducting Examinations (ICE)
- JCQ General Regulations

All examination processes at Ruislip High School operate in line with these requirements.

3.2 Roles and responsibilities

- The head of centre holds overall accountability for examination compliance.
- The SLT member responsible for examinations provides operational oversight.
- The examinations officer manages day-to-day administration.
- Key holders for secure exam storage are:
 - Gareth Davies – head of centre
 - Greg Hankin – assistant headteacher
 - Nitin Bakrania – examinations officer
 - Justine O'Driscoll – data manager

Only these named staff may access secure examination materials.

Section 4. Exam entries and tiering decisions

4.1 Exam entries

The annual process for managing exam entries is as follows:

1. September: Send course details to curriculum leaders (CLs) to confirm course codes for Years 10 to 13.
2. November: Download base data from awarding bodies and organise in exams organiser.
3. Create a new season in exams organiser.
4. Create an entry marksheet for all courses.
5. Print entry lists, distribute to CLs for checking and signing.
6. Make amendments as required and re-issue to CLs for sign-off.
7. Submit entries via A2C by 21st February.

4.2 Tiers of entry

Tier decisions are made using professional judgement and a range of evidence, including:

- prior attainment at KS2 and KS3;
- expected grade ranges;
- assessments and PPEs;
- effort data; and/or
- teacher and curriculum leader knowledge.

Initial tiering usually takes place at the end of Year 9, with adjustments made through Years 10 and 11 where appropriate. Where a change from higher to foundation tier is being considered, discussions take place with students and parents before decisions are finalised.

Section 5. Security and integrity of examination materials

All examination papers are checked on receipt against delivery notes and stored immediately in secure facilities. Where damaged packets are identified, photographic evidence will be recorded and awarding bodies will be contacted. All correspondence will be logged. Papers may only be opened within 60 minutes of the published start time (unless splitting packs for multiple rooms) and always in the presence of two staff members. Internal tests and mock examinations will be stored in secure exam facilities.

Section 6. Access arrangements and timetable variations

The examinations officer works closely with the school's special educational needs co-ordinator (SENCo) to ensure approved access arrangements are in place for eligible students. Further information can be found in the disability and access arrangements policy, which is available on the school website ([click here](#)). Any timetable variations must be authorised by the SLT member responsible for examinations. Where overnight supervision or awarding body approval is required, communication is formally recorded.

Section 7. Invigilation and examination readiness

All invigilators sign confidentiality and security agreements and receive training prior to each exam season, as outlined in **Part A**. The examinations officer deploys invigilators appropriately and liaises with the SENCo regarding candidates with access arrangements. The examination hall is prepared in line with JCQ guidance, including:

- accurate seating plans;
- visible clocks;
- JCQ posters;
- appropriate desk spacing; and
- provision of standardised exam resource packs

Students are screened using metal detectors on entry to minimise risk of malpractice.

Section 8. Preparation for students and parents/carers

Prior to each examination season:

- assemblies are delivered outlining expectations and JCQ guidance;
- students and parents/carers receive JCQ 'Information for Candidates' materials; and
- malpractice, conduct and academic integrity are explicitly addressed.

Only labelled water bottles are permitted into the exam hall. All other equipment is provided by the school.

Section 9. Examination-day procedures

The school's senior leadership team (SLT) 'starter staff' oversee registration and commencement of examinations using agreed scripts and protocols. Incident logs are completed by invigilators and reviewed by SLT. Late arrivals, toilet requests, behavioural concerns and absences are managed in line with JCQ requirements and logged accordingly. Where behaviour risks disruption, students may be removed and supervised in isolation. Parents/carers are informed and awarding bodies notified where required.

Section 10. Special consideration

Requests for special consideration are processed by the examinations officer in line with JCQ criteria, including illness, bereavement, serious disturbance or centre error. Evidence is gathered and submissions made within awarding body deadlines. Parents/carers may be asked to provide supporting documentation.

Section 11. Safeguarding against malpractice

Ruislip High School takes proactive steps to reduce risk of malpractice, including:

- student assemblies;
- metal detection;
- provision of all exam equipment;
- supervised toilet access; and
- clear reporting routes for concerns.

Any suspected malpractice is reported to the assistant headteacher responsible for examinations or, where appropriate, directly to the governing board.

Section 12. Appeals

12.1 Malpractice appeals

The school follows JCQ guidance for appeals related to malpractice and post-results services. The internal process includes:

- Stage 1: Representations to the Head of Centre (2 working days)
- Stage 2: Appeal to the Chair of Governors (10 working days)
- Stage 3: Submission to awarding bodies (if Stage 1 or 2 approved)

Timescales, grounds for appeal and communication routes are outlined in this policy and relevant appendices. Candidates and parents/carers may not appeal directly to awarding bodies.

12.2 Post-results service appeals

If the centre declines a review of marking, candidates may appeal to Ruislip High School's chair of governors within 10 working days. Written representations can be submitted by email or post. The chair will communicate a decision within 2 working days.

12.3 Access arrangements, reasonable adjustments, and special consideration

Candidates/parents may appeal decisions if they believe the centre did not follow JCQ procedures. Written requests should be submitted within 14 calendar days. The head of centre will consult JCQ guidance and communicate an outcome within 14 calendar days.

Section 13. Appendices

School-specific appendices include:

- SLT 'starter staff' script (Appendix 1)
- Invigilator: Starting an examination (Appendix 2)
- Examination incident log (Appendix 3)
- Dismissal from an examination (Appendix 4)

Appendix 1 SLT: registering candidates

SLT member _____ Date _____ Paper _____

I, the senior member of staff present for the start of this examination, can confirm that ...	Y/N	Notes
all candidates have passed through the metal detectors		
all candidates stood in silence and faced front for registration		
all candidates present were correctly identified		
I, the senior member of staff present for the start of this examination, can confirm that I have made the following announcements ...	Y/N	
<p>Points to state before registration:</p> <ul style="list-style-type: none"> a) From this moment on, any direct or indirect communication or suspected communication will be reported to the awarding body as suspected malpractice, which may result in penalties including disqualification. b) The only item you are permitted to take into the exam is a water bottle which has all labelling removed. Please check your pockets now and raise your arm if you have anything on your person, including watches, earphones and smart devices of any kind, that must not be taken into the exam hall; c) Once inside the exam hall and at your allocated exam desk, stand behind your chair and wait for further instructions; d) Can you please say yes sir/miss loud and clear once I have called your name; 		

Appendix 2 - Starting an examination Key Stage

To be read by the member of SLT

1.	You are now under exam conditions.
2.	You must not touch the question paper or pick up a pen until told to do so.
3.	Please be seated.
4.	If you have chosen to wear your blazer, or equivalent item of clothing, and wish to remove it during the exam, raise your arm and wait for permission to do so. Your blazer will be taken and can be collected at the end of the exam.
5.	If you have any problems during the exam, raise your hand and wait for assistance.
6.	If the fire alarm sounds, please stay seated and await instructions. You will remain under exam conditions at all times.
7.	Check that the correct paper is in front of you. If you do not have the correct paper, raise your hand.
8.	Read the instructions on the front of the question paper.
Pause to allow time for candidates to read the instructions.	
9.	Remember to write your name, your candidate number and the centre number, 12909, on your question paper. You may now fill in the details needed on the front of your question paper.
Pause to allow time candidates to complete their details	
10.	Remember, you must write clearly.
11.	Only write in the designated sections of the answer booklet.
12.	The time is..... You can now open your paper and begin.

Appendix 3 - Examination incident log

Paper Date

Start time End time

Lead invigilator

SLT declaration:

- 1. Both appendices 1 & 2 have been completed in full
 - 2. The atmosphere of the exam is appropriate
- Member of SLT

All instances of suspected student malpractice, breaches of the code of conduct, and/or any instances of a student leaving their chair (regardless of whether permission has been given), must be logged below.

Time	Candidate No.	Detail of incident	EO informed?

SLT declaration:

Both appendices 3 & 4 have been completed in full

Member of SLT

Appendix 4 - Dismissal from an examination

Please check and sign the examination incident log.

To be read by the member of SLT or lead invigilator.

1.	A five minute warning may be given.
2.	The (insert subject) has now finished; put your pens down and close the question paper.
3.	I would like to remind you that you remain under exam conditions.
Papers are then collected by invigilators	
7.	You will now be dismissed by row and you must exit the hall in silence.
8.	Any communication at all will be treated as suspected malpractice and will result in you being reported to the awarding body. This may result in disqualification.