INVIGILATOR'S HANDBOOK

Music Production
Digital
Music Theory
Digital / Paper

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What exams does this Handbook apply to?

This Handbook applies to exams that are invigilated on site, with the invigilator in the same room as the candidate(s). This is in contrast to Remote Invigilation where the candidate is supervised via webcam. Separate invigilator guidance and training applies to Remote Invigilation.

Another distinction is that Music Theory exams can either be digital, computer-based exams or paper exams. Procedures differ in a number of aspects between digital and paper exams.

Music Production exams are only conducted as digital exams. They also differ in a few aspects which are highlighted in this Handbook.

For clarification please also refer to this overview matrix regarding the different exam delivery and invigilation types:

	Digital 🖥		Paper 📄
Invigilation:	*Remote*	*On site*	*On site*
Music Theory	See remote invigilation guidance	This Handbook: "Digital exams"	This Handbook: "Paper exams"
Music Production	See remote invigilation guidance	This Handbook: "Digital exams"	Not available

Fundamentals

The invigilator for Music Production and Music Theory *on site* exams will be the visual representative of both the exam centre they work for and of the Rockschool brand. It is imperative that the invigilator conducts themselves at all times in a polite and calm manner and dresses in a smart and professional way.

All training will be arranged with and conducted by RSL on an 'as need' basis. Invigilators are only permitted to invigilate exams after their training has been completed, confirmed by RSL.

Invigilators should be aware of their responsibilities in regard to conflict of interest as listed below.

A conflict of interest is defined as:

a) invigilating for any student who is previously known to you,
b) accepting undisclosed payment or gifts directly from customers for RSL examination services,
c) entering into agreements with customers which might conflict with your responsibilities as an invigilator,
d) being involved in the preparation and disclosure of any examination materials which might give students an unfair advantage.

If the invigilator has identified any potential conflicts as listed above, they must contact the Head of Operations (Exams) immediately. Failure to do so will be considered by the Company as gross misconduct and will result in immediate termination of the contractual agreement.

All invigilators should make sure they have read and are aware of relevant RSL policies on exams as follows:

- Reasonable Adjustments and Special Consideration
- Malpractice
- Complaints
- Appeals Policy for Music Theory and Music Production
- Customer Service

- Equal Opportunities
- Requirements for the Identification of Candidates
- Sanctions
- Social Media
- Whistleblowing

These policies can all be found on the RSL website here https://www.rslawards.com/about-us/policies-and-regulations

Invigilators should remind candidates that if they apply for Special Considerations on the day of exam this will not entitle them to a more lenient marking process. Therefore the candidate should decide whether their reasons for Special Considerations means they should not sit the exam and should instead apply to RSL for re-scheduling.

Rockschool requires every invigilator of Music Production / Music Theory exams in the UK to hold an up to date and clear DBS check and have been approved and trained by Rockschool prior to any exams taking place. It is Rockschool's policy that all DBS checks be renewed every 3 years. If you are based outside of the UK then you will need to supply two character references from two respected professionals (teacher, lawyer, doctor etc.) who have known you for more than 2 years.

Handling of exam papers

Exam papers are sent to the exam centre ahead of the exam day. It is the invigilator's responsibility to ensure they are stored securely. RSL must be informed immediately if the security of the exam papers is put at risk. This includes any natural disaster, fire, theft, loss, damage or other circumstance which places the existing accommodation or secure storage of examination materials at risk.

The invigilator must be able to demonstrate the receipt, secure movement and secure storage of exam papers. On receipt, the exam papers, still in their despatch packaging, must be moved immediately to secure storage. Only persons authorised by the head of centre must be allowed access to the centre's secure storage. Examination materials must only be accessed in accordance with RSL's specific instructions.

Before the Exam

Invigilators must be in their respective exam rooms a minimum of 30 minutes prior to the start of the exam session.

Invigilators should be aware that candidates may be taking exams at various grades and therefore of various durations, in the same exam room.

Checks
Invigilators must:

- Be aware of the fire and first aid procedures for the centre and know where to find the first aid box or other relevant medical equipment.
- Make sure the fire escape route and toilets are clearly sign posted for candidates should the need arise.

- Allocate seating as logically as possible using the expected exam duration as a guide. So, for example, a Grade 8 should be seated as far from the door, as their exam will take the longest and therefore they are the most likely to be disrupted by other candidates leaving.
- Check if any reasonable adjustments have been made to any exams and take the appropriate steps. Full details of what steps to take in each situation will be emailed to the invigilator in advance of the exam day.
- **Paper exams:**
- The exam papers have to be removed from secure storage and have to remain under the invigilator's constant supervision. In the exam room, the invigilator opens the sealed packaging and checks the exam papers against the schedule.
  - If a paper is missing for a candidate on the schedule, their exam cannot go ahead
  - If a paper is included for a candidate who does not appear on the schedule, the paper has to remain in the packaging. If the candidate who is named on the paper attends the exam session, their exam can go ahead with this paper. The mismatch with the schedule will need to be reported using the Session Report form.

Set up for candidates

Digital exams

If computers are provided by the centre, the invigilator will set up workstations before candidates enter the room.

If candidates take the exam on their own laptop/tablet/ipad, they will enter the room and be seated prior to the invigilator setting up the exam on each candidate's device.

Set up procedure:
- Load a browser and enter www.musicgurus.com/exam into the address bar on each workstation.
- Carefully enter the login details for each candidate at the location chosen. These should have been received from Music Gurus and on entering will load the Candidate Guidance Page.
- Invigilators should take special care NOT to click the 'Start Exam' button as this will start the candidate's countdown and should only be clicked by the candidate at the arranged exam start time.
- Ensure their phone is set to silent

Paper exams

Exam papers are booklets supplied by RSL, personalised for each candidate with their name, date of birth and specifics of the exam (date , grade, centre) printed on the cover sheet. Each set of Music Theory papers consists of 2 booklets:
1. Main paper
2. Band Analysis Score paper

Set up procedure:
- Place the exam paper for each candidate face up (i.e. with the cover sheet visible) on their allocated desk

Entrance of candidates

- Candidates should be allowed into the exam room 15 minutes prior to the stated exam start time.
- If any candidate comes to the invigilator with what could be considered a 'Special Consideration' the invigilator should accept any supporting evidence, and make a note, to be submitted on the 'Session Report Form' after session completion.
- Invigilators should ask candidates to show a copy of their book or download code as proof of purchase. Their exam can go ahead as normal and results will not be affected if they do not have this. However, Rockschool head office must be notified after the exam of candidates who do not have a book or download code.
- Invigilators should also add to the Session Report Form if any candidate has not shown up for their exam.
- All outerwear should be left at the front of the room and all valuables removed from pockets and placed into candidates' bags. Outerwear should not be placed on the back of candidates' chairs.
- Ask candidates to remove any water or required medication (e.g. asthma inhaler, insulin, EpiPen etc.) from their bags and place them on their desk in clear view.
- Music Production candidates are expected to bring to the exam:
  - o   1 x closed headphones with a ¼ inch jack
  - o   The coursework task on a removable USB drive
- All personal electrical devices should be completely switched off.
- All bags and other belongings should be placed under the candidate's desk.
- The invigilator should walk around the exam room ensuring all belongings have been placed in the appropriate places.

Digital exams

- Ten minutes prior to the exam start time the invigilator should ask each candidate to read through the exam guidance on their screen.
- The exam will then begin once the candidate has accepted they have read the guidance provided and click 'Start Exam'.

The Exam

Starting the exam

- Show each candidate to the workstation (digital) or desk (paper) you have designated for them ten minutes prior to the stated exam time
- Any late arrivals will not be permitted to the exam room and they will be asked to contact RSL or their representative in order to re-schedule.

Digital exams

- the invigilator should instruct the candidates to carefully read all information on the Candidate Guidance Page in front of them.
- At the end of the ten minutes the invigilator should instruct candidates to commence their exam by selecting the 'Start Exam' button. Candidates can return to the guidance at any point they wish during the exam time.

- The candidate's exam timer (specific to their grade) will begin a countdown once this button has been clicked.
- No pens or paper will be permitted. If the candidate needs to make notes then they should use TextEdit/Notepad or a similar basic note taker on their workstation.

Paper exams
- Candidates are not permitted to open the exam paper booklet until instructed by the invigilator
- Candidates need to check that the correct paper with their name is on their desk. Any discrepancy needs to be brought to the invigilator's attention prior to starting the exam
    - The invigilator can accept minor discrepancies in spelling of the name or centre. Any such discrepancies should be noted on the session report form
    - A completely different name or a mismatching Grade means that the candidate's exam cannot go ahead. The invigilator must collect the paper and store it securely. The candidate will need to be asked to leave. The issue must be reported on the Session Report form.
- The exam time starts when the invigilator instructs candidates to open the exam paper booklet

During the exam
The invigilator must:
- Walk around the room at regular intervals, checking that the candidates are not using the internet or attempting to take anything from their belongings under the desk.
- Ensure complete silence is observed at all times
- For Grade 6-8 exams, check candidate photo ID documents (e.g. passport, ID card, driving licence) to verify the name is matching and the candidate matches the photo on the ID document.
    - If the candidate does not have an appropriate ID document or there is a mismatch of name or photo, their exam will have to be stopped and the invigilator has to ask the candidate to leave the exam room. The incident will need to be noted on the session report form.
- Allow candidates up to a maximum of two toilet breaks during the exam unless they have provided a medical note with details as to why they might need to go more often.
- Regularly check their own clock (using a mobile phone is advised for accuracy) and ensure they are aware when candidates are due to complete their exam
- Regularly walk between the desks checking that candidates do not have any other browsers open on their workstations (digital exams) or any additional information is being looked at (paper exams).
- Anyone using or attempting to use the internet other than for the exam system should quietly be asked to leave the room and the invigilator should mark the exam as void on their Session Report Form.

General notes
Under no circumstances whatsoever is an Invigilator to answer any question relating to the content of the Examination or to demonstrate how to do a particular task type. If a Candidate asks about

how to carry out a particular task, the Invigilator should refer them to the instructions for that section and the example given but must not explain any further.

Should the invigilator need to speak briefly to a candidate this conversation should aim to cause the least distraction possible to other candidates.

The exam duration will not be altered for any instances other than for RSL approved Reasonable Adjustments.

Any candidates who choose to leave the room and end their exam will not be permitted back into the exam room, so the invigilator should ensure they have collected all their belongings and outerwear before they do so.

Should any incident occur in the exam room, particularly in regard to Safeguarding or Health and Safety, the invigilator must ensure they note the details of this on the provided Session Report Form and submit it to RSL at the end of the exam session.

Digital exams:
The invigilator should remind the candidates that they should keep an eye on their exam duration allowance which will show on their screen as a countdown (digital exams).

As the candidates will have a countdown the invigilator will not need to call out the time or make candidates aware when they have limited time left.

Music Production candidates:

At the end of the allotted exam time the candidates must commence their upload of their coursework task from the removable USB drive they have brought. It will be the invigilator's responsibility to keep track of exam times (see Table 1) and ask the candidate to start the upload should their exam time be complete.

All candidates should wait until this upload is complete before leaving the exam room.

Paper exams:
Depending on the grades being taken, the invigilator should remind candidates 15 minutes before the end of their exam time.

Candidates finishing their exam before their exam end time have to hand the exam papers (both, the main paper and the Band Analysis Score) to the invigilator. The invigilator places the exam papers back into the exam paper packaging.

At the end of the exam time the invigilator collects exam papers from candidates and places them back into the exam paper packaging.

After the Exam

Candidates should:
- Ensure all rough workings and notes have been deleted from their workstations
- Be asked to leave the room as quietly and efficiently as they can.
- Collect their belongings – including the removable USB drive where applicable – from under their desk and pick up any outerwear from the front of the room.
- Not talk or turn on personal electrical devices until they have left the exam room.

In the case that a candidate asks the invigilator when they will receive their results the invigilator should inform them the process can take up to 6 weeks to complete.

Digital exams:
After each candidate has left the exam room the invigilator should check and make sure that the upload of the work to the Music Guru online classroom is complete.

The invigilator should then check all the workstations and delete any other files or notes that the candidate may have left saved on the desktop or in the Documents folder.

Session Report form:

Finally, the invigilator must complete the Session Report Form and submit it to RSL:
https://forms.office.com/r/gmSn1JQPBZ

Exam Durations

	Music Production	Music Theory
Debut	N/A	60 minutes
Grade 1	45 minutes	90 minutes
Grade 2		
Grade 3		
Grade 4	50 minutes	120 minutes
Grade 5		
Grade 6	70 minutes	180 minutes
Grade 7	70 minutes	180 minutes
Grade 8		