

Circular S/IF/09/18

February 2018

To: The Principals of Post-primary Schools and Directors of Further and Higher Education Colleges

For circulation to: All Heads of Department and Examinations Officer

Important Reminder re Candidate Supervision

CCEA wishes to remind centres that in cases where candidates are under supervision, for example due to timetabling variations, JCQ conditions for supervision must be maintained. This includes comfort breaks.

Candidates using toilet facilities, therefore, must not have access

- to other candidates who have either sat or are yet to sit the examination; and
- to other students, even if they are not taking an examination.

In planning ahead for examination series, please ensure this is taken into consideration when managing facilities for candidates.

If JCQ conditions for supervision are not observed, this can constitute a malpractice and is a serious matter.

If you have any queries regarding the content of this circular please contact:

Sharon King at CCEA on: (028) 9026 1423

Email: sking@ccea.org.uk

