

# Circular S/IF/10/22

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

For circulation to: Heads of Language Departments, Examination Officers and teachers of Modern Languages

## GCSE and GCE Modern Languages Invigilation Rules for GCSE and GCE Listening

CCEA has become aware of some inconsistencies in invigilation of the CCEA Modern Languages Listening Examinations for GCSE and GCE French, Spanish, Irish and German.

This circular provides important guidance on the rules governing invigilation of the Listening examinations.

### Invigilation Rules

- A teacher who teaches the subject being examined cannot act as an invigilator during any of the written examinations in this subject. For example, a Spanish teacher cannot invigilate any written Spanish examinations (written examinations include Listening, Reading and Writing papers).
- A senior member of the teaching staff who has had overall responsibility for the students' preparation for the examination (e.g., the Head of Modern Languages) cannot act as an invigilator for any written Modern Languages examinations.
- Teachers can, however, act as an invigilator for another subject. For example, a French teacher who has no responsibility for preparation of students for Irish could act as an invigilator for Irish (provided they are not Head of Modern Languages).
- A subject teacher cannot be present in the examination room for any written examinations for the subject they teach. For example, a French teacher cannot be present in the examination room for any written French examinations (written examinations include Listening, Reading and Writing papers).

**Failure to comply with the above requirements constitutes malpractice.**

Please note that the rules above should be read in conjunction with Sections 12 and 17 of the JCQ Instructions for Conducting Examinations.

The document can be found at the following link: ['ICE' - Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)

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