

OxfordAQA

Notice to school – the people present in the examination room

March 2026

OxfordAQA would like to clarify the role of school staff present in examination rooms, excluding Exams Officers and invigilators.

The **Head of Centre** holds responsibility for upholding the integrity of the examination process and ensuring that all invigilators are fully trained and equipped to carry out their duties effectively (see section 4.1.1 in this handbook for further info).

School staff roles and restrictions

Permitted Roles: Senior members of school staff, authorised by the Head of Centre and who have *not taught the subject being examined*, may be present at the start of the examination. Upon entering the room, they must clearly identify themselves and explain their purpose to the senior invigilator or exams officer.

Their role is strictly limited to:

- Assisting with students identification;
- Managing any disciplinary issues;
- Verifying that students have received the correct question paper (date, time, subject, unit/component, and tier if applicable);
- Ensuring students have the necessary equipment and materials;
- Supporting the commencement of the examination.

Prohibited Actions: School staff must not:

- Remain in the room to read the question paper after the exam has started.
- Enter the room with the intention of accessing the question paper;
- Access the question paper unless explicitly requested by the exams officer or invigilator (e.g. to verify a suspected printing error);
- Comment on or express opinions about the question paper to students;
- Communicate with students during the exam (except in specific cases such as timed Art tests or designated practical science exams);
- Coach, prompt, or encourage candidates during the exam;
- Read or review students' scripts.

Support and encouragement may be offered **prior to students entering the examination room**. Once inside, formal examination conditions apply and must be strictly observed.