INVIGILATOR AVAILABILITY AND INFORMATION FORM

| Name |  | Contact telephone number(s) |  |
| --- | --- | --- | --- |
| Email |  |

Please indicate Yes or No in the white boxes below to show your availability to invigilate. There are AM and PM sessions over the 6 week exam series. Half term is week commencing 26th May

Summer Exam Series May – June 2025

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK 1 commencing 5th May | | | | WEEK 2 commencing 12th May | | | |
| Day | Date | AM | PM | Day | Date | AM | PM |
| Monday | 05 | CLOSED | CLOSED | Monday | 12 |  |  |
| Tuesday | 06 | NO EXAM | NO EXAM | Tuesday | 13 |  |  |
| Wednesday | 07 | NO EXAM | NO EXAM | Wednesday | 14 |  |  |
| Thursday | 08 |  | NO EXAM | Thursday | 15 |  | NO EXAM |
| Friday | 09 | NO EXAM | NO EXAM | Friday | 16 |  | NO EXAM |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK 3 commencing 19th May | | | | WEEK 4 – Half Term | | | |
| Day | Date | AM | PM | Day | Date | AM | PM |
| Monday | 19 |  |  | Monday | 26 | CLOSED | CLOSED |
| Tuesday | 20 |  |  | Tuesday | 27 | CLOSED | CLOSED |
| Wednesday | 21 |  |  | Wednesday | 28 | CLOSED | CLOSED |
| Thursday | 22 |  | NO EXAM | Thursday | 29 | CLOSED | CLOSED |
| Friday | 23 |  | NO EXAM | Friday | 30 | CLOSED | CLOSED |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK 5 commencing 2nd June | | | | WEEK 6 commencing 9th June | | | |
| Day | Date | AM | PM | Day | Date | AM | PM |
| Monday | 02 |  | NO EXAM | Monday | 09 |  |  |
| Tuesday | 03 | NO EXAM |  | Tuesday | 10 |  | NO EXAM |
| Wednesday | 04 |  |  | Wednesday | 11 |  |  |
| Thursday | 05 |  |  | Thursday | 12 |  | NO EXAM |
| Friday | 06 |  |  | Friday | 13 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| WEEK 7 commencing 16th June | | | |
| Day | Date | AM | PM |
| Monday | 16 |  |  |
| Tuesday | 17 |  | NO EXAM |
| Wednesday | 18 |  | NO EXAM |

The contingency day is Wednesday 25th June 2025. This means if any exam doesn’t go ahead on the planned day due to an event of national or significant local disruption to exams it will be scheduled then. Are you available on this day?

**Yes / No**

**Invigilator information**

1. Are you related to or have any connection to current students at this centre? **Yes / No**

If yes, please provide name(s):

1. If required, would you be willing to invigilate a candidate in an exam room on a 1:1 basis? **Yes / No**
2. If required, would you be willing to facilitate an access arrangement for a candidate, for example by acting as a reader, scribe, etc. (training would be provided)? **Yes / No**

**Additional information for invigilators**

**Exam sessions**

The official GCSE start times are 9:00 for morning exams and 1:30 for afternoon. At St Bede’s we will be starting the morning exams at 9:00 and the afternoon ones at 1:00. You will be required to arrive a minimum of 30 minutes before the exam starts.

**Lunch periods**

Lunch is not provided, however if you wish to purchase a school dinner you may pay at student services.

**Exam information** You will be required to be in reception at least 30 mins before the examination starts.

**Payment information** You will be required to fill in a timesheet available from the main office the purple forms and return them to the Exams Officer Emma Slater. You can fill these in weekly of at the end of each month.

**Facilities** Onsite parking is available. There are parking areas from the Green Lane entrance or the Livesey Branch entrance. The Green Lane entrance has an overflow car park.