

Exam Protocol for Justices of the Peace

NOTE: This protocol does not include NCEA exams which are covered by Ministry of Education procedures.

Aim: Protocol to assist JP's who supervise exams

Background: Usually a student will contact a JP to ascertain if he/she is willing to supervise their exam. The approach is made as JP's are recognized as being reliable, responsible and a trusted member of the community with no bias towards the student or results.

All Justices of the Peace contemplating being available for the role of supervisor must be aware that pursuant to The Vulnerable Children Act 2014 any serious conviction/s prohibits any person from working closely with children, unless they are granted an exemption. This includes the role of exam supervisor. A child is defined as being under 18 years of age.

Typically the student is sitting the exam as an individual and requires to be supervised while completing the paper.

If the JP contacted is not available, it is recommended that JP contact another Justice who is available and willing to undertake the role. Discussions should include the date and time of the exam and the place where supervision is required. It is the student's responsibility to arrange for a suitable venue.

A Justice should not accept the role as supervisor if there are any close affiliations with the student or his/her family. This might be because of family, business or other reason that may suggest impartiality on behalf of the JP.

Most organizations will provide a check sheet for the supervisor. Basically those points cover

- Identification of the student. Ensure that the person sitting the exam is the same person who is authorized/enrolled to sit the exam. Photo identification may be required.
- Only resources approved by the organization/institution are allowed in the exam room i.e. laptops, calculators.
- Ensure that cell phones, technology applications etc, if not permitted, do not accompany the student.
- It is a good idea, where possible ,to check the toilet facilities prior to the commencement of the exam to ensure that there is no material or resource that could be construed as being beneficial to the student. If the exam is being held in a private residence (i.e. the student's home) tact will be required when requesting to check the toilet area.

- A declaration is usually completed by the supervisor at the end of the exam stating that the named student attended and was supervised throughout the whole process. This declaration accompanies the exam paper when it is returned to the organization/institution by the supervising JP.

Justice of the Peace Ministerial Duties Manual - page 70 para 10.5 states:

Exam supervision - Tertiary and other institutions may ask Justices of the Peace to act as exam supervisors (also known as 'invigilators'). The task involves being present while students complete exam papers, and requires patience and concentration. It is acceptable to receive payment for this task

A JP should not ask for payment but if the student offers then it may be accepted. The supervisor may only want to receive re-imbursement of mileage or any other out of pocket expense. This is not a money making exercise.

As a guide, the NZQA website for 2017 remunerations shows:

<u>Position</u>	<u>Payment per exam session</u>
Supervisor	\$69.00
Home supervisor	\$69.00
Relief Supervisor	\$34.50 per half session