

National  
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# Summer Conference 2024

Train the Trainer – Improving your  
presentation skills

[www.thenaeo.org](http://www.thenaeo.org)

# Objective

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To devise an engaging presentation for your invigilators – new and experienced – which meets JCQ requirements:

*Centres must provide thorough training on these [Instructions for conducting examinations] current regulations...*

*Centres must ensure that the testing of invigilators' competence and their understanding of these regulations is rigorous.*

(Instructions for conducting examinations, section 12.3)

# Becoming an effective trainer/presenter

When are you required to train or present to staff/students?

- Invigilator training
- Staff briefing
- Head of department meetings
- Candidate briefing
- Parents evening(s)
- Pre-exam invigilator announcement





# Task

Using the *Presentation Planning* sheet, devise an outline programme for a presentation which you may give at your centre

- Step 1: Select the topic you will cover
- Step 2: Identify your audience
- Step 3: Plan and prepare for your presentation
- Step 4: Consider how you will practice for your presentation
- Step 5: Think about how you will perform

Complete Step 1:  
Select your  
presentation

# Types of presentations



## Informative presentations

- **Inform**
- **Educate**
- Be precise
- Be correct
- Use visual aids

## Persuasive presentations

- **Take action**
- **Changing points of view**
- Exude confidence to ensure people buy into a product/idea

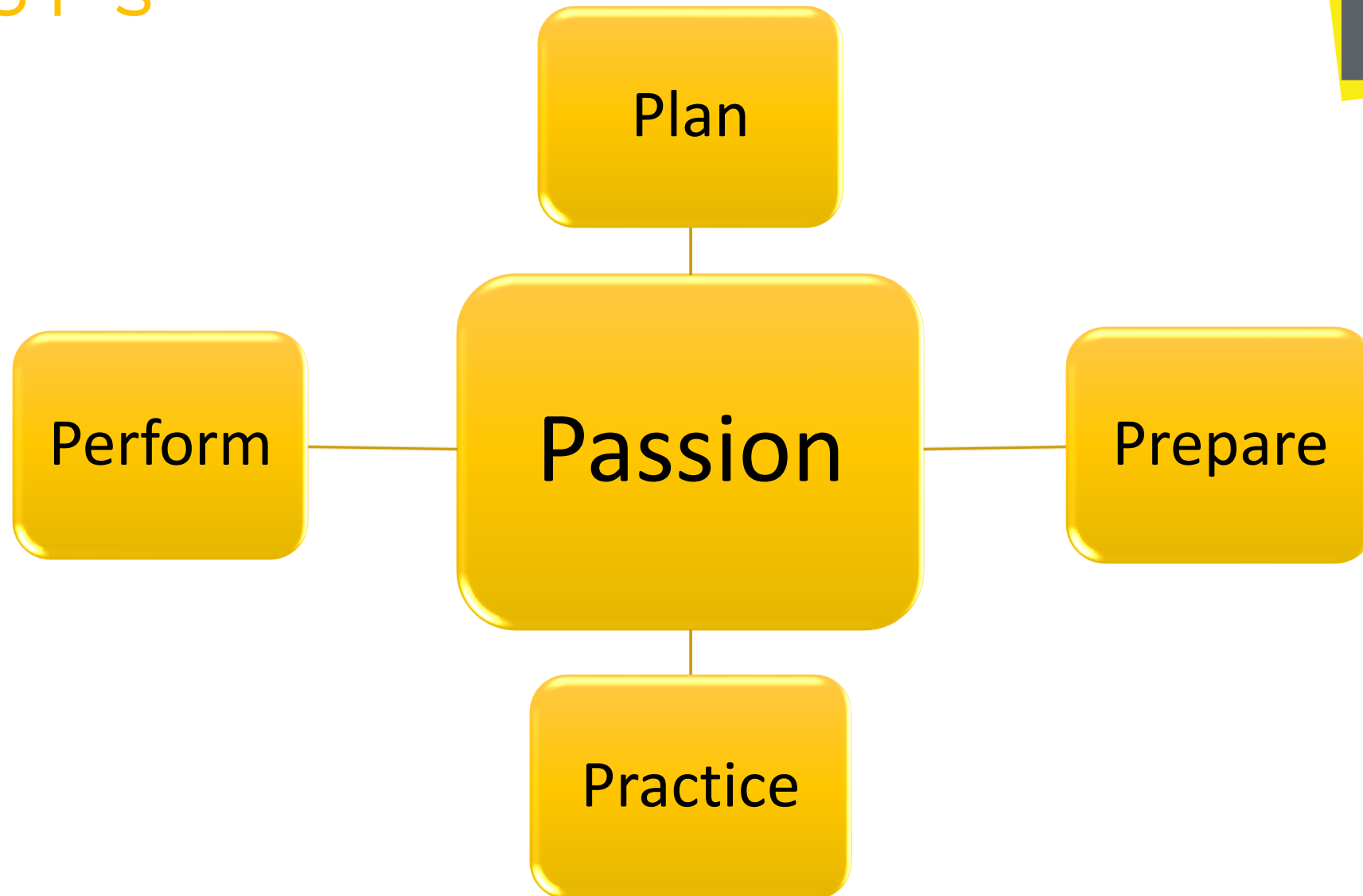
## Motivational presentations

- **Inspire**
- **Change people's minds**
- Use your own experiences at key points
- Have powerful topics to discuss /highlight

## Instructive presentations

- **Technical**
- **Precise**
- Explaining step-by-step how to achieve a goal/complete a task
- Give clear, easy to follow, instructions

# The 5 P's



# Planning your presentation

- **Objectives:** Which key messages are you trying to get across to your audience?
- **Content:** Which areas do you need to cover?
- **Number of participants**
- **Time:** How long will your presentation last?  
Will you have any breaks?
- **Materials:** Will you be disseminating any materials or any additional work after the training has ended?





# Invigilator training – Areas to cover

## • **New invigilators**

- JCQ ICE regulations (sections 9 to 27 inclusive)
- Conducting on-screen tests
- Facilitating and/or supervising access arrangements
- JCQ *Checklist for invigilators (for written examinations)*
- Scenario training (which may not be covered in the JCQ ICE regulations)

## • **Existing invigilators**

- JCQ ICE changes for the current academic year
- Centre specific requirements
- Any other centre-related changes
- Issues faced during the previous exam series/academic year
- JCQ *Checklist for invigilators (for written examinations)*
- Scenario training (which may not be covered in the JCQ ICE regulations)



# New invigilator training - Content

- **Before the exam**

- Resources for examinations (section 9)
- Using calculators (section 10)
- Accommodation/The exam room (section 11)
- Invigilation arrangements (section 12)

- **At the beginning of the exam/starting the exam**

- Identifying candidates (section 16)
- The people present (section 17 & Appendix 8)
- Question papers, stationery, materials and other equipment (section 18)
- Starting the exam (section 19)



# New invigilator training - Content

- **During the exam**

- Supervising the candidates (section 20)
- Candidates who arrive late/very late (section 21)
- Completing the attendance register (section 22)
- Leaving the examination room (section 23)
- Malpractice (section 24)
- Emergencies (section 25)

- **At the end of the exam**

- Finishing the examination (section 26)
- Collecting scripts (section 27)



# New invigilator training - Content

- **Conducting on-screen tests**
  - Use ICE Appendix 1
- **Access arrangements**
  - Involve the SENCO in the training of facilitators and invigilators
  - Focus upon access arrangements which will be delivered to candidates during the exams taken at your centre
  - Consider utilising the appendices in JCQ's *Access Arrangements and Reasonable Adjustments* publication – The role of a reader, The role of a scribe etc.





# Preparation

- Consider your audience's current knowledge and previous experience. Are you training new and experienced invigilators? Or both during one session?
- How will you ensure that your audience retains the information. Examples include:
  - Group activities
  - Visual aids
  - Test/quiz
  - Storytelling (anecdotal)

Complete Steps 2 & 3:  
Consider your  
audience and plan  
your presentation



# Practice your presentation

- When practising your presentation, consider the following:
  - **Voice** - Will your audience be able to hear you? Emphasise key words
  - **Hand gestures** – What will you do with/how will you utilise your hands?
  - **Posture/body movement** – Where will you stand? Will you move around the room/stage?
  - **Timing** – Will you be able to cover the content in the allotted time? How much time will you spend on each area? Have you included time for questions?
  - **Acquiring feedback from the audience** – How will you know that your audience have understood the content? Will you be collating feedback on your session to ascertain what went well/could be improved?

# Glossophobia

*A phobia of public speaking*

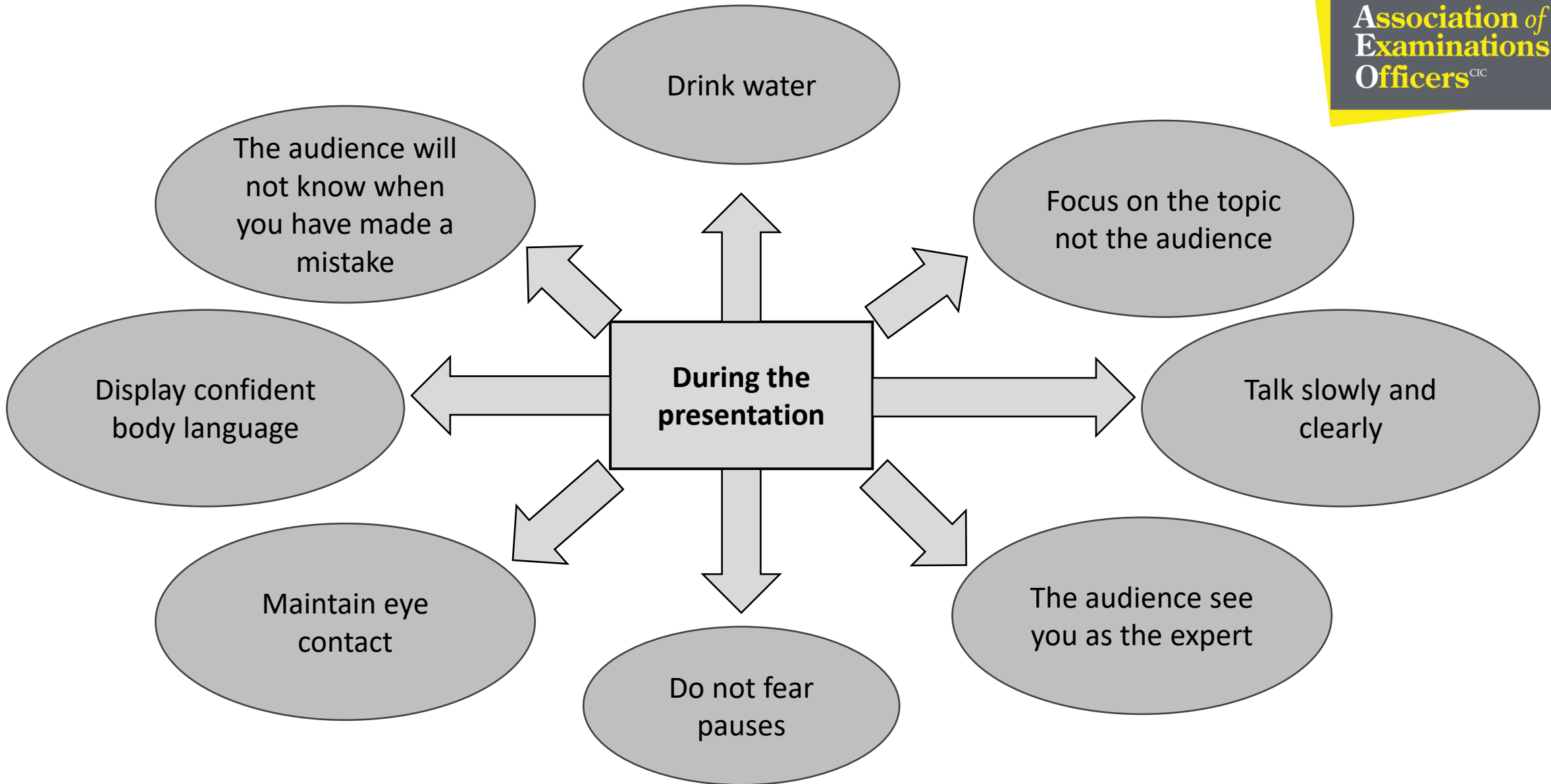
- Dry mouth
- Perspiration
- Nausea
- Shaky hands
- Heart palpitations
- Increased heart rate and blood pressure
- Intense anxiety and panic
- ...the above can lead to a 'brain freeze' on stage



# Overcoming glossophobia

- Knowledge: Research and 'know your stuff'
- Be organised: Ensure your presentation is arranged into distinct sections
- Be aware of/familiar with the equipment you will be using
- Practice as if the audience is present and read out aloud
- Practice breathing exercises...or meditate
- Think positively – turn the anxiety into excitement
- Accept the fear and let it motivate you!







# Practice and performance

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- Step 4: Which areas in particular do you need to focus upon when practicing for your presentation?
- Step 5: Think of your body language during your presentation. How will you display 'positive body language'?
  - Stand up straight, open your arms, and put on a smile
  - Power stance: Chin tilted upward, lifted chest, hands on the hips, feet hip-width apart
  - Use your voice to emphasise key points and appear assertive and persuasive