

Quality Code for Higher Education

Checklist for Invigilators

STARTING THE EXAM

AS SOON YOU ARRIVE AT THE EXAM ROOM

- 1 CHECK that there are no charts or diagrams relevant to this exam on display. Check that desks are correctly spaced.
- 2 Put up the notices listed below if they are not displayed in the room:
 - Warning to candidates
 - Centre name and number
 - Clock
- 3 CHECK that you have a copy of Board Instructions (or College instructions if no specific board instructions are included in the pack).
- 4 If you have multiple exams in the same room – decide how the candidates will be split, those taking the longest exam sitting furthest from the door, etc.

APPROX 20 MINUTES BEFORE EXAM START TIME

- 5 CHECK you are clear about the materials permitted in the examination. This information can usually be found on the front of the question paper.
- 6 DO a systematic CHECK to ensure that you have all materials necessary. Number the desks with the cards provided.
- 7 CHECK students' IDs as they enter the room, ENSURE that candidates sign in on the attendance list and TELL them where to sit.

APPROX 15 MINUTES BEFORE EXAM START TIME

- 8 DRAW candidates' attention to the warning notice to candidates, and exam regulations (emphasising the notice about mobile phones, iPods, MP3 players, etc.), and the position of the clock

- 9 INFORM candidates that any drinks brought into the exam room must be in a screw-top bottle and kept on the floor under their desk or chair and safe from being kicked over. Open drinks bottles must not be kept on their exam desk.
- 10 For GCSE, GCE AS & A2 check that you have the Board Attendance List which shows the candidate numbers. CHECK that all candidates know their candidate number. For exams where the students have their individual names printed on the answer sheets/booklets, ensure that each candidate has the correct answer sheet/booklet.
- 11 OPEN the question paper packet in the exam room not more than 15 minutes before the start time.
- 12 READ out the invigilator's announcement from the Joint Council Booklet for GCSE, AS, A", AVCE & GNVQ exams
or, for all other exams,
READ out the Board-specific instructions if available, or College Instructions to Candidates - Section 1, before handing out exam papers.

APPROX 10 MINUTES BEFORE EXAM START TIME

- 13 DISTRIBUTE question papers and other materials as necessary. INFORM candidates that they may **not** look at the questions. Refer to Instructions to Examination Candidates and READ out items under Section 2.
- 14 After students have completed filling in their personal and exam details, refer to Instructions to Examination Candidates and READ out items under Section 3.
- 15 For multiple choice papers you should tell candidates how to complete the answer sheet, e.g. in pen or pencil (as indicated on the top of the answer sheet), and how to indicate their chosen answer, e.g. horizontal or vertical line, joining the dots/circling answers etc. as appropriate.
- 16 COMPLETE the seating plan by using the signing in sheet and, where available, candidate slips or other information as appropriate. Do not forget to complete the exam details and sign the plan.

YOU ARE NOW IN A POSITION TO START THE EXAM

Some points to remember:

- a) It is perfectly legitimate to start the exam a few minutes late. If you are not ready at the intended start time **do not panic**. Most importantly check everything is correct before telling the candidates to start writing. It is better to start late but in control, than on time and in a flap. BUT if you do start late remember to change the finish time.
- b) Do not give candidates advice on questions. You may, however, draw their attention to the rubric (the instructions printed on the paper).
- c) The Instructions to Examination Candidates (on the attached sheet) must be stated clearly. Please read out the instructions precisely as they are written.
- d) Packets of mints, etc. may be allowed as long as the candidate does not disrupt others when eating. Other food is **strictly** forbidden.

- e) Only transparent pencil cases are allowed on desks and candidates must **not** share equipment, e.g. dictionaries, calculators, compasses, protractors etc.
- calculators must not be in their cases and the memory must be cleared
 - calculators must not have non-numerical functions

POTENTIAL ISSUES DURING THE EXAM

1 **Late arrivals** – Candidates arriving more than 20 minutes after the start time of the exam must not be allowed to enter the room and sit the exam. Please send them to the Exams Department.

2 **Emergency** (e.g. fire alarm)

- evacuate the room – take the signing in sheet with you
- leave scripts and question papers where they are
- ensure you are the last to leave the room and supervise the candidates to ensure no collusion
- tell candidates that **you** must be the first to re-enter the room when the emergency is over
- note the time when you leave and when you return
- allow the full working time on return but **mark the break point on each script.**

3 **Candidate Illness**

- if only a single invigilator is present, contact Exams Staff immediately; if possible keep the student in the room
- if more than one invigilator is present, one should take the candidate out of the room and stay with her/him until s/he is ready to return to the room OR s/he decides not to continue with the exam. If this leaves a single invigilator with more than 20 students, contact Exams Staff immediately

4 **Irregular conduct**

- if disturbing other candidates, ask the person to leave – contact Exams Staff if necessary, and note time and circumstances
- if malpractice is suspected contact Exams Staff immediately; and if possible make notes on circumstances (where candidate was sitting, what was the suspected malpractice, etc.). A report will need to be completed after the examination

5 **Be vigilant**

- during the exam, patrol occasionally but do not be disruptive and avoid excessive noise
- speak to other invigilators quietly and **only when absolutely necessary**
- if a candidate wishes to leave the exam room ensure s/he is supervised. Do not leave candidates unaccompanied at any point. Candidates who do leave an examination room unsupervised must NOT be allowed back into the room to continue with the examination.

6 Early Finishers

- if any candidate wishes to leave early, go to the candidate's desk and take the question paper and answer sheet/book from the candidate before allowing him/her to leave
- ensure candidates leave without disrupting other candidates – warn any candidate who does cause disruption that this will be marked on her/his script and reported to the Exam Board

TOWARDS THE END OF THE EXAM

NOTE: Candidates are not allowed to leave an exam in the last 30 minutes of their exam

- 1 CHECK that you have completed the attendance/mark list. Indicate absences clearly and show total number of candidates present. Cross-reference this with the seating plan.
- 2 At the appropriate point ANNOUNCE that there are 5 minutes of the exam time remaining. *If you have more than one exam in the same room and different finish times, make sure you state clearly which exam(s) you are referring to.*

AT THE END OF THE EXAM

- 3 At the finish time, TELL candidates to stop writing and to remain in their seats until **everything** has been collected in. Exam question papers **must** be collected – **candidates cannot keep their question papers.**
- 4 TELL candidates to check the following:
 - that they have completed all details on the front of their answer book / answer sheet
 - that answers are clearly numbered on **all** sheets used
 - that any loose sheets have name, candidate number and centre number on, are in order and securely attached to answer books, and
 - all rough work/unwanted answers are crossed through
- 5 CHECK that everything has been handed in and then tell candidates to leave the room quietly, especially if other exams are being held in the same room, or in nearby rooms.
- 6 PLACE answer books in the order indicated on the exam front sheet and CHECK that you have the correct quantity against the total count of candidates on the attendance sheet. Put the attendance sheet, seating plan and signing in sheet with the answer books.
- 7 MAKE a separate pile of question papers. **Double-check that no answer scripts are mixed with the question papers!**
- 8 PLACE all other paperwork together.
- 9 REPLACE everything into the plastic wallet and return the wallet to the Exams Unit in the Eastwood Building OR, if the Exam finishes after 5.00 pm or is taking place in the evening, 'post' the plastic wallet through the exams night safe on the top floor corridor, in the Clifton building. If the key is missing contact Security Staff and ask them to lock the pack away in a secure location and inform Exams Staff the following morning. **PLEASE do NOT detach the key from the wallet and do not 'post' any clocks – leave the clock on the Main Reception desk or with Security Staff!**

ADDITIONAL INFORMATION

Where any of the College's awarding bodies require different arrangements you will be notified of these in advance and full training provided. An annual update of awarding body requirements will be delivered to all invigilators.