Checklist for invigilators (for written examinations)

This checklist summarises the most essential actions for invigilating written examinations. It **must** be issued to invigilators as part of their preparation and training. Invigilators **must** be familiar with the current (2022/23) JCQ publication *Instructions for conducting examinations* **in advance** of the examinations.

A	Arranging the examination room
1	Check that any charts, diagrams, etc. have been cleared from the walls.
2	Check that you have the following on display: • an analogue and/or digital clock that all candidates can see clearly; • a board/display showing the centre number, subject title, paper number and the actual starting and finishing time, and date of each examination.
3	Check that you have: • for the **main examination hall/room** a printed paper copy or an electronic copy, accessible via a laptop or tablet, of the **2022/23** JCQ *Instructions for conducting examinations*; • any subject-specific instructions and/or stationery lists issued by the relevant awarding body; • a seating plan of the examination.
4	Check that your mobile phone, to be used in emergencies only, has been switched to silent mode.
B	Identifying candidates
1	Make sure you know the identity of every candidate in the examination room.
2	Check the documentary evidence that private candidates or transferred candidates provide. You **must** ensure that they are the same people who were entered/registered for the examination/assessment.
C	Before the examination
1	Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries (see F on page 2), anthologies and set texts.
2	Tell candidates that they must now follow the regulations of the examination.
3	Warn candidates that they **must** give you any unauthorised materials. **This includes iPods, mobile phones, MP3/4 players or similar devices and watches.**
4	Tell candidates to hand their watches to you.
5	Tell the candidates: • to fill in the details on the front of the answer booklet and any supplementary sheets, e.g. candidate name (except CCEA), candidate number and centre number **in black ink**; • to read the instructions on the front of the question paper.
6	Tell the candidates about any erratum notices.
7	Remind candidates to write clearly using black ink, not to use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.
8	Tell candidates when they may begin and how much time they have.

D	During the examination
1	Accurately complete the attendance register - **see section 22** of the *Instructions for conducting examinations*.
2	**See section 21** of the *Instructions for conducting examinations* if a candidate arrives late.
3	Be vigilant. Always supervise the candidates to prevent cheating and distractions.
4	Do not give any information to candidates about: • suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by the awarding body; • any question on the paper or the requirements for answering particular questions.
5	**See section 23** of the *Instructions for conducting examinations* as to when a candidate may leave the examination room.
6	Make sure that a question paper is not removed from the examination room during the examination.
7	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.
8	In an emergency **see section 25** of the *Instructions* and your centre's emergency evacuation procedure.
9	Keep a record of any incidents which arise during the examination.
10	Tell candidates to stop writing at the end of the examination.
E	**After the examination**
1	Check and sign the attendance register.
2	Tell candidates to check that they have: • written all the necessary information on their scripts including supplementary answer sheets; • crossed out rough work or unwanted answers; • placed any loose additional answer sheets inside the answer booklet.
3	Collect all scripts, question papers and any other material before candidates leave the examination room.
4	Arrange scripts in the order candidates appear on the attendance register.
5	Make sure that scripts are **stored securely** before being sent to the examiner or the awarding body.
F	**Use of calculators and dictionaries**
1	Candidates can use calculators, unless the specification for the subject says otherwise.
2	Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.
3	Candidates who meet the JCQ regulations may use bilingual dictionaries.
G	**Access arrangements**
1	Check in advance with the exams officer which candidates, if any, have been granted access arrangements. Ensure you understand the nature and delivery of the arrangement(s) and that you are aware of any materials the candidate is allowed access to, e.g. a bilingual dictionary, a coloured overlay, a modified enlarged question paper. Ensure that access arrangements candidates are identified on the seating plan.

Effective from 1 September 2022