

## Invigilator Checklist

Please use this checklist on every occasion as an aid to remembering important points of being an invigilator on Exam Day

| Have you remembered?                                                                                                                                                                                                                             | ✓ | Notes for self |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------|
| Reported to the designated <b>Examinations Office</b> no later than 45 minutes before start of exam and collected sealed examination package (do not open until arrival at examination room)                                                     |   |                |
| In exam room – remember not to lock any internal doors from the inside                                                                                                                                                                           |   |                |
| Located the emergency exits                                                                                                                                                                                                                      |   |                |
| Located the telephone (if there is one)                                                                                                                                                                                                          |   |                |
| Located the nearest toilets                                                                                                                                                                                                                      |   |                |
| Is there a clock? Is it correct? (if not contact the Exams Office without delay)                                                                                                                                                                 |   |                |
| Identified a safe area where delegates bags and coats can be left (at the front or back of the room)                                                                                                                                             |   |                |
| Opened the exams envelope – checked the material – have you been provided with everything – is everything clear (contact the <b>Examinations Office</b> without delay if there is anything wrong or unclear with the exams material)             |   |                |
| Checked the question paper against the rubric for any discrepancies                                                                                                                                                                              |   |                |
| Checked to see if calculators are permitted in the examination – if so, ensure fully aware of the calculator policy and what is allowed                                                                                                          |   |                |
| <b>Online exams:</b> On your arrival to exam room, is there an eLearning technologist in the room? (if not, contact the <b>Examinations Office</b> without delay)                                                                                |   |                |
| Let candidates in no later than 10 minutes (sooner in a larger location)                                                                                                                                                                         |   |                |
| Do the candidates know they are now under examination conditions?                                                                                                                                                                                |   |                |
| Are coats and bags in designated area and are mobile phones switched off (batteries removed if nec.) and in plastic bags under chairs?                                                                                                           |   |                |
| Have you made start of exam announcements?                                                                                                                                                                                                       |   |                |
| <b>Online exams:</b> Has a technical failure occurred was the student moved (ensure it's no more than twice)                                                                                                                                     |   |                |
| <b>Online exams:</b> Has a whole cluster failure occurred? Do you need to revert to paper? Distribute Q&A papers promptly and allow extra time as allocated by the <b>Examinations Office</b> .                                                  |   |                |
| Collected materials from empty desks 30 minutes after start of exam and displayed the ' <b>Exam in progress late entry prohibited</b> ' sign on the door                                                                                         |   |                |
| Collected examination slips and checked identity of students' at the same time (please remember female Muslim students' identities need to be checked before exam (or after if necessary)                                                        |   |                |
| If identity cannot be confirmed has a <b>CANDIDATE IDENTITY NOT CONFIRMED</b> sticker been placed on their answer book?                                                                                                                          |   |                |
| Have you completed the necessary invigilator report forms for any incidents that may have occurred                                                                                                                                               |   |                |
| Fifteen minutes prior to end of exam have you made announcements                                                                                                                                                                                 |   |                |
| Collected and counted the exam materials prior to the candidates leaving their seats                                                                                                                                                             |   |                |
| Leave exam room how you found it                                                                                                                                                                                                                 |   |                |
| Exam material envelopes clearly marked:<br>Up to six scripts per envelope<br>If more than one envelope mark 1 of 2, 2 of 2 etc.<br>Enclose examiner copy of attendance list and question papers in envelope marked 1 (if more than one envelope) |   |                |