

## 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: Up to six scripts per envelope If more than one envelope mark 1 of 2, 2 of 2 etc. Enclose examiner copy of attendance list and question papers in envelope marked 1 (if more than one envelope)		