

This checklist is a prompt for material and exam requirements, needed for the examinations. All information can be found on CTSI's Learner Management System or via [CTSI's website](#)

Prior to the exams	
Arrange exam room – quiet location.	
Arrange invigilation. (See hosting information for details.)	
Check if any maintenance or other work is due, on day of exams. (If work due, can it be altered to different date?)	
Is a fire alarm test due to take place during exam period? (Can it be rescheduled? (If not, inform the invigilator.)	
Is exam room in a working office? (Inform those nearby of date/time/duration of exam and explain need for area to be kept quiet.)	
Have you received link to nominated person form from CTSI? (All staff sitting exams must register with the Education Team, confirming you will act as the nominated person.)	
Completed test download from Learner Management System. (You will be sent a link and instructions prior to exams on how to access the papers.)	
Booked to attend Q&A session (Candidates and Nominated Persons – pre-exams session), see Open Surgery Calendar for details .	

Paperwork to be printed off (Nominated Persons area)	Website
Scanning of papers process – IMORTANT - PLEASE READ	
Venue Examinations Verification Sheet – Please complete.	
Examination answer booklet front page (print one per staff member)	
Examination answer booklet writing paper (print 20 – per staff member)	
Blank Attendance list for each exam - complete as directed	
Invigilator exam incident forms – to be completed for each exam.	
Examination timetable	
Conduct in an examination	
Signs: No mobile phone Examination in progress Items not allowed into examination Results notification	
Invigilator duties (include senior)	
Guidelines to .read out at start of exam	
Return address label for CTSI	

See over the page.

Day of exams	
Ensure you are available for CTSI to contact during the exam periods, in case of any further instructions to be provided to invigilator/candidate.	
Ensure set up of exam room meets CTSI requirements. Look at: Local Authority Hosting Information sheet.	
Ensure Invigilators arrived.	
Ensure candidate(s) arrived. Candidate must have with them photo ID to present to invigilator.	
Download paper off of Learner Management System area at appointed time. Papers available 1 hour to start of exam. Paper to be kept in secured area until handed over to invigilator(s).	
Hand over paper to invigilator(s) no later than 20mins before start of exam.	
Collect Answer Booklet and other paperwork from invigilator when exam finished.	
Scan answer booklet and email to qualifications@tsi.org.uk (on day of exam). Wait for confirmation of delivery of scanned answer booklet.	
Staple answer booklet together with the front sheet.	
Ensure Invigilator has signed the front sheet, where indicated.	
Put candidates' answer booklet; attendance sheet; Invigilator incident form and venue verification sheet into an envelope. Return to CTSI by recorded delivery using the address label on website only.	
Email tracking number to the team on qualifications@tsi.org.uk .	