

Instructions for invigilators: candidates using computers

The following steps should be followed for any candidate using a computer for their exams.

Step

- 1 Before the start of the exams the computer must be checked to ensure:
 - No internet access is available.
 - No program is installed on the computer which may help the candidate to complete their exams.
- 2 Before the start of the exams, open up a word document and save it as follows:
Candidate Number-Name of exam- date of exam

e.g. **5678-Food Standards-01-05-19**
- 3 After checking the candidates ID and Exam Card follow the
General Rules to be Read Out at the Start of Exam (found in your Invigilator pack)
- 4 Instruct the candidate to start a new question on a new page each time, ensure they type the question number at the top.

e.g. On page 1, Q1, page 2, Q2, page 8, Q9
- 5 Should the candidate need to visit the toilet, ensure the document is saved each time.
- 6 In your pack you will find a copy of the front sheet of the answer booklet.

At the end of the exam, ask the candidate to complete the front sheet; ensure they complete the section on which questions were answered.
- 7 Save the document and print out (this can be done after the candidate has left). You may save the document onto a memory stick and print using a different computer.
- 8 Ensure the printed document **does not** include the candidates name.
- 9 As a precaution, email the candidate answers to **qualifications@tsi.org.uk**, once emailed, delete the document from computer/memory stick.

IMPORTANT:

TO ENSURE NO WORK IS LOST,
ASK THE CANDIDATE TO SAVE THEIR ANSWERS REGULARLY
AS A PRECAUTION IN CASE OF POWER CUTS ETC