

1. Invigilators must report to the examination room at least 30 minutes before the start time of the examination.
2. Assist the Senior Invigilator in setting up the examination room in the correct format, ensuring adequate space between candidates to deter copying, and to help adjust if necessary.
3. Assist the Senior Invigilator in setting out the stationary and any other materials required for the examination.
4. The examination paper can be opened, checked and placed on the desk a maximum of 15 minutes prior to the start of the exam. The room **MUST** be manned at all times from this point and candidates are not allowed into the room.
5. Invigilators are required to check that all candidate(s) arriving at the examination room correlate to the list provided by the nominated person. Candidates must produce photo ID to confirm identity. No candidate(s) may be allowed into the exam room without producing photo ID. In the case of a candidate not producing their photographic ID, you must contact the Examinations Team on 01268 582242 to discuss adequate proof of identification.
6. Invigilators must ensure all candidates have signed the attendance record. If a candidate arrives at the exam room who is not listed on the list from the nominated person, do not allow the candidate into the exam room. Contact the Examinations Team immediately for further instructions.
7. Assist with the permitted items into the exam as directed. Writing implements, erasure, ruler, (items that aid the candidate in writing their answers), water or other drink (if in a can, this must be decanted / sweets – if in a noisy wrapper, these must be removed prior to the start of the exam). Candidates sitting the food exam may not take anything into the room with a label. **NO** books may be taken into the exam room
8. The invigilator should not embark on any form of occupation, which will prevent careful supervision or distract the attention of the candidates.
9. To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed.
10. In the case of the indisposition of a candidate when he/she has indicated a wish to leave the examination room temporarily, one Invigilator should escort the candidate quietly from the room.
11. Where an invigilator believes a candidate is using dishonest means, the candidate will be so informed by the invigilator and have his/her answer book appropriately endorsed. The endorsed answer book will be withdrawn and a new book will be issued before the candidate is allowed to continue the examination. The invigilator will inform the Senior Invigilator who will then submit a written report to the Education Team without delay.
12. If at any time before the last 30 minutes of the examination a candidate indicates that they wish to hand in their script, the invigilator must check that they have complied with any instructions on the front of the booklet and then allow them to leave the room.
13. The Invigilator is responsible in assisting the Senior Invigilator in the collection of the answer booklets.
14. Collect the finished booklets from all candidates. Ask candidates to leave the room.
15. Against the attendance register initial to say received exam script. Also initial the actual answer booklet. Hand over all answer booklets to the nominated person.