

1. CTSI will confirm with the nominated person that the examination email has been sent.
2. You must arrive at the examination room at least 30 minutes prior to the start of the exam and receive the examination information from the nominated person.
3. You, (with the Invigilator – if applicable), must ensure the room has been set up in the correct format, adjusting if necessary (ensuring adequate space between candidates to deter copying). You must ensure that the ventilation and lighting is correct, and that a clock is visible for all candidates.
4. Ensure you are familiar with the fire exits in the event of an emergency evacuation.
5. The examination paper can be opened, checked and placed on the desks a maximum of 15 minutes prior to the start of the exam. The room **MUST** be manned at all times from this point and **candidate(s) are not allowed into the room until the appointed time.**
6. You must, (with the assistance of the Invigilator – if applicable), check candidate(s) have the correct documentation. They must bring with them photo ID to confirm who they are. Check against the list supplied by the nominated person.
7. If a candidate does not have photographic ID, you must contact the Education Team on 01268 582242 to discuss adequate proof of identification.
8. You must ensure that all candidates have signed the attendance record. If a candidate arrives at the exam room who is not listed on the attendance record, contact the Education Team immediately for further instructions. **Do not allow the candidate into the exam room**
9. You must, (with the invigilator – where applicable), check that only the allowed items may be permitted into the room. These are 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.
10. You must draw the candidates' attention to any particular instructions on the cover sheets or related to the examination – information supplied by nominated person.
11. If there are any queries concerning instructions or printing errors on the paper, answer these by drawing all candidates' attention to them. (If necessary, contact the team on 01268 582242).
12. Display the start and finish times of the exam clearly, allowing for 10 minutes reading time at the start of the examination, and announce this to the candidates.
13. If any candidate arrives late but within the first 30 minutes from commencement of the exam, an explanation for their lateness should be recorded on the incident report form. The Invigilator should then direct them with as little disturbance as possible, to a desk.
14. If a candidate arrives after the first 30 minutes, the Invigilator must contact the Education Team for further instructions. **DO NOT ALLOW THE CANDIDATE INTO THE EXAM ROOM.**
15. You should not embark on any form of occupation which will prevent careful supervision or distract the attention of the candidates.
16. 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.

17. Where an Invigilator believes that a candidate is using dishonest means, the candidate will be so informed by the Invigilator and have his/her answer booklet appropriately endorsed. The endorsed answer booklet will be withdrawn and a new booklet will be issued before the candidate is allowed to continue the examination. The Senior Invigilator will submit a written report to the Education Co-ordinator, without delay.
16. If at any time before the last 30 minutes of the examination a candidate indicates that they wished to hand in their exam answer booklet, 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. They must do this with minimal disruption.
17. At the point when only 15 minutes remain of the examination, you are responsible for announcing the remaining time left in the exam.
18. At the end of the examination, you must ask candidates to cease writing and check that they have complied with all instructions, and advise them to remain seated and silent until all scripts have been collected.
19. In the event of any unusual incident or emergency occurring during the examination, all details need to be logged on the incident report form and returned with all other documentation to the Education Team.
20. You, (with the assistance of the Invigilator – where applicable), are responsible for the collection of the answer booklets. Once collected ask candidates to leave the room.
21. You must sign the front of each candidate's booklet in the appropriate place and initial against the attendance register that the script has been received. Hand over all exam booklets to the nominated person (if at a main venue, place into the provided tamper evident envelope).
22. You are responsible for returning the register of attendance, WITHOUT FAIL, to the nominated person overseeing the exams.
23. The nominated person will be responsible for returning all paperwork to the Chartered Trading Standards Institute via traceable post or courier.