Nominated Person – checklist

The following check list will help to prepare you for hosting exams at your authority/organisation.

Prior to the exams

Arrange exam room – quiet location. ☐

Arrange invigilation. ☐
- See hosting information for details

Checked if any maintenance or other work due, on day of exams. ☐
- If work due, is there an alternative room or can planned work be moved to a new day?

Check if fire alarm due to take place during exam period. ☐
- Can it be rescheduled? (if not inform the invigilator)

If exam room in a working office, inform those near to room that an exam will take place and confirm dates. ☐
- Will need to be quiet during the exams.

Have you received link to on-line nominated person form? ☐
- Has your staff member registered you as the nominated person – using the on-line form?

Have you downloaded nominated person information? ☐
- Download information from off CTSI website.
- Ensure you download the invigilator guide and provide to your invigilator(s).

Nominated Person information on website.

Day of exams

On the day of the exams, you will need to do the following:

Ensure set up of exam room meets CTSI requirements. ☐
- Look at: Local Authority Hosting Information sheet.

Ensure Invigilator(s) have arrived on time. ☐
- Information found on hosting sheet.
- Provide list of candidates (provided by CTSI) to invigilator(s)

Ensure candidate arrives within plenty time for exam. ☐
- Candidate must have exam card and photo ID.

Download paper from on-line area at appointed time. ☐
- You will have been sent a link and instructions prior to exams on how to access the paper.
- Ensure paper kept safe and confidential until hand over to invigilator(s).

Hand over paper to invigilator no later than 30mins prior to exam Start. ☐

Get exam paper and other paperwork from invigilator when exam Finished. ☐

Scan papers received and email to CTSI (see process) ☐