



Joint Council for  
Qualifications<sup>CIC</sup>

# Checklist for invigilators (for written examinations)

**Effective from 1 September 2023**

This checklist summarises the most essential actions for invigilating written examinations. It must be issued to invigilators as part of their preparation and training. Invigilators must be familiar with the current (2023/24) JCQ document *Instructions for conducting examinations* in advance of the examinations.

A Arranging the examination room		
1	Check that any charts, diagrams, etc. have been cleared from the walls.	<input type="checkbox"/>
2	<p>Check that you have the following on display:</p> <ul style="list-style-type: none"> <li>■ an analogue and/or digital clock that all candidates can see clearly;</li> <li>■ a board/display showing the centre number, subject title, paper number and the actual starting and finishing time, and date of each examination.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
3	<p>Check that you have:</p> <ul style="list-style-type: none"> <li>■ for the <b>main examination hall/room</b> a printed paper copy or an electronic copy, accessible via a laptop or tablet, of the <b>2023/24 JCQ Instructions for conducting examinations</b>;</li> <li>■ any subject-specific instructions and/or stationery lists issued by the relevant awarding body;</li> <li>■ a seating plan of the examination.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Check that your mobile phone, to be used in emergencies only, has been switched to silent mode.	<input type="checkbox"/>

B Identifying candidates		
1	Make sure you know the identity of every candidate in the examination room.	<input type="checkbox"/>
2	<p>Check the documentary evidence that private candidates or transferred candidates provide.</p> <p>You <b>must</b> ensure that they are the same people who were entered/registered for the examination/assessment.</p>	<input type="checkbox"/>

<b>C Before the examination</b>		
<b>1</b>	Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries (see F on page 5), anthologies and set texts.	<input type="checkbox"/>
<b>2</b>	Tell candidates that they <b>must</b> now follow the regulations of the examination.	<input type="checkbox"/>
<b>3</b>	Warn candidates that they <b>must</b> give you any unauthorised materials. <b>This includes AirPods, earphones/earbuds, iPods, mobile phones, MP3/4 players or similar devices and watches.</b>	<input type="checkbox"/>
<b>4</b>	<p>Tell the candidates:</p> <ul style="list-style-type: none"> <li>■ to check that they have been given the correct question paper for the examination;</li> <li>■ to read the instructions on the front of the question paper;</li> <li>■ to fill in the details on the front of the answer booklet and any supplementary sheets, e.g. candidate name (except CCEA), candidate number and centre number in black ink.</li> </ul> <p>You <b>must</b> ensure that candidates <b>do not</b> write anything else and <b>do not</b> open the question paper until they are told to do so.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>5</b>	Tell the candidates about any erratum notices.	<input type="checkbox"/>
<b>6</b>	Remind candidates to write clearly using black ink, <b>not</b> to use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.	<input type="checkbox"/>
<b>7</b>	Tell candidates when they may begin and how much time they have.	<input type="checkbox"/>

D During the examination		
1	Accurately complete the attendance register – <b>see section 22</b> of the <i>Instructions for conducting examinations</i> .	<input type="checkbox"/>
2	<b>See section 21</b> of the <i>Instructions for conducting examinations</i> if a candidate arrives late.	<input type="checkbox"/>
3	Be vigilant. Always supervise the candidates to prevent cheating and distractions.	<input type="checkbox"/>
4	<p><b>Do not</b> give any information to candidates about:</p> <ul style="list-style-type: none"> <li>■ suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by the awarding body;</li> <li>■ any question on the paper or the requirements for answering particular questions.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
5	<b>See section 23</b> of the <i>Instructions for conducting examinations</i> as to when a candidate may leave the examination room.	<input type="checkbox"/>
6	Make sure that a question paper <b>is not</b> removed from the examination room during the examination.	<input type="checkbox"/>
7	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.	<input type="checkbox"/>
8	In an emergency <b>see section 25</b> of the <i>Instructions</i> and your centre's emergency evacuation procedure.	<input type="checkbox"/>
9	Keep a record of any incidents which arise during the examination.	<input type="checkbox"/>
10	Tell candidates to stop writing at the end of the examination.	<input type="checkbox"/>

E After the examination		
1	Check and sign the attendance register.	<input type="checkbox"/>
2	<p>Tell candidates to check that they have:</p> <ul style="list-style-type: none"> <li>■ written all the necessary information on their scripts including supplementary answer sheets;</li> <li>■ crossed out rough work or unwanted answers;</li> <li>■ placed any loose additional answer sheets inside the answer booklet.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Collect all scripts, question papers and any other material before candidates leave the examination room.	<input type="checkbox"/>
4	Arrange scripts in the order candidates appear on the attendance register.	<input type="checkbox"/>
5	Make sure that scripts are <b>stored securely</b> before being sent to the examiner or the awarding body.	<input type="checkbox"/>

F Use of calculators and dictionaries		
1	Candidates can use calculators, unless the specification for the subject says otherwise.	<input type="checkbox"/>
2	Candidates <b>are not</b> allowed to use dictionaries in any examinations, unless the specification says otherwise.	<input type="checkbox"/>
3	Candidates who meet the JCQ regulations may use bilingual dictionaries.	<input type="checkbox"/>

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**G****Access arrangements****1**

Check in advance with the exams officer which candidates, if any, have been granted access arrangements, e.g. 25% extra time, supervised rest breaks. Ensure you understand the nature and delivery of the arrangement(s) and that you are aware of any materials the candidate is allowed access to, e.g. a bilingual dictionary, a coloured overlay, a modified enlarged question paper. Ensure that access arrangements candidates are identified on the seating plan.

