



Joint Council for
Qualifications^{CIC}

Checklist for invigilators (for written examinations)

Effective from 1 September 2025

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 (2025/26) JCQ publication *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"> ■ an analogue and/or digital clock that all candidates can see clearly when sitting down; ■ a board/display showing the centre number, subject title, paper number and the actual starting and finishing time, and date of each examination which all candidates can see clearly when sitting down. 	<input type="checkbox"/> <input type="checkbox"/>
3	<p>Check that you have:</p> <ul style="list-style-type: none"> ■ for the main examination hall/room an electronic copy, accessible via a laptop or tablet, of the 2025/26 JCQ Instructions for conducting examinations or alternatively a printed paper copy; ■ any subject-specific instructions and/or stationery lists issued by the relevant awarding body; ■ a seating plan of the examination. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Check that your mobile phone, to be used only in emergencies, 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 must ensure that they are the same people who were entered/registered for the examination/assessment.</p>	<input type="checkbox"/>

C Before the examination		
1	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"/>
2	Tell candidates that they must now follow the regulations of the examination.	<input type="checkbox"/>
3	Warn candidates that they must give you any unauthorised materials. This includes earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods), watches and any other smart devices.	<input type="checkbox"/>
4	<p>Tell the candidates:</p> <ul style="list-style-type: none"> ■ to check the day, date, time, subject, unit/component and tier on the front of their question paper; ■ to read the instructions on the front of the question paper; ■ to fill in the details on the front of the answer booklet and any supplementary sheets, e.g. candidate name (except for CCEA examinations), candidate number and centre number in black ink. <p>You must ensure that candidates do not write anything else and do not open the question paper until they are told to do so.</p> <p>For City & Guilds multiple choice examinations, remind candidates to record their answers on the answer sheet. Answers on the question paper will not be marked.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Tell the candidates about any erratum notices.	<input type="checkbox"/>
6	Remind candidates to write clearly using black ink, not to use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.	<input type="checkbox"/>
7	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 – see section 22 of the <i>Instructions for conducting examinations</i> .	<input type="checkbox"/>
2	See section 21 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	Do not give any information to candidates about: <ul style="list-style-type: none"> ■ suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by the awarding body; ■ any question on the paper or the requirements for answering particular questions. 	<input type="checkbox"/> <input type="checkbox"/>
5	See section 23 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 is not 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 see section 25 of the <i>Instructions for conducting examinations</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"> ■ written all the necessary information on their scripts including supplementary answer sheets; ■ crossed out rough work or unwanted answers; ■ placed any loose additional answer sheets inside the answer booklet. <p>For CCEA examinations any loose additional sheets should be placed behind the candidate's script.</p>	<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 stored securely 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 are not 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"/>

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

Check in advance with the exams officer which candidates 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.

