Joint Council for Qualifications CIC

Checklist for invigilators (for written examinations)

Effective from 1 September 2026

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 JCQ publication *Instructions for conducting examinations* (effective from 1 September 2026) **in advance** of the examinations.

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A	Arranging the examination room	
1	Check that any charts, diagrams, etc. have been cleared from the walls.	☐
2	Check that you have the following on display: ▪ an analogue and/or digital clock that all candidates can see clearly when sitting down; ▪ a board/display, clearly visible to all candidates when seated, showing the centre number, subject title, paper number, date and actual start and finish times for each examination.	☐ ☐
3	Check that you have: ▪ for the **main examination hall/room**, either an electronic copy of the **current** JCQ *Instructions for conducting examinations* (effective from 1 September 2026), accessible on a laptop or tablet, or a printed copy; ▪ any subject-specific instructions and/or stationery lists issued by the relevant awarding body; ▪ a seating plan of the examination.	☐ ☐ ☐
4	Check that your mobile phone, to be used only in emergencies, has been switched to silent mode.	☐

B	Identifying candidates	
1	Make sure you know the identity of every candidate in the examination room.	☐
2	Check the documentary evidence that private candidates or transferred candidates provide. You **must** ensure that they are the same people who were entered/ registered for the examination/assessment.	☐

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.	☐
2	Tell candidates that they **must** now follow the regulations of the examination.	☐
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.**	☐
4	Tell the candidates: ▪ 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**. You **must** ensure that candidates **do not** write anything else and **do not** open the question paper until they are told to do so. **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.	☐ ☐ ☐
5	Tell the candidates about any erratum notices.	☐
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.	☐
7	Tell candidates when they may begin and how much time they have.	☐

D	During the examination	
1	Accurately complete the attendance register – **see section 22** of the *Instructions for conducting examinations*.	☐
2	**See section 21** of the *Instructions for conducting examinations* if a candidate arrives late.	☐
3	Be vigilant. Always supervise the candidates to prevent cheating and distractions.	☐
4	**Do not** give any information to candidates about: ▪ 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.	☐ ☐
5	**See section 23** of the *Instructions for conducting examinations* as to when a candidate may leave the examination room.	☐
6	Make sure that a question paper **is not** removed from the examination room during the examination.	☐
7	Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.	☐
8	In an emergency, **see section 25** of the *Instructions for conducting examinations* and your centre's emergency evacuation procedure.	☐
9	Keep a record of any incidents which arise during the examination.	☐
10	Tell candidates to stop writing at the end of the examination.	☐

E	After the examination	
1	Check and sign the attendance register.	☐
2	Tell candidates to check that they have: ▪ written all the necessary information on their script, including supplementary answer sheets; ▪ crossed out rough work or unwanted answers; ▪ placed any loose additional answer sheets inside the answer booklet. For CCEA examinations any loose additional sheets should be placed behind the candidate's script.	☐ ☐ ☐
3	Collect all scripts, question papers and any other material before candidates leave the examination room.	☐
4	Arrange scripts in the order candidates appear on the attendance register.	☐
5	Make sure that scripts are **stored securely** before being sent to the examiner or the awarding body.	☐

F	Use of calculators and dictionaries	
1	Candidates can use calculators, unless the specification for the subject says otherwise.	☐
2	Candidates **are not** allowed to use dictionaries in any examinations, unless the specification says otherwise.	☐
3	Candidates who meet the JCQ regulations may use bilingual dictionaries.	☐

G	Access arrangements	
1	Check in advance with the examinations 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.	☐