

Invigilator's Checklist

The invigilator is the person in the test room responsible for the conduct of a particular test session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the test. Invigilators are not to perform any additional task (e.g. marking) in the test room.

The Invigilator should ensure:

- A reliable clock is visible to each candidate in the test room, other than the candidate's clock on their PC.
- The *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications is displayed both inside and outside the test room.
- The poster version (A3 size) of the *Notice to Candidates* issued by the Joint Council for General Qualifications is displayed in a public place outside the test room.
- Any other test held in the test room at the same time, provides no disturbance.
- Candidates do **not** have access to any materials including book and unauthorised software whilst they are sitting the test. Candidates are allowed dictionaries in English tests.
- The invigilator may have rough paper and pens available to help candidates plan their answers. Candidates must request this at the start of the test.
- Invigilators **must** collect all rough paper in at the end of the test and ensure that all materials are shredded/ securely destroyed.
- Candidates are warned that the possession of any unauthorised material will be considered as an infringement of regulations in the same way as the possession of any other unauthorised items.
- When one invigilator is present, he/she can summon assistance easily, without leaving the test room and without disturbing the candidates.
- A teacher who has prepared the candidates for the subject of the test is **not** the sole invigilator at any time during a test in that subject.
- They can observe every candidate in the test room at all times.
- They are familiar with the onscreen testing software.
- That they keep signed records of the seating and invigilation arrangements for each test session.
- That they know how to contact an IT technician at any point during the test.
- That they can identify every candidate in the room during the test.
- That they do not offer any advice or comment on the work of the candidate.

Before candidates are permitted to start work the invigilator must:

- Ensure that candidates are seated in accordance with the prescribed seating arrangements
- Inform the candidates that they are now subject to the regulations of the test and read out the relevant notices and warnings
- Warn candidates that any unauthorised material must be handed in (this should also include any food or drinks, which may only be allowed at the express discretion of the Head of Centre)
- Check that candidates have all the necessary material to enable them to complete the test
- Ensure that candidates start the examination in accordance with the specific instructions provided for electronic testing
- Draw the candidates' attention to the instructions on the screen at the beginning of the test and ask them to check that they have been provided with the correct test for the correct subject and level
- Inform candidates that they must not use the Quit button without first asking an invigilator
- Instruct candidates to enter the required information on their screen when prompted to do so at the start of their test
- Instruct candidates in regard to the instruction screens that will appear prior to the start of the test and ensure that all candidates understand how to use the onscreen tools. The tools can be found in the Sample Assessment Materials on the Edexcel website – www.edexcel.com/fsonscreen.
- Inform candidates about the instruction screens that will appear before the test
- Instruct the candidates that any scrap paper or pens they use (point 2.3.1) must be returned to the invigilator at the end of the test, and must not be taken out of the test room.
- Remind candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to, another candidate whilst they are in the examination room.

During the test:

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.

In the event of an emergency such as a fire alarm or bomb alert, the invigilator must take the following action:

- Evacuate the test room in accordance with the instructions given by the appropriate authority. This onscreen test session will have to be abandoned and rescheduled

- Note the time and duration of the interruption
- Make a full report of the incident by emailing your centre details and the candidates details to serviceoperations@edexcel.com You will then be informed whether the test results can be voided

The invigilator should remove and retain any unauthorised material discovered in the possession of a candidate in the test and make a note of the circumstances

Candidates who have completed the test may leave the room at the discretion of the invigilator, subject to ensuring that no disturbance is caused to other candidates and that the invigilator turns off the screens to ensure others cannot see them. Those candidates must not be allowed back into the room.