

Examination Secretary Checklist

Before training starts	
Ensure First Named and Second Named Invigilators (at least, depending on total candidate numbers) are appointed, noting the restrictions on who may be First Named.	
Determine if any candidates have special needs as soon as possible; if so implement Special Needs procedures below.	
Special Needs procedures	
Identify any special needs such as a Reader or Writer, inability to attend an Exam Centre, and the like.	
Contact HQ and discuss the particular requirements.	
Obtain written professional medical or educational advice and recommendations, pass to HQ.	
Obtain final approval of specific requirements.	
Identify any Readers or Writers required and appoint them in conjunction with the First Named Invigilator after explaining what they can and cannot do.	
If a Reader or Writer is appointed also appoint an additional Assistant Invigilator in conjunction with the First Named Invigilator.	
Identify any required changes to the Exam Centre, for example separate rooms, and make arrangements.	
Ensure everyone else involved in the training knows all relevant details.	
During training	
Ensure all fees are paid in time.	
Apply for required number of exam papers not less than two full weeks in advance of the exam date.	
Check exam documents on receipt (but do not open the inner sealed envelope containing exam papers), notify HQ of any discrepancies.	
Inner envelope containing exam papers kept sealed and locked away until exam time.	
Before the exam	
Inform First Named Invigilator of any changes to exam timings and locations or additional personnel due to Special Needs.	
Check that any Special Needs provisions are all still in place and organised.	
Give unopened inner sealed envelope to First Named Invigilator to be opened in front of the candidates.	
After the exam	
Ensure all papers are returned to HQ same or next working day after the exam.	