

First Named Invigilator Checklist - Special Needs v1.docx

On appointment as First Named Invigilator	
Find out from the Exam Secretary if there are any candidates with approved Special Needs.	
If so fully liaise with the Exam Secretary to ensure that all parties are aware of those needs and specific exam requirements.	
In conjunction with the Exam Secretary appoint any Readers, Writers and additional Assistant Invigilators required.	
Contact any Readers or Writers in advance of the exam and make all necessary arrangements.	
If to be a home based exam make all necessary preparations including a familiarisation visit before the exam so there are no surprises.	
At the Exam Centre	
Ensure that the exam room is set up to suit the approved Special Needs provisions.	
Ensure Assistant Invigilators are appraised of, and understand, the situation.	
Display any special exam timings for the Special Needs candidate.	
Remind Readers and Writers of their responsibilities and restrictions: <ul style="list-style-type: none"> • Only read the questions and answers as written in the Exam Paper. • Write exactly what the candidate tells them to write and nothing else. • Do not interpret the exam questions and answers nor the candidate responses <p>Ensure the relevant Assistant Invigilator is aware of the rules, that they are there to enforce them, and to report an Irregularity if they are broken.</p>	
Explain the detailed examination procedures to the Special Needs candidate.	
Introduce any Readers and Writers to the relevant candidate.	