

## First Named Invigilator Checklist - guidance purposes only. Not for returning.

<b>Before the exam</b>	
RCF document EX 500 read and understood by all Invigilators	
<b>Exam room preparation</b>	
Accurate clock visible to each candidate, at the front.	
Notice at the front of the room with start, halfway, & finish times.	
Minimum of 1.5 m clear space between desks and/or seats.	
Seating plan drawn up.	
Examination warning notice on the doors to the room.	
No radio related display materials in the examination room.	
<b>Before starting the exam</b>	
Minimum of two named Invigilators.	
Check all candidate ID's.	
Only persons recorded on the REP form present in the examination room.	
Completed and signed CPAR provided by each candidate (Foundation & intermediate only).	
Candidates to check they have an Exam paper and OMS with their name on it, and have signed it.	
Invigilator to compare signatures on OMS and CPAR with provided ID if non-photo ID being used.	
Each candidate to have pen with black ink, HB pencil, clean soft eraser.	
Only mascots, sweets, drinks & silent battery-powered non-programmable calculators on desks	
Examination rules in EX 306 read out; ensure candidates know how to complete the OMS.	
Candidates told about leaving the room early, toilets etc., & emergency procedures.	
<b>The exam itself</b>	
Examination papers envelope opened in front of the candidates and distributed.	
No Invigilators undertaking any other tasks while examination is in progress.	
Check candidates follow required behaviours, and correct as required.	
10 minutes end of the exam warning given, then no-one to leave the room until exam end time.	
(Some Centres may also advise the halfway time after which candidates may leave. If any do leave then collect OMS, reference data booklets and examination papers from them).	
<b>At the end of the exam</b>	
OMS, reference data booklets and examination papers collected while remaining candidates are still seated.	
Reference data booklets removed and destroyed.	
<b>Foundation and intermediate only</b>	
Indicative marking is to be carried out; candidates to leave the room & results double checked.	
On completion of indicative marking the examination papers, answer sheets and OMS sheets sealed in the inner envelope and signed across the seal by First and Second Named Invigilators.	
Candidates return and indicative results issued (one at a time if mix of pass and fail).	
<b>Advanced exams only</b>	
Examination papers and OMS to be sealed and signed in front of remaining candidates.	
Record candidate complaints, objections or challenges; or a visit by an RCF exam inspector, in the Irregularities Report.	
Sealed inner envelope, examination booklet, RAS and IPAR (if not already submitted) sealed in the outer return envelope	
Envelope posted no later than next working day.	

Document EX310

11 April 2015

**Glossary**

CPAR = Candidate Practical Assessment Record  
 OMS = Optical Mark Sheet  
 IPAR = Instructors Practical Assessment Record  
 RAS = Register and Assessment Sheet

RCF = Radio Communications Foundation  
 REP = Request for Examination Papers form sent to RSGB HQ

(First Named Invigilator checksheet v1-9.docx )