



### FIRST NAMED INVIGILATOR CHECKLIST - GUIDANCE PURPOSES ONLY (NOT FOR RETURNING).

#### BEFORE THE EXAM

RSGB document EX 500 read and understood by all Invigilators

#### EXAM ROOM PREPARATION

Seating plan drawn up.

Examination warning notice on the doors to the room.

No radio related display materials in the examination room.

#### For Paper Based Exams

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

#### BEFORE STARTING THE EXAM

Minimum of two named Invigilators.

Check all candidate ID's.

Check the completed and signed EX311 (Foundation) or EX312 (Intermediate) form provided by each candidate taking these examinations. Compare the signature if non photo ID has been provided.

Only persons recorded on the Registration & Assessment Sheet are present in the examination room.

Only mascots, sweets, drinks & silent battery-powered non-programmable calculators on desks.

Issue each candidate with an Exam Reference Data Booklet (EX307/EX308/EX309).

Candidates told about leaving the room early, toilets, emergency procedures, etc..

#### For Paper Based Exams

Candidates to check they have an Exam paper and Optical Marking Sheet with their name on it, and have signed it. Compare the signature if non photo ID has been provided

Each candidate to have pen with black ink, HB pencil, clean soft eraser.

Ensure candidates know how to complete the Optical Marking Sheet

#### Examination rules in EX306 read out including paper based examinations section.

#### For Online Exams

Candidates and Invigilators to check and confirm they have access to the TestReach App.

Issue each candidate a blank piece of paper on which they can carry out any calculations etc.

Ensure candidates have completed the On-Line Tutorial.

#### Examination rules in EX306 read out.

#### THE EXAM ITSELF

No Invigilators undertaking any other tasks while examination is in progress.

Check candidates follow required behaviours, and correct as required.

#### For Paper Based Exams

Examination papers envelope opened in front of the candidates and distributed.

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 Optical Mark Sheet, Exam Reference Data booklets and examination papers from them.)*

#### For Online Exams

Candidates advised of the PIN number to access the exam.

#### AT THE END OF THE EXAM

While remaining candidates are still seated. Collect Exam Reference Data Booklets, any paper used during the examination for destruction. For paper based examinations also collect the Optical Mark Sheets and examination papers

#### For Paper Based Exams

**Foundation and intermediate only:** Indicative marking is to be carried out; candidates to leave the room & results double checked.

A: Candidates return and indicative results issued (one at a time if mix of pass and fail)

B: On completion of indicative marking the examination papers, answer sheets and Optical Mark Sheets sealed in the inner envelope and signed across the seal by First and Second Named Invigilators.

**Advanced exams only:** Optical Mark Sheets and Examination papers to be sealed and signed in front of remaining candidates.

#### For Online Exams

Candidates advised on how to obtain their Indicative mark.

#### ALL

Record candidate complaints, objections or challenges; or a visit by an RSGB exam inspector, in the Irregularities Report.

Seal into the outer return envelope: The sealed inner envelope (paper examinations only), examination booklet EX306, reference booklets EX307/EX308/EX309, registration & assessment Sheet EX305 and instructor practical assessment records EX208/EX209 (if not already submitted).

Envelope posted no later than next working day.