

Invigilators Checklist

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| --- | --- | --- | --- | --- | --- |
| Invigilators Name |  | Venue |  | Date |  |

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| --- | --- | --- |
| No | Question | Y or N |
| 1. | Is the room large enough to accommodate candidates? |  |
| 2. | Is the environment suitable for candidates to sit their test comfortably? |  |
| 3. | Has all display material been removed or covered? |  |
| 4. | Is there a working clock visible to all candidates? |  |
| 5. | Is all appropriate signage visible to candidates? |  |
| 6. | Has photographic ID been seen for each candidate? |  |
| 7. | Have all candidates been informed of the test regulations that they need to follow? |  |
| 8. | Has the Attendance, Invigilation and seating plan been completed? |  |
| 9. | Has emergency procedures been confirmed with all candidates? |  |
| 10. | Have the candidates got the correct equipment and sources (where applicable)? |  |
| 11. | Is there provision in place for any candidates who have special requirements? |  |
| 12. | Have all candidates been asked to confirm they are sitting the correct test? |  |

Invigilator– please comment on any non-compliance areas and action taken

Invigilators reflection on session and how practice or process can be improved

Invigilator Signature Date

Please return this document to Head of Centre