Session checklist - additional centre exam

This checklist explains what you need to do, from start to finish, for an exam session at an additional centre or a home exam. Not all of the following instructions apply to home exams. If you’re unclear on how to proceed with any of the tasks you can find further information in the Additional Centre Invigilation Handbook (note the Section number references).

Before the day of the exam
- Read through the Additional Centre Invigilation Handbook.
- Check all exam paperwork is in the exam pack (Section 1.1).
- If you're invigilating a home exam, contact the student at least 48 hours beforehand (Section 1.3).
- If your home exam student tells you they want to cancel their exam, contact the Invigilation Team (Section 1.4).

On the day of the exam
- For a home exam, arrive at the student's address at least 15 minutes before the exam is due to start, and check all rooms and equipment the student will be using (Sections 2.1, 2.2, 2.3, 2.4).
- For other venues, arrive at least half an hour before the exam is due to start.
- Make sure you have your own paperwork to hand (i.e. Invigilator Report for Additional Centres, EC20/AC, the Exam Arrangements booklet and the Additional Centre Invigilation Handbook) (Section 2.2.1).
- Check the set-up of the exam room. Put up signs to help students find the exam room, exits and toilets (Section 2.2).

Starting the exam
Do the following in this order.
- Allow student(s) to take their seat(s) at least 10 minutes before the exam is due to start and ask them to leave bags and other items to one side (Section 3.1).
- Put each student's sealed pack of exam paperwork out on the desks (if you haven't already done so) (Section 3.2).
- Put out any special materials if necessary.
- Make your announcements, including asking them to check and sign their desk records, and any errata (Sections 3.3, 3.4).
- Start the exam on time.

During the exam
During the first 30 minutes do the following.
- Check students’ ID documents against their desk records (Section 4.1.2).
- Deal with any students who arrive late and give them an instruction card (Sections 4.1.1, 4.2.1).
- Don't allow any departures from the room (Section 4.2.6) except for students who feel ill (Section 8.4).
At all times during the exam

- Supervise to ensure students don’t use unauthorised materials (Sections 4.2.13, 9).
- Respond to requests for further answer booklets and other 'on request' items (Section 4.2.11).
- Continue to deal with any students who arrive late and give them the instruction card (Section 4.2.1).
- Deal with any students who indicate they've experienced special circumstances (Section 4.2.9) or who need to finish early (Section 4.2.8).
- Accompany any student who needs to leave the room temporarily (Section 4.2.6).
- After the first 30 minutes, collect in the desk records and other paperwork for absent students (Section 4.2.5).

Ending the exam

Do the following in this order.

- Tell students to stop writing and remain seated, then make your announcements (Section 5.1).
- Ask them to check they’ve written their personal details on their paperwork and have written their make and model of calculator on their answer booklet (Section 5.1).
- Collect all exam paperwork, including question papers, making your checks as you go (Section 5.1).
- Once all paperwork has been collected, ensure there are no queries then allow students to leave the exam room (Section 5.2).

After the exam

- Complete the Invigilator Report for Additional Centres, EC20/AC (Section 6.1).
- Batch each student’s paperwork (completed answer booklets, any supplementary booklets, desk record and question paper) and pack into the C4 envelopes (Section 6.2).
- Post all envelopes to Walton Hall using the postal service.