Session checklist - main centre exam

This checklist explains what you need to do, from start to finish, for an exam session at a main centre. If you're unclear on how to proceed with any of the tasks you can find further information in the Main Centre Invigilation Handbook (note the Section number references).

Before the day of the exam
- Read through the Main Centre Invigilation Handbook.
- If you're the senior invigilator, arrange an appointment with the exam centre to check the cartons of exam paperwork against the stationery despatch note (Section 1.2).
- If any contents are missing or you have any concerns, phone the Invigilation Team.

On the day of the exam
- Arrive at least an hour before the exam is due to begin.
- Collect the paperwork and start to prepare.

Setting up the exam venue
- Check the set-up of the exam room (Exam Session Summary, EC26). Put up signs to help students find the exam room, exits and toilets (Section 2.2).
- Fill out the seating plan and pin it up for students to see. Place row cards on the first desk of each row (Section 2.2.2).
- Put desk records out on the desks (Section 2.2.4), using the Exam Session Summary, EC26 and the Exam Attendance List (Section 1.2.4).
- Put question papers and answer booklets out on the desks (note: only do this if two or more invigilators are present, otherwise wait until students have been admitted) (Section 2.2.5).
- For resit exams in JUNE, SEPTEMBER and DECEMBER: Put out the ISP red plastic envelopes on the desks of any resit students (only the student should open the ISP pack) (Section 2.2.4).
- Put out any special materials, if necessary (Section 2.2.6).

Starting the exam
Do the following in this order.
- Let students into the room at least 10 minutes before the start and ask them to leave bags and other items to one side (Section 3.1).
- Deal with any additional arrangements (Section 4.2.7).
- Place question papers on the desks (if you haven't already done so) (Sections 2.2.4, 2.2.5 and 3.3).
- Make your announcements, including any errata (Section 3.3).
- Start the exam (Section 3.3.1).
During the exam
During the first 30 minutes do the following.

- Check the ID document(s) of all students (Section 4.1.2).
- Deal with students who arrive late and give them an instruction card (Sections 4.1.1 and 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

- Ensure students don’t use unauthorised materials (Section 4.2.12).
- 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 leave early (Section 4.2.8).
- Accompany any student who needs to leave the room temporarily (Section 4.2.6).
- Make time announcements (Section 4.2.2).
- 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 put down their pens and remain seated, then make your announcements (Section 5.1).
- Collect all exam paperwork, including question papers, making your checks as you go (Sections 5.1.1, 5.1.2 and 5.1.3).
- Once all paperwork has been collected, ensure there are no queries then allow students to leave the exam room (Section 5.1.4).

After the exam

- Complete the Senior Invigilator Report, EC20 form (Section 6.1).
- Batch each student’s paperwork (completed answer booklets, any supplementary booklets, desk record and question paper) in exam number order and pack them into the C4 envelopes, together with the paperwork for absent students (Sections 6.2 and 6.3).
- Batch the paperwork for those without valid ID and the Senior Invigilator Report, EC20 together with the Exam Attendance List into the C3 envelopes (Section 6.3).
- Pack all C4 envelopes into the pouches (Section 6.4).
- Liaise with exam centre custodian to find out about the disposal or return of surplus stationery (Section 6.8).