



# The Institute of Concrete Technology

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## Invigilators' Checklist

### Introduction

The role of the invigilator is to ensure that the exam is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities.
- ensure the security of the exam before, during and after the exam.
- prevent possible candidate malpractice.
- prevent possible administrative failures.

Invigilators **must**:

- be familiar with this checklist and the Guidelines for Examination Centres.
- give all their attention to conducting the exam properly.
- be able to observe each candidate in the exam room at all times.
- inform the head of the exams centre (or their appointed exams officer) if they are suspicious about the security of the exam papers. (In such cases, The Concrete Society **must** be immediately informed and sent a full written report within 7 days of the suspicion arising.)

Invigilators should be provided with badges so that they may be easily identified and acknowledged as a member of centre staff.

As candidates complete the details on their answer book, invigilators should move around the exam room ensuring that this is being done. If a candidate thinks that the question paper has a section missing or that he/she has not been prepared for the set texts or options being tested by the paper, the invigilator must report the problem to the exams officer immediately. The exams officer should check that the candidate has the right paper or has been entered for the correct exam.

During the exam, the invigilator must not make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however refer the matter immediately to the exams officer. They must NOT comment on the content of the question paper or give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the Concrete Society/ICT. They must not read a word or words printed on the question paper to a candidate, other than the instructions on the front cover or offer any advice or comment on the work of a candidate.

**The invigilator must not undertake any of the above as it constitutes malpractice.**

### Preparation

1. Venue's emergency evacuation policy – *be aware of it and adhere to it.*
2. The ICT Guidelines for Examination Centres – *copy in exam room.*
3. Invigilation sheet – *check start and finish time and number of candidates.*
4. Exam room – *desks, chairs; remove any helpful material that may be displayed.*
5. Board displaying centre number, actual start and finish times – *in exam room*
6. Seating plan –
  - *candidate name and number display on each desk in numerical order*
  - *record and keep until results have been published.*
7. Escort for toilets/unexpected event –
  - *arrange availability of a member of staff*
  - *means to contact them from exam room (if a mobile phone, have it turned off).*

8. Reception area –
  - preferably a room where candidates' belongings may be secured
  - drinks available if desired
9. Clock – good working order, spare battery; set up where all candidates can see it; all clocks synchronised.
10. Spare calculator(s) – available (A candidate may not borrow a calculator from another candidate during the exam, but an invigilator may give a candidate a replacement calculator.)
11. Answer books – include a couple of spares
12. Spare paper; secure attachment: treasury tags, hole punch; spare pens
13. Exam question paper –
  - collect about half an hour before the exam
  - check it is **the right one** from the envelope label, keep secure.

### **Procedure before exam starts**

1. Invigilation sheet - mark candidates present or absent, checking photo identification where appropriate.
2. Ask candidates to move into exam room and sit at the desk which has their name and candidate number (available on invigilation sheet) so that they are all seated 10-15 minutes before the start time (depending on number).
3. Tell candidates that they must now follow the regulations of the exam.
4. Ask: if there are any prohibited items in the room:
  - books, notes or any information that may help to answer questions (unless authorised on the front sheet of the exam question paper). The exception is Candidates whose English is not their first language may use an English language dictionary or a bilingual dictionary or both, which MUST be made known to the invigilator prior to the exam starting.
  - paper for rough work (nothing that might be passed from one candidate to another)
  - mobile telephones or any electronic communication or storage devices
  - food, but you are allowed to take in water; smoking is prohibited.
 If so, they are to be placed on the invigilator's desk, or a designated area, for the duration of the exam; mobiles switched off.
5. Inform that candidates may not leave exam until 2 hours have passed (1 hour for stage 1: Concrete Practice; or Aggregates in Construction.). Ask if there are any questions.
6. Place an answer book on each candidate's desk.
7. Open the packet of exam papers in the exam room; check the front of the paper for the exact requirements for authorised materials.
8. Ask candidates to fill in their candidate number and centre number on answer book.
9. Place an exam paper on each candidate's desk and tell them not to open the paper until told.
10. Read to them the instructions on the front of the exam paper.
11. Tell the candidates about any erratum notices.
12. Tell candidates when they may begin and how much time they have.

### **Procedure at the end of the exam**

1. Tell candidates to stop writing at the end of the exam.
2. Tell candidates to check that they have
  - written all the necessary information on their scripts including additional sheets;
  - crossed out any unintended answers (but not rough work);
  - fastened any additional sheets securely to the answer book with treasury tags supplied.
3. Collect all scripts and all unused stationery, before candidates leave the exam room.
4. Take the answer scripts and any paper with additional work from the candidates and keep them secure until they are sent to the above address by secure mail.
5. Check and sign the attendance register.