Instructions for Invigilators

Please read the instructions and make sure you understand them.

- All invigilators must arrive at the examination room no later than 30 minutes before the start.
- For the duration of the examination, an invigilator must not be engaged in any other activities.
- You may not be the sole/chief invigilator if you are a relative of a candidate, or a teacher who has prepared the candidates for the examination.
- There must be at least one invigilator present per 30 candidates.
- When there are fewer than 30 candidates and a sole invigilator, assistance must be available for the invigilator without them having to leave the room or disturb the candidates.
- Invigilators should preferably wear soft-soled shoes and should limit additional noises.

Before the examination:

- Ensure that the examination room set-up is as required:
  - All candidates in the room must be able to be seen by an invigilator at all times.
  - The temperature should be appropriate for the season and at the right temperature before the candidate(s) arrives.
  - Lighting must be adequate for reading and completing the examination.
  - The room should be located in a quiet area away from external noise.
  - The room should have a clock or a board on which to record the start and finish times of the examination. These should be easily visible to all candidates.
  - Listening equipment must be in good working order and the recording audible to every candidate.
  - Any display material that may be of assistance to candidates must be removed prior to candidates entering the room.
  - Where there is a sole invigilator, there must be a mobile phone available so that the invigilator can contact someone for assistance (for example if a candidate needs to leave the room). There must be at least one 'floating' invigilator to make period checks around the rooms.
  - The room must be arranged so that candidates face in the same direction. Desks should be 1.25m apart so that the invigilator can walk between them.
  - Writing surfaces should be as flat and smooth as possible, since holes and cracks in the surface make it difficult for candidates to write clearly.
  - The invigilator must monitor the candidates regularly throughout the exam by walking along the rows to check for malpractice of any kind.

If you are not satisfied that the criteria is met and it cannot be dealt with by the invigilators, please contact your Anglia Representative immediately.

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- The exam papers need to remain in a sealed envelope until the candidates are in the exam room.
- Open the examination pack. It should contain a question/answer paper for each candidate, Exam Centre Report, Invigilator report, sheets with any additional information and an envelope for the return of question/answer papers.
- If you feel there has been any breach of security with the examination pack please contact the Anglia Representative immediately.
- Candidates should be admitted to the room no more than 15 min. before the start time.
- Candidates should enter the room silently, only bringing in with them materials with which they're allowed to sit the examination. Bags and other materials must be left outside or at the back or front of the room, out of reach of the candidates and in view of the invigilators.
- Candidates must be reminded that they are under the regulations of Anglia from when they enter the room until they leave or until all papers have been collected.
- Candidates must be reminded that they are not to be in possession of any unauthorised materials or equipment, including dictionaries, notes, calculators, smart watches, earphones, mobile phones or any other communicative device.
- The following is a suggested script to read to candidates:

"Here are the examination regulations of Anglia Examinations and AIM Awards. ***No unauthorised material is permitted in the exam room*** *. If you have anything else with you, such as books or notes,* ***even if you did not intend to use them*** *, then you are in breach of the examination regulations and will be reported. For online exams, you must not open any browser or any other tab, other than Cirrus. If you do so, you will be disqualified. Turn off your phone and hand it in, with any unauthorised items you may have. Check that you have the* ***right examination paper*** *in front of you. Check your personal details. Place your* ***identity card on your desk*** *so I can check it during the examination without disturbing you. You must* ***not communicate*** *in any way with another candidate. If you want any help, put up your hand and I will come and help you. I can't help with the meaning of a question. I will tell you when you have 10 minutes of the examination left. The examination lasts for* ***..... hours (including the listening)*** *, and will* ***finish at.....*** *Good Luck."*

During the examination:

- Candidates must be supervised at all times throughout the examination – from when they enter the room until all examination papers have been collected.
- Candidates are not permitted to talk during the examination.
- Do not give any information to candidates on the meaning of, or how to answer a question; or suspected errors in the question paper.
- Any candidate arriving late will only be admitted if the Listening introduction is still being played. A candidate may enter quietly and be shown to their seat by the invigilator.
- Any candidate arriving after the Listening introduction has finished will not be admitted to the exam room.
- When a candidate has missed the Listening part of the exam, they are no longer allowed to sit the Reading / Writing section of the exam. As they will no longer be able to pass the exam.
- Once the listening section of the examination is over, the listening scripts should be collected by the invigilator. They should not remain on the candidate's desk for the duration of the examination. Candidates must then be told to commence the reading and writing paper (a short break between Listening and Reading/Writing is allowed. Be aware to resume the clock after a break).
- Latecomers at the RW section of the exam who arrive after the first half-hour will not be admitted to take this part of the examination.
- Ensure that if a student leaves the room temporarily they are supervised by a member of staff (preferably of the same sex).
- Candidates can leave the room once they have finished their paper.
- They are not permitted to leave in the last ten minutes as this may distract other candidates who are trying to finish their paper.
- Ensure that no examination paper is removed from the room.
- Instruct candidates to stop writing and remain seated at the end of the examination. Remind candidates that they are still under examination regulations until all papers have been collected and they have left the examination room.

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After the examination:

- Ask candidates to check that all the required information has been entered on their examination papers, including any additional answer sheets they may have used. If additional sheets have been used, they should be fastened securely to the candidate's examination paper by means of a paper clip.
- Collect all paper-based scripts before the candidates leave the room and batch the listening papers and written papers into two separate piles, per level.
- Once all examination papers have been collected, tell candidates they are free to leave.
- Fill in the Exam Centre Report and the Invigilator report(s). Seal it in the envelope provided along with all the examination papers (used & unused).
- Complete any further paperwork and return the examination papers, in consultation with the Anglia Office.

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