

Invigilator Training (new invigilators)

09.30 Welcome and introductions

09.35 Tour of the building

09.50 Safeguarding

The purpose of invigilation – discussion

10.00 Before the exam

- Timetables
- Registers
- Special access arrangements
- Check list
- Whiteboard
- Dictionaries
- Desk cards
- Reporting absences

10.30 Coffee break

10.50 During the exam

- Remaining vigilant
- Signing documentation
- Toilet breaks
- Identifying malpractice (video)
- Operating the walkie talkie (practical demonstration)
- Incident book
- Rest breaks

11.20 Evacuation and lockdown procedures (Val)

11.45 Ending the exam

- 5 minute warning
- Collecting papers – checking information
- Dismissing candidates
- Extra time

12.00 After the exam

- Collection of materials
- Re-setting the room ready for next exam

12.15 Questions

- What to do if

12.30 End