GUIDELINES FOR INVIGILATORS

1. Please note that the following may not act as invigilators:
   - anyone related to the candidate by birth or marriage
   - anyone in a personal relationship with the candidate
   - anyone who lives with or shares the same home-address as the candidate
   - anyone who has been involved in any way in helping a candidate prepare for the examination
   - invigilators may not be in a personal relationship or share the same home address as each other

2. Two invigilators must be used for every examination:
   (a) In the case of sole candidates at least one of the two invigilators must be a professional person or hold a position of standing in the community. Examples of such persons are: people with professional qualifications such as teachers, librarians, accountants, solicitors; civil servants; officials of organisations such as the British Council; ministers of religion.
   (b) Where examinations are held at a Branch, the organiser may act as an invigilator provided the conditions listed in (1) above are met. It is customary for at least one of the invigilators to be a Branch Officer.

3. General
   - The examination may not take place in the home of a candidate.
   - if a candidate feels unwell during the examination, one invigilator may leave the room with the candidate to take whatever action he/she feels is appropriate.
   - candidates must leave jackets/coats, books and any bags other than handbags in a designated area of the room, away from desks.
   - candidates are not permitted to move around the room during the examination.
   - candidates may leave the room before the scheduled end of the examination only at the invigilators’ discretion.

4. At the beginning of the examination, the invigilators should:
   - ensure that candidates have writing-paper and pens.
   - check that there are sufficient copies of the question-papers.
   - distribute question-papers, face down, on candidates’ desks.
   - at the scheduled time, instruct candidates to turn over question-papers and begin.

5. During the examination the invigilators should:
   - inform candidates when there are 30 minutes remaining.
   - inform candidates when there are 10 minutes remaining.
   - at the scheduled time, instruct candidates to stop writing.

6. At the end of the examination the invigilators must:
   - complete and sign X1-14
   - gather in the answer-scripts and all question-papers.
   - scan all answer-scripts and X1-14
   - photocopy all answer scripts and X1-14
   - email scanned copies of all answer scripts and X1-14 to the examiner, translator (if applicable) and RSCDS Examinations Officer
   - post originals of all answer scripts, question papers and X1-14 to the examiner or translator (if applicable)
   - email scanned copy of X1-14 to RSCDS Examinations Officer
• retain all photocopies until the candidates have received their results.

• alternative method; as described above, but rather than emailing scanned copies of answer scripts, question papers and X1-14 the documents can be posted to the Examiner or translator by recorded / registered post. Photocopies of all answer-scripts and X1-14 should be retained by the organiser / invigilator until the candidates have received their results.