

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.