A. It is the responsibility of the **organiser** of the examination or, in the case of a sole candidate, the **invigilator** to ensure that:

(i) the room where the examination is held is quiet and well-lit, and provides comfortable seating at desks or tables of a height appropriate for taking a written examination. Examinations are not allowed to be held in the home of a candidate.

(ii) there is no interruption from any source for the two-hour duration.

(iii) there is an accurate clock visible to the candidate(s).

(iv) immediately following the completion of the examination scanned copies of the completed answer-scripts of all candidates are made and are emailed along, with a copy of Section C of this document, duly completed, to RSCDS Examination Officer. If this is not possible, or the quality of the scanned copies is poor, answer-scripts should be photocopied and posted to RSCDS Examination officer and to the designated examiner (or translator*) by recorded delivery. Copies of the answer-scripts should be held by the organiser / invigilator until the candidates receive their results.

(v) copies of the completed answer-scripts are emailed to the designated examiner (or translator*) at the very earliest opportunity following the examination, as well as to examhelp@rscds.org. **Ideally, the answer-scripts should be emailed no later than the Monday immediately following the date of the examination.** Please note that candidates are not permitted to keep the question-paper at the time of the examination, but a copy of the question-paper is sent out later along with the notification of the result. The originals should be kept by the organiser until they are directed by HQ to destroy them.

B. It is the responsibility of the **invigilator(s)** to ensure that:

(i) just before the start of the examination the candidate(s) receive a printed copy of the examination paper.

(ii) if a computer is being used, that access to the internet is not available throughout the examination, and that there are no digital copies of any books, study-notes or materials relating to Scottish country dancing held on the computer.

(ii) during the examination no candidate is allowed (a) access to any books, study-notes or materials relating to Scottish country dancing; (b) communication with anyone else in the room; (c) extra time beyond the two hours’ duration.

(iii) once copies have been made [see A (iv) above] immediately following the examination, the completed answer-scripts and all the question-papers are emailed to the examiner and/or translator* along with this Form duly completed.

(iv) the instructions detailed in the Society’s Guidelines for Invigilators (X1-13) have been followed.

**NOTE:** In cases where translation is to be undertaken for one or some - but not all - of the candidates, it will be necessary to separate the answer-scripts into two sets, each with its own copy of this Form. One set should contain the answer-scripts which do not require translation, and these must be emailed to the examiner immediately after the examination. The other set will be the answer-scripts which do require translation, and these should be emailed separately to the translator immediately after the examination along with the appropriate copy of this Form.
Section C.
To be completed and signed either by the organiser and invigilator(s) where examinations are held at a Branch/centre or by the invigilator alone for an examination taken by a sole candidate:

I / we confirm that:
(1) none of the invigilators:
   • is a relative of any of the candidates
   • is in a personal relationship with any of the candidates
   • lives with or shares the same home-address as any of the candidates
   • has been involved in any way in helping the candidates prepare for the examination
   • the invigilators are not in a personal relationship or share the same home address as each other

(2) all the conditions set out in A. and B. overleaf were properly met for the conduct of the examination for Teaching Certificate Part I — Unit 1 at:

Venue: …………………………………………………………. …………………………………………………………
(Please give full street address)

Time: …………………….…………  Date: …………………………………………………………..

If there was any occurrence which did not meet these conditions, please provide a brief description at the end of the form.

(3) copies of the answer-scripts for all the candidates listed below have been made, together with the completed copy of Section C of this form and emailed to Headquarters and the examiner / translator.

(4) answer-scripts (and question-papers) for the candidates listed below sent to the Examinations Officer and Examiner / Translator:

To the invigilator(s): please print the names of candidates below. Enter on a separate copy of this Form the name of any candidate whose answer-script is to be translated (see Note overleaf).

<table>
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<tr>
<th>Name of candidate</th>
<th>Membership No.</th>
<th>Present</th>
<th>Absent</th>
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Invigilator (1): ...........................................  Invigilator (2): ............................................

Date: ...........................................................  Date: ...........................................................

Organiser: .....................................................

Date: ..........................................................

When completed, this Form should be sent with the answer-scripts and mailed to the designated examiner and/or translator*, or by recorded/registered delivery if by post.

XI-14 0ct 2018