EXAMINATION INVIGILATION PROCEDURES

1. Scope of the procedure

This procedure applies to supervisors appointed by St. John's Central College of Further Education & Training for the purpose of supervising examinations. All supervisors must attend a briefing before commencing their supervision duties.

2. Procedure details

2.1 Collect exam papers, answer books and blank cards from the exam co-ordinator at the exam centre and sign the supervisors collection form

2.2 Arrive at the appointed room at least 15 minutes before the starting time of the examination

2.3 Instruct all students to leave books and bags at the top of the room

2.4 Distribute answer books and blank cards

2.5 On the first day of the examination instruct the students to write on the blank card their
- 2.5.1 QQI/PPS number (available on the attendance roll)
- 2.5.2 Title of their class

2.6 Before opening the examination envelope request two students to sign the sealed examination

2.7 Check that the examination label on the front of the plastic envelope corresponds with the cover sheet of the examinations papers enclosed. If a discrepancy occurs do not distribute the exam papers and notify the centre supervisor immediately.

2.8 Read the enclosed Examination Regulations to the students

2.9 Distribute the examination papers and instruct the students to leave the papers down-turned on the desks until instructed to start the examination

2.10 During the examination circulate with the class roll(s) and ensure that each student signs in the space below his/her name in your presence. (*if students require their QQI/PPS number it is available on the class roll*)

2.11 Using the Superintendent's Report Form, complete the room plan, of the seating arrangements using the QQI/PPS number of the students

2.12 At the end of the exam time instruct the students to stop writing and collect the answer books.

2.13 Place the answer books, roll and Superintendent's report in the plastic envelope, seal and enter the total number of scripts on the front of the envelope.

2.14 Return the exams to the examinations supervisor at the Location or the Main Office if the examination is held in the college.

2.15 Sign the supervisor's examination submission form.

3. Associated documents

- Superintendents Report Form
- Examination Regulations