

**CONTRACTS SERVICES  
PDP EXAMINATION INVIGILATOR'S REPORT FORM**

**INVIGILATOR'S REPORT**

This is to certify that I/we  
(Print Name(s))

acted as invigilator(s) at the examination detailed below.

Training Provider Name		TP Number	
Course ID		Paper Series	
Date		Start time	Finish time

and SQA's instructions were strictly followed. The number of candidates sitting the module were as follows:

Module Number	Module Title	No. of Candidates	Comments
25W	PDP 5 Year Written Assessment		

Any special circumstances relating to the examination are shown below under 'General Remarks'

**General Remarks**

Signature(s)

Date

# INSTRUCTIONS FOR INVIGILATORS

## Invigilators should also refer to the specific instructions for Paper-based or Online examinations

Invigilators are responsible for ensuring that candidates correctly complete the documentation and that examinations are properly conducted. The following is a check list for use by invigilators.

### Invigilators must:

- ◆ Ensure that the centre has carried out the necessary identity/security checks at the commencement of the course and prior to the examinations (see Sections 9.6.3 & 10.3.3).
  - ◆ Ensure that the examination takes place as detailed on the approved programme to which they refer, and that it occurs at the time and place previously notified to SQA.
  - ◆ Check to see if any candidates are to be permitted to take examinations under the adjustments for candidates with additional support needs (see Section 10.7).
  - ◆ Ensure that the seating in the examination room is arranged in such a way that there is no possibility of collusion or interference. Candidates should be at single desks with 1.5 metres between heads. The invigilator must be able to see all of the candidates at all times during the examinations.
  - ◆ Ensure that all displays of material that may be of assistance to candidates in answering questions are removed.
  - ◆ Ensure that the candidates do not have access to reference material, notes, etc. These should either be left outside the room, or placed where they cannot be seen.
  - ◆ **Ensure that candidates understand that all queries regarding the examinations must be channelled through the training provider, and must not be addressed to SQA direct.**
  - ◆ Ensure that candidates understand the appeals procedure (see Section 13). Candidates should also be informed that the marking and result calculation processes fall within the scope of the Data Protection Act, section 4.4.2. If the candidate wishes to appeal their result it should be done as per the appeals procedure.
  - ◆ **Before the first examination**, give a briefing, covering the following points:
    - Emphasise that all mobile telephones and pagers must be switched off.
    - Explain how to attract the attention of the invigilator.
    - Explain that the examination is being taken under SQA rules. Anyone found to be colluding with anyone else, or guilty of any other irregular conduct likely to give an advantage will be asked to leave, and the Candidate Exam Response Sheet will not be processed. The candidate must also be allowed the opportunity to make a statement which must be returned to SQA.
    - Tell the candidates how many questions there are, and how long they have to complete the question paper.
    - Advise candidates to read the instructions and to check their work.
    - Explain that they may leave when half of the time allowed has elapsed, but that they must do so quietly, without disturbing other candidates.
    - Explain that once they have left the room they may not return.
  - ◆ **At the end of the examinations the invigilator must:**
    - Not discuss the papers with candidates, or permit any review of the answers with anyone.
    - Complete the Invigilator report form and ensure it is returned to the Examination Secretary.
    - Ensure that question papers and Candidate Examination Response Sheets are returned to the examination secretary by the fastest possible secure means.
- Or
- Ensure that once all online examinations have been completed successfully that this is informed to the examination secretary at the earliest opportunity.