**INVIGILATOR ROLE**

**Under the terms and conditions of service invigilators should:**

1. Complete and sign his/her mandatory agreement
2. Be familiar with all relevant notices, instructions and requirements relating to the specific examination
3. Be smartly dressed
4. Be impartially friendly to candidates
5. Be punctual
6. Adhere to all instructions issued by the supervisor or co-ordinator
7. Place sings and notices outside the exam room as per supervisor’s or co-ordinator’s instructions
8. Check each candidate’s ID and statement of entry before and during the exam
9. Issue correct materials promptly and efficiently
10. Patrol his/her allocated sector
11. Ensure that only permitted materials are on each candidate’s desk (i.e. pen, pencil, eraser, test paper, draft paper supplied by exam organisers)
12. Ensure that candidates in his/her sector transfer their answers to mark sheets where relevant
13. Return all papers, sorted according to instructions, to the supervisor
14. Refer candidates’ enquiries to examination supervisors or co-ordinators where appropriate
15. Ensure that no unauthorised persons enter the examination room

**The invigilator should not:**

* read candidates’ scripts
* answer candidates’ questions concerning the examination content
* talk to other invigilators during the exam
* smoke in the examination room
* leave the examination room during the exam without permission from the supervisor.