

Exam Invigilation

After the Exam Checklist

After the exam

Tell students to stop working. Remind them they are still under exam conditions.

Instruct students to make sure they have put all necessary information on their script and attached any additional sheets

Collect all scripts from students

Check the names on scripts against the attendance register

Make sure there is a script for every student

Pack scripts in the order shown on the attendance register

Check that students have given their correct name, candidate number and centre number

Keep scripts secure

Return any unused examination stationery/answer booklets to the secure room

Students must only be allowed to leave the examination room if the secure period has ended

Packing scripts

Use the envelope provided by OxfordAQA to return scripts

Make sure all scripts are included for each unit, including any word-processed documents, and those sat in a different room/venue

Use a separate envelope to pack scripts for each component/unit

Enclose the component/unit attendance register

Make sure cover sheets are attached where necessary

Use the pre-addressed label sent by OxfordAQA.

Use only one label per package

Do not mix the return bags – if there are too many scripts for the envelope, you can download additional labels

Returning scripts

Dispatch scripts on the same day as the exam wherever possible

Keep scripts in secure storage until they can be collected by a carrier (DHL)

Obtain and keep proof of postage

Return carrier (DHL) collection arrangements

Arrange exam script collections with DHL before every exam series

Agree a collection time window and pick-up point

Book additional ad-hoc collections for early exams or externally marked Non-Examination Assessments

For ad-hoc collections, record each booking reference number on the [consignment tracker](#)

Store packages securely until the driver arrives.
