

OxfordAQA

After the exam checklist for invigilators and exam officers

March 2026

After the exam – checklist for invigilators

Tell students to stop working. Remind them they are still under exam conditions.	<input type="checkbox"/>
Instruct students to make sure they have put all necessary information on their script and attached any additional sheets	<input type="checkbox"/>
Collect all scripts from students	<input type="checkbox"/>
Check the names on scripts against the attendance register	<input type="checkbox"/>
Make sure there is a script for every student	<input type="checkbox"/>
Pack scripts in the order shown on the attendance register	<input type="checkbox"/>
Check that students have given their correct name, candidate number and centre number	<input type="checkbox"/>
Keep scripts secure	<input type="checkbox"/>
Return any unused examination stationery/answer booklets to the secure room	<input type="checkbox"/>
Students must only be allowed to leave the examination room if the secure period has ended	<input type="checkbox"/>

Packing scripts – checklist for exam officers

Use the envelope provided by OxfordAQA to return scripts	<input type="checkbox"/>
Make sure all scripts are included for each unit, including any word-processed documents, and those sat in a different room/venue	<input type="checkbox"/>
Use a separate envelope to pack scripts for each component/unit	<input type="checkbox"/>
Enclose the component/unit attendance register. Please ensure the completed attendance register is scanned or photocopied for your records	<input type="checkbox"/>
Make sure cover sheets are attached where necessary	<input type="checkbox"/>
Use the pre-addressed label sent by OxfordAQA.	<input type="checkbox"/>
Use only one label per package	<input type="checkbox"/>
Do not mix the return bags – if there are too many scripts for the envelope, you can download additional labels	<input type="checkbox"/>

Returning scripts – checklist for exam officers

Dispatch scripts on the same day as the exam wherever possible	<input type="checkbox"/>
Keep scripts in secure storage until they can be collected by a carrier (DHL)	<input type="checkbox"/>
Obtain and keep proof of postage	<input type="checkbox"/>

Return carrier (DHL) collection arrangements – checklist for exam officers

Arrange exam script collections with DHL before every exam series	<input type="checkbox"/>
Agree a collection time window and pick-up point	<input type="checkbox"/>
Book additional ad-hoc collections for early exams or externally marked Non-Examination Assessments	<input type="checkbox"/>
For ad-hoc collections, record each booking reference number on the consignment tracker	<input type="checkbox"/>
Store packages securely until the driver arrives.	<input type="checkbox"/>