

OxfordAQA

After the exam checklist for invigilators and exam officers

October 2026

After the exam – checklist for invigilators

Tell students to stop working. Remind them they are still under exam conditions.	☐
Allow any students who arrived late and were given their full working time to continue until their allocated finish time.	☐
Instruct students to check they have entered all required information on their script and any additional sheets, including their name, candidate number and centre number.	☐
Remind students to check their answers are clearly and correctly numbered.	☐
Make sure any loose additional answer sheets are placed inside the main answer booklet. Do not use paper clips or staples.	☐
Collect all scripts, question papers and other exam materials before students leave the examination room.	☐
Check there is a script for every student marked as present on the attendance register.	☐
Check the names on scripts against the attendance register.	☐
Check students have entered the correct centre number and candidate number on their scripts.	☐
Arrange scripts in the same order as the attendance register. Do not include scripts for absent students.	☐
Check that no loose sheets or other exam materials have been left behind.	☐
Hand all scripts, the attendance registers and other collected materials to the Exams Officer.	☐
Hand any unused examination stationery/answer booklets to the Exams Officer.	☐
Only allow students to leave the examination room when instructed and once any required secure period has ended.	☐

Packing scripts – checklist for Exams Officers

Check that all scripts and materials have been handed over by the invigilator.	☐
Use a separate OxfordAQA script return bag for each component/unit.	☐
Do not include scripts for absent students.	☐

Include all completed scripts for the component/unit, including word-processed scripts and scripts from students accommodated in separate rooms.	☐
Arrange scripts in the same order as students appear on the attendance register.	☐
Enclose the completed component/unit attendance register.	☐
Include any required cover sheets, for example where a student has used a scribe.	☐
Print and attach the correct component label to the script return bag.	☐
Attach the peel-off fixed address label provided on the attendance register.	☐
Check that both labels are securely attached and clearly visible.	☐
Seal the white script return bag securely. Do not use staples, string or tape.	☐
Do not mix components/units in the same script return bag.	☐
Do not overfill script return bags. If there are too many scripts for one bag, use an additional bag and obtain an additional component label.	☐
Keep scripts confidential. They must not be read, photocopied or reproduced before being sent to OxfordAQA.	☐

Returning scripts – checklist for exam officers

Dispatch scripts as soon as possible after the examination, wherever possible on the same day.	☐
If scripts cannot be dispatched immediately, keep them sealed and securely stored in the secure storage room until collection or dispatch.	☐
Keep scripts securely stored until collection and do not leave packages unattended at the collection point.	☐
Obtain and retain proof of postage/dispatch until results are published.	☐
At the end of the exam series, check secure storage for any scripts, additional pages or word-processed materials that still need to be returned.	☐

Exam materials after the exam – checklist for Exam Officers

Return unused examination stationery and answer booklets to secure storage.	☐
Do not use unused OxfordAQA examination stationery for school tests, mock examinations or coursework.	☐
Securely destroy any examination stationery that is out of date.	☐
Keep unused question papers and other confidential materials in approved secure storage for at least 24 hours after the examination ends.	☐
Do not release question papers to staff until the examination has officially ended according to OxfordAQA's published finishing time. Where a timetable variation has been used, do not release papers until all students at the school have finished the examination.	☐

Return carrier (DHL) collection arrangements – checklist for Exam Officers

Arrange exam script collections with DHL before each exam series	☐
Agree a collection time window and collection point.	☐
Book additional ad-hoc collections where required, including for early exams or externally marked Non-Examination Assessments where applicable.	☐
For ad-hoc collections, record the booking reference number on the consignment tracker .	☐
Keep packages secure until the DHL driver arrives.	☐
Record/retain the relevant tracking or collection details.	☐