

# OxfordAQA

## Exam Invigilation Checklist for invigilators

March 2026

This checklist summarises the most essential actions for invigilating written examinations. It must be issued to invigilators as part of their preparation and training.

Invigilators must be familiar with the latest version of the [OxfordAQA Handbook](#) before the examinations begin.

## Section 1 – At the beginning of the exam

| Preparing the exam room                                                                                                                  |                          |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Exam room                                                                                                                                |                          |
| Check that the exam room conditions are suitable (heat, lighting, noise, cleanliness).                                                   | <input type="checkbox"/> |
| Clock                                                                                                                                    |                          |
| Check that an analogue and/or digital clock is visible to all students.                                                                  | <input type="checkbox"/> |
| Warning posters                                                                                                                          |                          |
| Ensure the <a href="#">Warning to Students</a> and <a href="#">No Unauthorised Items</a> posters are displayed outside the exam room.    | <input type="checkbox"/> |
| Display material                                                                                                                         |                          |
| Check that the display board shows - centre number, subject title, paper number, date and actual start/finish times of each examination. | <input type="checkbox"/> |
| Check all display material (maps, diagrams, wall charts, projected images) has been removed or covered.                                  | <input type="checkbox"/> |
| Documents                                                                                                                                |                          |
| Check you have a printed or electronic copy of the latest <a href="#">OxfordAQA Handbook</a> .                                           | <input type="checkbox"/> |
| Ensure subject-specific instructions and stationery lists issued by OxfordAQA are available.                                             | <input type="checkbox"/> |
| Check you have the OxfordAQA <a href="#">Invigilator Announcement</a> ready to read in English.                                          | <input type="checkbox"/> |
| Mobile phone                                                                                                                             |                          |
| Ensure your mobile phone is set to silent mode (used in emergencies only).                                                               | <input type="checkbox"/> |

## Section 2 – Before the exam starts

|                                                                                                                                                                                                                |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Invigilator training</b>                                                                                                                                                                                    |                          |
| Attend invigilator training and read the latest OxfordAQA guidance.                                                                                                                                            | <input type="checkbox"/> |
| Review the OxfordAQA Invigilator Announcement.                                                                                                                                                                 | <input type="checkbox"/> |
| <b>Identifying students</b>                                                                                                                                                                                    |                          |
| Check the identity of every student in the exam room.                                                                                                                                                          | <input type="checkbox"/> |
| For private candidates, check that formal identification documents match the exam entry. You <b>must</b> ensure that they are the same people who were entered/registered for the examination/assessment       | <input type="checkbox"/> |
| <b>Access arrangements</b>                                                                                                                                                                                     |                          |
| Check with the exams officer in advance which students have access arrangements..                                                                                                                              | <input type="checkbox"/> |
| Ensure you understand the nature and delivery of the arrangements (e.g. 25% extra time, supervised rest breaks).                                                                                               | <input type="checkbox"/> |
| Confirm permitted materials: bilingual dictionary, coloured overlay, a modified enlarged papers.                                                                                                               | <input type="checkbox"/> |
| Ensure students with approved access arrangements are clearly identified on the seating plan.                                                                                                                  | <input type="checkbox"/> |
| <b>Question paper security</b>                                                                                                                                                                                 |                          |
| Perform the <a href="#">Second Pair of Eyes Check</a> (see section 4.4.5 of the handbook for further info) on the question paper packets.                                                                      | <input type="checkbox"/> |
| If packets show damage or tampering, complete the <a href="#">Damaged Packet form</a> and email <a href="mailto:info@oxfordaqa.com">info@oxfordaqa.com</a> .                                                   | <input type="checkbox"/> |
| <b>Calculators and dictionaries</b>                                                                                                                                                                            |                          |
| Check the front of the question paper for the exact requirements for authorised materials, particularly calculators, dictionaries (see section 5 of this document for further info), anthologies and set texts | <input type="checkbox"/> |
| <b>Invigilator's announcements</b>                                                                                                                                                                             |                          |
| Tell students they must follow exam regulations.                                                                                                                                                               | <input type="checkbox"/> |
| Read the <a href="#">Invigilator Announcement</a> in English (and repeat in another language if needed).                                                                                                       | <input type="checkbox"/> |

| Unauthorised materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Warn students that they must hand in any unauthorised materials, including (but not limited to):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• electronic devices with data storage and/or communication capabilities, such as:</li> <li>• mobile phones,</li> <li>• cameras,</li> <li>• e-readers,</li> <li>• Bluetooth headsets, air pods, earphones/earbuds, iPods,</li> <li>• MP3/4 players or similar devices,</li> <li>• tablet or laptop computers,</li> <li>• watches and 'smart wear' such as smart glasses and smart watches</li> <li>• revision notes of any kind</li> <li>• calculator cases</li> <li>• non-transparent pencil cases</li> <li>• any packaging with images or text on it (students should put food or drink in plain packaging see <b>section 5.1.9.1 (b) of the handbook</b> for more information)</li> <li>• weapons of any kind.</li> </ul> |                          |
| Ensure items are stored securely.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |
| Student preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |
| Tell students to check they have the correct question paper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| Tell students to read the instructions on the front of the paper and any and any supplementary sheets, e.g. full name, candidate number and centre number in black ink.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| Ensure students do not write anything and do not open the question paper until instructed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> |
| Remind students to write clearly in black ink and not use highlighters or gel pens in their answers and to write in the designated sections of the answer booklet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| Erratum notice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
| Inform students of any erratum notices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| Beginning the exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |
| Tell students when they may begin and how much time they have.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| Ensure students only open their papers when instructed to do so.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |

## Section 3 – During the exam

| Attendance and timekeeping                                                                                                                                                                                                                                                                                                |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Complete the attendance register – (see section 5.1.3 of the <i>OxfordAQA Handbook</i> ).                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| Follow procedures for late arrivals – (See section 5.1.10 of the <i>OxfordAQA Handbook</i> if a student arrives late).                                                                                                                                                                                                    | <input type="checkbox"/> |
| Maintaining exam conditions                                                                                                                                                                                                                                                                                               |                          |
| Do not allow communication between students.                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| Maintain full visibility of all students.                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| Be alert for malpractice (e.g. hidden notes, unauthorised devices).                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| Move quietly around the room to monitor students.                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| Do not read or mark papers during the exam.                                                                                                                                                                                                                                                                               | <input type="checkbox"/> |
| Providing assistance                                                                                                                                                                                                                                                                                                      |                          |
| Do not give information about exam content: <ul style="list-style-type: none"> <li>• suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by OxfordAQA.</li> <li>• any question on the paper or the requirements for answering particular questions.</li> </ul> | <input type="checkbox"/> |
| Leaving the examination room                                                                                                                                                                                                                                                                                              |                          |
| Follow guidance (section 5.2.3 of the <i>OxfordAQA Handbook</i> ) on when students may leave.                                                                                                                                                                                                                             | <input type="checkbox"/> |
| Ensure no question papers leave the examination room during the examination.                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| Make sure that an appropriate member of staff is available to accompany any students who need to leave the room temporarily.                                                                                                                                                                                              | <input type="checkbox"/> |
| Emergencies                                                                                                                                                                                                                                                                                                               |                          |
| Follow the school evacuation procedure.                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |
| Refer to OxfordAQA emergency guidance (see <b>section 5.2.5</b> of the OxfordAQA handbook).                                                                                                                                                                                                                               | <input type="checkbox"/> |
| Record keeping                                                                                                                                                                                                                                                                                                            |                          |
| Keep a record of any incidents or irregularities which arise during the examination in the <a href="#">Exam Room Incident Log</a> .                                                                                                                                                                                       | <input type="checkbox"/> |
| Tell students to stop writing and remain seated at the end of the examination                                                                                                                                                                                                                                             | <input type="checkbox"/> |

## Section 4 – At the end of the exam

|                                                                                                                                                                                                                                                                                                                                     |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Invigilators' announcement</b>                                                                                                                                                                                                                                                                                                   |                          |
| Read aloud the end of exam instructions here.                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
| <b>Attendance register</b>                                                                                                                                                                                                                                                                                                          |                          |
| Check and sign the attendance register.                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| <b>Student checks before collecting scripts</b>                                                                                                                                                                                                                                                                                     |                          |
| <p>Tell students to check that they have:</p> <ul style="list-style-type: none"> <li>written all the <b>required</b> information on their scripts including supplementary answer sheets</li> <li>crossed out rough work or unwanted answers.</li> </ul> <p>Placed any loose additional answer sheets inside the answer booklet.</p> | <input type="checkbox"/> |
| <b>Collecting materials</b>                                                                                                                                                                                                                                                                                                         |                          |
| Collect all scripts, question papers and any other material before students leave the examination room                                                                                                                                                                                                                              | <input type="checkbox"/> |
| Ensure scripts match the attendance register and arrange in register order.                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| Check all student details are completed correctly.                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| <b>Organising scripts</b>                                                                                                                                                                                                                                                                                                           |                          |
| Arrange the scripts (question papers with student answers) and answer booklets put into candidate number order.                                                                                                                                                                                                                     | <input type="checkbox"/> |
| Seal scripts in an envelope in front of students (if using only one exam room).                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| <b>Dismissal</b>                                                                                                                                                                                                                                                                                                                    |                          |
| Tell students they may leave the room.                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |

At the end of the exam (after students have left the room)

|                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>For multiple exam rooms</b>                                                                                      |                          |
| If used multiple exam rooms, bring all scripts and answer booklets together to be sealed in candidate number order. | <input type="checkbox"/> |
| <b>Handover</b>                                                                                                     |                          |
| Hand over all collected materials to the Exams Officer for secure dispatch.                                         | <input type="checkbox"/> |
| <b>Storage</b>                                                                                                      |                          |
| Make sure that scripts are stored securely before being sent to OxfordAQA.                                          | <input type="checkbox"/> |
| <b>Dismissal</b>                                                                                                    |                          |
| Complete and sign the seating plan and incident log if applicable.                                                  | <input type="checkbox"/> |

## Section 5 – Use of calculators and dictionaries

| Finishing the examination                                                                                                                 |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Students can use calculators, unless the specification or front of the question paper says otherwise.                                     | <input type="checkbox"/> |
| Students are not allowed to use dictionaries in any examinations, unless the specification or front of the question paper says otherwise. | <input type="checkbox"/> |
| Students who meet the latest OxfordAQA guidance may use <a href="#">bilingual dictionaries</a>                                            | <input type="checkbox"/> |