

OxfordAQA

Invigilator training checklist

March 2026

This checklist is designed to support the planning and delivery of invigilator training and briefing sessions for invigilators. Once completed, it must be retained by the Exams Officer as OxfordAQA may request to review it.

Introduction	
Invigilators play a key role in upholding the integrity of the examination process. The role of the invigilator is to ensure that the examination is conducted in accordance with the OxfordAQA Handbook to: • ensure all students have an equal opportunity to demonstrate their abilities • ensure the security of the examination materials before, during and after the examination • prevent student malpractice • prevent administrative failures.	☐
Familiarisation with key documents including: • OxfordAQA Handbook • OxfordAQA Checklist for Invigilators (for written examinations) • OxfordAQA Warning to students poster • OxfordAQA No unauthorised items poster • any specific instructions relating to the subjects being examined. Conducting OxfordAQA Listening Tests Conducting OxfordAQA Speaking Tests Speaking test checklist Information for students (for written examinations) Information for students (On screen tests)	☐
Familiarisation with the school's key arrangements and policies, including: • contingency plan • emergency evacuation procedures • safeguarding policy • documentation that the invigilator is required to complete to declare any conflicts of interest or current malpractice/maladministration sanctions. Centre Conflict of Interest	☐

Invigilation arrangements	
Before the start of the examination, stress to invigilators that their mobile phones must not be used for anything other than requesting help, or in exam emergency. Invigilators must check that their mobile phone, to be used in emergencies only, has been switched to silent mode.	☐
The arrangements for invigilators to contact a member of school staff should an incident occur (particularly arrangements for sole invigilators).	☐
Invigilators must be able to see all students. Particular attention should be paid to ensuring all students can be seen if the school is using screened booths for Listening examinations.	☐
The arrangements for notifying the Exams Officer or Head of Centre if invigilators are suspicious about the security of the question papers.	☐
The requirements and arrangements for dealing with disruptive students in the examination room and recording the incident. Exam Room Incident Log	☐
The requirements and arrangements for removing any unauthorised material that a student may have in the examination.	☐
Your school arrangements for storing unauthorised items that may be handed in prior to the start of an examination.	☐
OxfordAQA Notice to School – The people present in the examination room Which school staff are allowed to enter the examination room and any restrictions? What should an invigilator do if an unauthorised individual enters the examination room?	☐
The requirements and arrangements for invigilating on-screen examinations (for further information please refer to Section 5.7.3 in the OxfordAQA Handbook).	☐

Invigilation arrangements for students with access arrangements	
The requirements and arrangements for invigilators who are required to move around the exam room to actively monitor students.	☐
The requirements and arrangements for invigilators also acting as a practical assistant, a reader and/or a scribe.	☐
The requirements for invigilators where students have a Communication Professional or a Language Modifier.	☐
The requirements and arrangements for invigilating students with access arrangements including colour naming for students who are colour blind and using word processors.	☐

Setting up the examination room	
The responsibility of invigilators in setting up the examination room may vary between schools. Topics to consider include: • The invigilator's responsibility for checking that any charts, diagrams, etc. have been cleared from the walls. • The invigilator's responsibility for checking that you have the following on display: ○ an analogue and/or digital clock that all students can see clearly; ○ a board/display showing the school's centre number, subject title, paper number and the actual starting and finishing time, and date of each examination. • Informing invigilators that a printed paper copy or an electronic copy, accessible via a laptop or tablet, of the OxfordAQA Handbook must be available in the main examination hall/room. • Informing invigilators of subject specific instructions and/or stationery lists issued by OxfordAQA. • Informing invigilators about seating plans.	☐
The requirements and arrangements for ensuring that the conditions for question papers, stationery, materials and other equipment are met. Stress to invigilators that question papers must never be left unattended. Inform invigilators of the requirements relating to the security of question papers and the importance of another member of school staff checking the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded.	☐

Identifying students

The requirements and arrangements for identifying every student in the examination room and the role of the invigilator.	☐
The requirements and arrangements for checking the documentary evidence that private candidates provide to ensure that they are the same people who were entered/registered for the examination/assessment.	☐
The arrangements for informing invigilators about access arrangements for students.	☐

Setting up the examination

The arrangements for making sure that students are seated according to the set seating plan.	☐
The requirement to provide students with all relevant information prior to them starting the examination. Schools may use the OxfordAQA Invigilator Announcement included in this document or their own invigilator script, provided it contains all the required information included in the OxfordAQA Invigilator Announcement and is delivered in English.	☐
The requirements and arrangements if a student arrives late for an examination. Very late arrival form	☐
The conduct required of an invigilator to prevent malpractice – what they must not do.	☐

During the examination

The expectations of invigilators when supervising students. Invigilators must: • Give their full attention to supervising the examination at all times • Remain vigilant to prevent malpractice or disruption • Not undertake any non-examination-related activities, including reading the question paper • Record any incidents in the log.	☐
The requirements and arrangements for completing the attendance register.	☐
Calculators: An invigilator may give a student a replacement calculator. It is acceptable for students to place their calculator on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.	☐

Leaving the examination room	
The requirements relating to when students can leave the examination room early.	☐
Students must hand in their script, question paper and other materials before they leave the examination room.	☐
The arrangements for students leaving the examination room temporarily.	☐
Students must not remove any assessment or other materials from the examination room.	☐

Finishing the examination	
Schools must ensure invigilators understand the requirements for issuing a five-minute warning before the end of an examination.	☐
The requirements for invigilators in finishing the examination.	☐
Ensuring students granted extra time and/or supervised rest breaks can carry on uninterrupted for the allocated additional time.	☐
The requirements and arrangements for invigilators to collect scripts.	☐
The requirements and arrangements for invigilators to collect unused stationery and return to exams officer.	☐