# TRINITY
## COLLEGE LONDON

## Checklist for Trinity Inspectors

| Centre name: | Centre number: |
|---|---|
| Name of inspector: | Date: |
| Signature of inspector: | Time arrived at venue: |

Inspectors are required to tick the column and/or make comments. Please return this checklist to Trinity's central office. <u>Points marked with an asterisk **must** be commented on by the inspector.</u>

| | Points to check | Requirements | OK | Inspector's comments |
|---|---|---|---|---|
| * | 1. Examination paper security | Examination papers must be kept in a secure place such as a safe or lockable cupboard until they are needed. | ☐ | |
| | | Examination security bags still intact. | ☐ | |
| * | 2. Invigilator : candidates ratio | There must be two invigilators for the first 25 candidates, then one extra per room for every additional 15 candidates. | ☐ | |
| | 3. Supervisor | One person is clearly in charge. | ☐ | |
| | | The situation is well managed. | ☐ | |
| | 4. Notice to candidates | Notice to candidates is posted outside the examination room. | ☐ | |
| * | 5. Examination paper security | Examination papers must not be released to the supervisor / invigilator more than 30 minutes before the start of the examination. | ☐ | |
| | 6. Examination room environment | Must be reasonably ventilated, at a comfortable temperature and free from external noise and interruption. Any display material (wall charts etc.) which might assist or distract candidates must be removed or covered. | ☐ | |
| | 7. Clock | A clock must be visible to all students. | ☐ | |
| | 8. Spare materials | A small supply of spare pens for the use of candidates if needed. | ☐ | |
| * | 9. Candidates' belongings | Bags and other belongings must be left either outside the exam room or placed in a secure area. | ☐ | |

| | Points to check | Requirements | OK | Inspector's comments |
|---|---|---|---|---|
| * | 10. Mobile phones | All phones are switched off. | ☐ | |
| | | All phones are left in the secure area. | ☐ | |
| | 11. Punctual start to examination | All candidates to be seated in good time for the beginning of the examination. | ☐ | |
| * | 12. Seating arrangements | Ideally in rows, far enough apart that they cannot copy from another candidate's script — on no account must candidates be seated facing one another. | ☐ | |
| * | 13. Proof of identity | Candidates must place their means of photographic identification on their desks. | ☐ | |
| * | 14. Prohibited materials | Only authorised material for this subject/exam on desks. | ☐ | |
| * | 15. Examination paper security | Examination paper envelopes may only be opened once all candidates are seated. | ☐ | |
| | 16. Correct examination papers | Distribute the correct examination paper to each candidate. | ☐ | |
| | 17. Examination paper security | Examination papers to be distributed to candidates, face-up, with the instruction not to open the paper. | ☐ | |
| | 18. Pre-examination check and detail completion | Candidates to read the front cover of examination paper, check they have received the correct booklet for their examination and fill in the details required. | ☐ | |
| | 19.Reminder of examination conduct | Remind candidates of the rules regarding leaving the room, cheating or communicating with other candidates once the examination has started. | ☐ | |
| * | 20. Beginning the examination | Candidates told to begin, with confirmation of start and finish times. | ☐ | |
| | | Record examination start time. | ☐ | |
| | 21. Dealing with questions once the examination has begun | Candidates may not ask questions relating to the interpretation of examination tasks. | ☐ | |
| * | 22. Identity checks | Each candidate's identity checked. | ☐ | |
| * | 23. Seating plan | Seating plan with candidate name and number completed accurately. | ☐ | |

| | Points to check | Requirements | OK | Inspector's comments |
|---|---|---|---|---|
| | 24. Action if satisfactory ID not produced by a candidate | The supervisor must verify identity with the candidate's own teacher at the end of the examination. | ☐ | |
| | 25. Informing candidates of examination finishing time | Announce the time 15 minutes before the end of examination. | ☐ | |
| | 26. Conduct at end of examination | Prohibit any further writing and not allow any speaking until all papers have been collected. | ☐ | |
| ✱ | 27. Examination paper security | Scripts must be returned to their envelopes. | ☐ | |
| | 28. Final checks | Seating plan and Supervisor's report completed, whole document enclosed with the examination scripts. | ☐ | |
| ✱ | 29. Examination paper security | Envelopes sealed with the supervisor's signature across the seal. | ☐ | |
| | 30. Examination paper security | Scripts must be returned to the National/Area Consultant or Trinity's London office immediately after the exam or the next working day. | ☐ | |
| ✱ | 31. Invigilation | The invigilator must give his/her full attention to invigilating the exam. | ☐ | |
| ✱ | 32. Unauthorised persons in the exam room | Only the supervisor and/or invigilator and candidates should be in the exam room during the exam. | ☐ | |

**_Remember to email your report back immediately_**

Additional Notes:

| |
|---|
| |
| |
| |
| |
| |