

APPENDIX C

This checklist summarises the essential actions for the invigilation of examinations. Invigilators must be familiar with the Guidelines for Conduct of Examinations and should refer to them for detailed guidance.

1.0 Arrangement of the Examination Rooms

1.1 Check that any charts, diagrams, etc. have been cleared off from the walls.

1.2 Check that you have the following

- (a) a working clock clearly visible to all candidates
- (b) a board showing
 - (i) centre number,
 - (ii) starting time and finishing time of the examination,
 - (iii) syllabus name,
 - (iv) component code and number
 - (v) date of the examination as per the timetable
 - (vi) duration of the examination.

1.3 Check that you have

- (a) a copy of the current Guidelines for the Conduct of PSLE Examinations and Manual for Invigilators and what to say to candidates.
- (b) any subject-specific instructions issued by BEC,
- (c) a seating plan of the examination room.

2.0 Identification of Candidates

2.1 Satisfy yourself as to the identity of every candidate in the examination room.

3.0 Before the Examination

3.1 Refer to the front of the question paper and the Summary of Additional Materials List for precise requirements in respect of authorised materials, particularly calculators.

3.2 Inform candidates that they are now subject to the regulations of the examination and draw their attention to **EA/AA/G03/A01 - Notice to Candidates**.

3.3 Warn candidates that any unauthorised materials must be handed over to you.

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- 3.4** Open the question paper packet in the examination room in the presence of the candidates.
- (a) Draw the candidates' attention to the instructions on the front of the question paper.
 - (b) Instruct candidates to complete the details on the front of the answer booklet/answer sheets and allow them to read the instructions.
- 3.5** Ensure that details of any *Erratum Notices* are brought to the notice of the candidates.
- 3.6** Inform the candidates when they may begin to write and how much time they have.
- 4.0 During the Examination**
- 4.1** Complete the Attendance Register and Seating plan. Indicate absent candidates on both the Attendance Register and Seating Plan.
- 4.2** Refer to paragraph 8.4 of the *EA/AA/G03 - Guidelines for Conduct for Examinations - PSLE* if a candidate arrives late.
- 4.3** Be vigilant. Always supervise the candidates to prevent cheating and distractions.
- 4.4** Do not give any information to the candidates about
- (a) suspected errors in the question paper, unless an *Erratum Notice* has been issued,
 - (b) any question on the paper or the requirements for answering particular questions.
- 4.5** Ensure that no candidate leaves the examination room until at least one hour after the published starting time (or the duration of the examination, if less than one hour).
- 4.6** Ensure that no question paper is removed from the examination room. All question papers should be returned to a secure storage at the end of the examination.
- 4.7** Ensure that a rover is available to accompany any candidates who may need to leave the room temporarily.
- 4.8** Refer to paragraph 8.7 of the *EA/AA/G03 - Guidelines for Conduct for Examinations - PSLE* in the event of an emergency.
- 4.9** Inform candidates when they have twenty minutes (20) and five (5) minutes remaining.
- 4.10** Instruct candidates to stop writing at the end of the examination.

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5.0 After the Examination

- 5.1 Check and confirm that the candidates have signed the *Attendance Register*. Ensure that all the absentees have been properly recorded.
- 5.2 Instruct candidates to check that;
- (a) all the required information has been entered on their scripts, including supplementary sheets,
 - (b) they have crossed out rough work or unwanted answers,
 - (c) they have fastened any supplementary sheets in accordance with the instructions on the question paper or answer booklet.
- 5.3 Collect all scripts or answer sheets and all unused stationery before the candidates leave the examination room.
- 5.4 Check that scripts or answer sheets are arranged in *Attendance Register* order.
- 5.5 Ensure that the scripts or answer sheets are packaged and sealed in the presence of the candidates.
- 5.6 Ensure that scripts or answer sheets are kept in a secure place prior despatch to BEC.
- 5.7 The invigilator should read all instructions to candidates. They should speak loudly, clearly and slowly enough so that every candidate can hear and understand every word which is said.
- 5.8 BEC will provide personalised answer sheets for each candidate and syllabus component. For special cases such as late transfer-ins, candidates will use un-personalised answer sheets and should be instructed to complete the answer sheet as follows: