

This checklist summarises the essential actions for invigilating NOCN Functional Skills external assessments at Level 1 and 2.

A	Arranging the assessment room
1	Check that walls have been cleared of any material that may assist candidates
2	Check that you have the following on display: <ul style="list-style-type: none"> • Poster advising candidates that mobile phones should be switched off • Examination notice for candidates • Centre appeals procedure • Emergency/evacuation procedures • A clock that all candidates can see clearly • A board showing the centre number; batch number; start and finish time of the assessment
3	Ensure that desks/computers are correctly spaced
4	Check that there is a sign clearly visible to others in the building that an examination is taking place
5	Check that candidates have access to the required data files (ICT assessments only)
6	Check that an email giving instructions regarding access to data files has been sent to candidates (ICT only)
B	Identifying candidates
1	Check that all candidates have the required identity documents and that the relevant section of the Assessment Front Cover sheet has been completed to identify attendees at the assessment.
2	Advise candidates who are unable to provide the required identity documents and photograph that they cannot sit the assessment.
C	Before the examination starts
1	Tell candidates that they are now subject to examination conditions
2	Draw candidates attention to: <ul style="list-style-type: none"> • Emergency/evacuation procedures • Poster advising candidates that mobile phones should be switched off • Examination notice for candidates • Centre appeals procedure
3	Tell candidates that they must place any unauthorised materials, including course notes at the front, or back of the room.
4	Open the envelope (s) containing the assessment papers in the assessment room
5	Tell the candidates: <ul style="list-style-type: none"> • To enter their personal details on to the candidate information sheet (if this has not already been completed) • To read the instructions on the front of the response sheet
6	Remind candidates to use only blue or black ink
7	Tell candidates when they can begin, how much time they have, and when they can leave the examination room
D	During the examination
1	Be vigilant throughout. Supervise the candidates at all times to prevent cheating and distractions. This includes walking around the examination room.
2	Do not give any information to candidates about the content of any question or answer on the paper, or the requirements for answering particular questions
3	Do not carry out any other task whilst in the assessment room
4	Tell candidates to stop writing at the end of the assessment time
E	At the end of the examination
1	Ensure that candidates leaving before the finish time do so without causing distraction to others
2	Collect all assessment papers and response sheets and print outs from computers where required, ensuring that these are kept in a secure place before being sent for processing.

