

## Invigilator Manual CAM 2021

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## Introduction

The purpose of this document is to provide a detailed description of the Invigilator role, responsibilities, actions and instructions on the exam administration. A relevant checklist for the exam day is provided in Appendix B.

## Invigilator

- Appointed by LanguageCert
- All Invigilators must sign a Non-Disclosure Agreement prior to undertaking their role.
- Responsible for invigilating the candidates, as described below.
- Each exam room should have at least one Invigilator for every 25 candidates.
- Invigilators should follow the instructions given by the Chief Invigilator.
- The Invigilator(s) must be at the Venue/School at least 1 hour before the official exam start time and report to the Chief Invigilator

## Preparing for the exam

On the day of the exam, Invigilators, in cooperation with the Chief Invigilator, must ensure and confirm that:

- The exam room is ready (adequate space, heating, lighting, and ventilation)
- Any display material relevant to the exam and/or the exam language is removed or completely covered
- There is a clock and a whiteboard/blackboard/flipchart, visible to all candidates
- All examination desks are set in a school layout (one right behind the other), facing the same direction, so that candidates' work is not visible to other candidates. The minimum distance/spacing between the centre of each individual examination desk and in any direction must be 1.25 m.
- An audio CD player, MP3 player or laptop is available in each room for the administration of the Listening part of the exam and the sound produced is of good quality
- Desks are clean, not wobbly or noisy
- Desk labels (mentioning the candidate's name) are placed on candidates' desks in snake order
- Exam details are written on the board:
  - LanguageCert Exams
  - Centre Number (stands for School Name)
  - CEFR level
  - Exam Date
  - Actual Start / End Time
  - Invigilators will receive the Question Booklets/Answer Sheets from the Chief Invigilator, in a sealed envelope per candidate

## Preparing candidates for the exam

- While candidates are entering the examination room, the Invigilator(s) must confirm each candidate's ID by checking their photo ID (a valid Government issued Identification Document including a photograph and date of birth in English characters, such as a National ID card, Passport, social security card or student photo ID), against candidate's face, to ensure there are no attempts of impersonation. Once checked, the Invigilator must tick the 'Present' box for each candidate, whose name will be on the Candidate List / Invigilation Certificate Close out Report. Once this stage is complete, candidates can enter the exam room and take their seat.

- Mobile phones and any other electronic devices (including smart watches) must be switched off and placed beyond candidates' reach during the exam
- Any kind of paper, books, dictionaries or notes are not allowed in the exam room
- Desks must be clear of any materials and/or personal belongings. The candidates are allowed to have on their desk their photo ID, pencil(s), eraser, pencil sharpener and drink in a transparent bottle.

### **Beginning of the Exam session**

Invigilators must:

- Inform the Chief Invigilator once all the above have been completed
- Read the Exam Instructions to candidates (See Appendix A). A copy is included in the exam material. The Exam Instructions must be read before the exam papers are distributed to candidates.
- Distribute the exam papers (Question Booklets and Answer Sheets) to the candidates. A personalized exam pack with candidate's details on it will be provided for each candidate
- Check that candidates:
  - Follow the instructions carefully
  - Have pencils and erasers to complete the Answer Sheets
  - Fill in their Name, the School Name and the exam date on the cover of the Question Booklets
  - Check that their personal data are correctly mentioned on the cover of their Answer Sheets
  - Do not turn the pages of the Question Booklets/Answer Sheets before they are instructed to do so
- The Listening part of the Exam is administered first. Once the instructions have been read out the Invigilator must:
  - Test the sound equipment (using the actual Exam CD) and ask the candidates to confirm if they can hear the recording clearly
  - Make any necessary adjustments and play the exam CD from the beginning
- In the unlikely event of a technical issue, the Invigilator should inform the Chief Invigilator who is responsible for taking appropriate action.
- To begin the Exam:
  - Instruct candidates to open the question booklet

**Note:** Reproduction of any part of the Listening test, is not allowed. If for any reason, the Invigilator needs to stop the Listening part, the examination must restart from the beginning of the part that was interrupted.
- When the Listening is over, inform candidates of the exam start and end time for the rest of the examination parts (Reading and Writing). Write this information on the board/flipchart.

### **During the Exam session**

- Every effort should be made to start the exam on time (subject to any issues that need resolving prior to starting)
- Candidates cannot enter the exam room once the Listening part of the exam has started
- Invigilators must be alert and observe candidates at all times during the exam
- Invigilators must ensure candidate conduct is appropriate and that the following rules are adhered to:
  - Candidates do not make use of any kind of aids

- Candidates must not speak to each other during an exam
- Candidates must not look at each other's papers during or after the exam
- Ensure candidates write all their answers (Listening, Reading and Writing tasks) on the **Answer Sheet**
- In the event of misconduct, the Chief Invigilator must be informed and, if required, is authorised to expel a candidate from the exam room if the candidate's actions may disrupt other candidates, jeopardize the exam procedure and/or the security of the exam papers. The Chief Invigilator must report all incidents in the Close Out Report
- If a candidate needs to temporarily leave the room during the exam (i.e. needs to go to the toilet), they may be given a maximum of 5 minutes. Only one candidate can be excused at a time and one Invigilator/Chief Invigilator must accompany the candidate at all times
- If a candidate leaves the exam room (other than for an authorised, accompanied toilet break), they cannot re-enter the exam room
- During the Reading and Writing part, fill in the Candidate List / Invigilation Certificate Close Out Report by going to each candidate's desk and carefully checking their personal details on their photo ID, against the data provided on the document. If any difference is found, write the amended version on the "Correct" line, right below each candidate's name
- Announce remaining time to the candidates when there are 15 minutes and 5 minutes left
- Announce 10 extra minutes after the end of the test to allow candidates to transfer their answers

### **End of the Exam session**

- When the end of the test is announced, Invigilators must ensure candidates stop writing and place the Question Booklets / Answer Sheets back to the envelope
- Before candidates leave the room, Invigilator(s) must:
  - Collect all envelopes, ensuring they contain all Question Booklets/Answer Sheets (both used and unused), and count them. Candidates should remain seated until all envelopes have been collected.
  - Thank candidates for their participation and cooperation and ensure they leave the exam room quietly and orderly as exams may still be running in other rooms
  - Add any notes and sign the Close Out Report, which must also be reviewed and signed by the Chief Invigilator
- To pack the exam material, Invigilators should follow the below order:
  - Candidate List / Invigilation Certificate Close Out Report (at the top)
  - Envelopes in alphabetical order
- Invigilators must hand over the exam material to the Chief Invigilator

## Appendix A

### LanguageCert International ESOL Exam Instructions (to be read to the candidates by the invigilator before the exam)

- Welcome to the **LanguageCert International ESOL (CEFR level\*)** examination
- You are now under exam conditions
- Please do not talk or move around the room
- If you need any assistance, please raise your hand
- Leave your photo ID on your desk during the exam.
- Mobile phones and any other electronic devices (including smart watches) must be switched off and placed beyond candidates' reach during the exam. If you are found to carry these items, you will be disqualified and will not get a result
- You are not allowed to talk, copy, continue to write after you have been asked to stop, use notes, help other candidates or allow another person to do all or part of your exam. If you do not comply, you will be disqualified
- Do not take any test materials out of the room
- When instructed, open the exam pack and complete the following fields on the cover of your Question Booklet using a **pencil**:
  - First name and Last name in block capitals as it appears on your photo ID
  - The School Name
  - Today's date
- The examination will begin in a few minutes and it consists of three parts:
  - Listening
  - Reading
  - Writing
- The **LanguageCert International ESOL (CEFR Level\*)** starts with the Listening which lasts about **(\*) minutes**. After the end of the Listening part, you will be given **(\*) minutes** to complete the rest of the examination parts in any order. You may not leave the room until the end of the test.
- Read the instructions for each part of the paper carefully
- You must complete all the questions
- All your answers should be marked on your **Answer Sheet** and only **in pencil**
- Make sure your answers are written clearly
- If you wish, you may take notes on your Question Booklet. However, all your final answers must be marked on your answer sheet in order to be taken into consideration
- In the Writing part, we suggest that you write your answers directly on the Answer Sheet
- At the end of the exam, you will be given an additional 10 minutes to transfer your answers to your answer sheet
- If you want to take a toilet break, raise your hand and an invigilator will accompany you. You cannot leave the room during the Listening part.
- I will let you know when there are 15 minutes and 5 minutes of exam time left
- At the end of the test, you must stop writing when I ask you so and you must stay in your seat until we have collected all exam materials.
- Do you have any questions?

Table: LanguageCert International ESOL – Exam duration

CEFR Level	Listening Duration	Reading & Writing Duration
A2	~20 minutes	1 hour & 20 minutes
B1	~30 minutes	2 hours & 10 minutes
B2	~30 minutes	2 hours & 10 minutes
C1	~30 minutes	2 hours & 40 minutes

\*Please refer to table "LanguageCert International ESOL – Exam duration"

## Appendix B

## Checklist for Invigilator(s)

### Before the Exam:

- Check exam room conditions (noise, light, temperature, cleanliness)
- Check exam room equipment (flipchart, markers, wall clock) is in place
- Place candidates' desk labels (snake order)
- Write exam details on board
- Remove English related posters etc.
- Hand all electronic devices to the Chief Invigilator or turn them off and put them out of reach
- Welcome candidates in a professional and polite manner
- Remind them about mobile phones policy (have been deactivated)
- Remind them that they need their photo ID and that they will be using only pencil
- Remind them that books, notes, dictionaries are not allowed
- The following tasks will be assigned by the Chief Invigilator(s):
  - Photo ID check & mark presence on the Candidate list/Invigilation Certificate Close Out Report
  - Escort Candidates to find their seats
  - Ensure only necessary personal belongings are placed on desks (photo ID, pencils, rubbers, pencil sharpener, drink in a transparent bottle)

### Preparing Candidates:

- Read the Instructions script (Appendix A) to the candidates
- Ensure the Instructions are followed accurately
- Perform sound check with the Exam CD & make adjustments

### During the exam:

- Ensure Listening runs smoothly. If anything occurs, the Chief Invigilator should be informed immediately.
- Remain attentive, non-intrusive & patrol room regularly (except during Listening). No exam-related answers are provided. Chatting with candidates is not allowed unless there is a need for an exam administration subject. Stay in the Room at all times
- DO NOT move during Listening but walk around the room during other parts
- Once Listening finishes, write actual start & end times on the board
- Ensure candidates use the Answer Sheet for the Writing tasks
- Accompany candidates for toilet breaks (not during Listening)
- Ensure candidates do not leave the room for any other reason until the end of the exam
- Perform Second Level ID check & fill in the Candidate list/Invigilation Certificate Close Out Report (e.g. name amendment)
- Inform candidates about remaining time (15 minutes & 5 minutes)
- Announce 10 extra minutes to transfer answers to the Answer Sheet
- Announce official end of exams

### After the Exam:

- The Invigilator(s) collect all envelopes row by row, according to the seating (Alphabetical) order, ensuring they contain all Question Booklets/Answer Sheets (both used and unused), and count them.
- The Chief Invigilator, with the assistance of the Invigilator(s), proceeds with the below tasks:
  - Ensure the envelopes are in Alphabetical order and count them again

- Sign the Candidate list/Invigilation Certificate Close Out Report
- Pack the exam material in the below order:
  - Candidate List / Invigilation Certificate Close Out Report (at the top)
  - Envelopes in alphabetical order
- Seal the Exam Material
- Hand over the sealed Exam Material to the Venue/School Manager
- The Invigilator(s) remove the desk labels

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