

November 2020



EXAMINATIONS HANDBOOK

Standard Operating Procedure 25 Invigilators Instruction Pack

Amendments and date of issue

Amendments to this Standard Operating Procedure (SOP) can be authorised only by the Chair of the Qualifications Board in consultation with that Board and the Examinations Committee.

This issue is 2020 version 1 and is dated November 2020.

Register of amendments

Version	Brief description of Amendment	Amendment	Date approved
2020.1	New handbook		23/11/2020

Institute of Tourist Guiding
Unit 209
Coppergate House
10 Whites Row
London E1 7NF

Tel: 020 7680 7146
Email: office@itg.org.uk

Website: www.itg.org.uk

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Invigilators Instruction Pack

This document gives full instructions to an Invigilator for Institute Blue Badge, Green Badge and White Badge examinations.

If you have any queries about any of the instructions, please contact the Examinations Officer on 020 7680 7146

1. Receipt of Examination Papers

The examination papers will be one of three types:

- a) Short-answer questions where the Candidates must write answers in the question booklet in the space to the right of each question.
- b) Long-answer questions where the Candidates must write answers on separate sheets of paper provided by the Invigilator.
- c) A combination of both types.

The papers must be checked to see which type they are. They must also be counted to confirm the correct number for the number of Candidates. The examination package will also normally contain:

- a) A list of Candidates' names and numbers for the Invigilator.
- b) A list of Candidates who are eligible for 25% extra time (Candidates whose first language is not English and other Candidates with special needs).
- c) A list of Candidates with only their candidate numbers for the Marker of the examination papers.
- d) Two sticky labels addressed to the Marker.

2. Preparation for Examination

Please take with you to the examination room (in addition to the above):

- a) For all examinations containing long-answer questions, six sheets of A4 lined paper (with margin) per candidate plus at least double this in spare paper, with a hole pre-punched at the top left corner of each sheet.
- b) Treasury tags to bind loose sheets for all the Candidates.
- c) A whiteboard marker pen to write up start and finish time on a board which can be seen by all Candidates (or any similar method that is clear to all Candidates).
- d) A clock if this is not provided by the examination centre.

3. Before the Examination

Place a Candidate number on each desk together with an examination paper face down, six sheets of A4 paper (if applicable) and one treasury tag. Candidates who have been granted extra time must be seated as far away from the exit as possible, so they are not disturbed by other Candidates leaving.

The Invigilator must go through the following checklist:

- a) Check that each Candidate's identity corresponds to the Institute student photo card that Candidates are instructed to bring with them.

- b) Advise all Candidates, if necessary, of their Candidate number and tell them to find their place in the room. They should leave coats, bags, etc. at the back of the room (or in another designated place away from the desks).
- c) Candidates must switch off mobile phones or other electronic devices and leave these in a designated place away from the desks.
- d) Candidates whose first language is not English may bring a bilingual or monolingual dictionary to their desk. Invigilators should check that no additional material is brought to their desk (for example inside the dictionary) that may compromise Candidates or their performance.
- e) Candidates must be told that they may not leave the room within the first 30 minutes nor during the last 30 minutes of the examination.
- f) A few minutes before the examination, ask the Candidates to turn over the paper and go through the instructions on the front page with them.
 - Short-answer questions must be answered in the examination booklet.
 - Long-answer questions must be answered in **note form or as bullet points** on the A4 lined paper provided. Each question must be started on a new sheet and one side of the paper only must be used.
- g) Candidates must put their candidate number (not their name) on the top right-hand corner of every page of the answer booklet including any loose sheets.

4. The Examination

- a) Once the instructions have been clarified, Candidates should be instructed to begin writing.
- b) Write the start and finish time of the examination on a board which can be seen by all Candidates. Give the Candidates with extra time a slip informing them of the finish time of their examination.
- c) Ensure Candidates conduct the examination with full propriety, with no Candidate gaining unfair advantage over others.
- d) The Invigilator will immediately contact, and subsequently report in writing to the Examinations Officer, any reasonable suspicion of fraudulent examination practice by Candidates involved in an Institute examination.
- e) Candidates who arrive more than 30 minutes after the start of the examination will not be admitted to the examination and will be assessed as having failed.
- f) Candidates who leave the room during the examination may not return unless they have been accompanied by an assistant to the Invigilator.
- g) Inform Candidates about the time on **TWO** occasions during the examination, after one hour and when there are 15 minutes left.
- h) At the end of the time inform Candidates that they must stop writing.

5. After the Examination

- a) Ask the Candidates to check that their candidate number is on the top right-hand corner of every page of the answer booklet or separate sheets.
- b) Ask them to tag all their sheets together, including all notes and rough drafts.
- c) All notes and rough drafts, including those made on scrap paper, must be collected in. No written material is to be taken out of the examination room.

6. Dispatch

Place all the examination papers (both used and unused) in numerical order into an envelope, addressed to the Marker of the examination. Post as soon as possible by **guaranteed next day post** (special delivery) at the nearest post office.

Let the Examinations Officer know the date and time of dispatch as soon as possible.