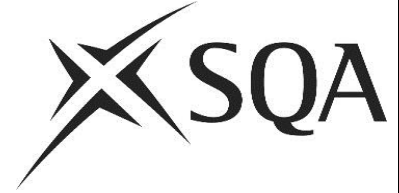


**CONTRACTS OPERATIONS
EXAMINATION INVIGILATORS REMIT**



MARITIME AND COASTGUARD AGENCY EXAMINATIONS

Instructions to Invigilators

- 1 **Invigilators should ensure that they are fully conversant with the content of the Maritime and Coastguard Agency Policy regarding Cheating in Examinations. Please pay particular attention to the definition of cheating in Point 1 and the specific practices which will automatically be deemed to constitute cheating in Point 2(i) to (x). It is your responsibility to ensure the conditions of this Policy are very closely monitored during the period of the examination.**

In the event of any candidate found to be in breach of any of the practices outlined in the Cheating Policy, it is your duty to record the details of this in your Invigilator's report.

- 2 Invigilators should be in the *examination room* at least **thirty minutes** before the start of an examination to ensure that the room is properly prepared, including *Materials to be supplied by examination centres* is allocated to each candidate.
- 3 Invigilators will ensure that they are in possession of a copy of the examination candidates list, only those candidates whose names appear on candidate list will be permitted to sit examinations. Invigilators should mark the letter "N" in the 'mark absence only' column opposite the names of candidates absent from the examination. No other writing should be added to this form.
- 4 Entry to examination rooms is only permitted to:
- candidates on list
 - invigilators
 - the examination officer at the request of SQA
 - representatives of SQA and the MCA (inspection)
 - centre staff in case of emergency
- 5 Candidates are required to produce their discharge book, passport or other acceptable means of identification including a photograph on entry to each examination.
- 6 Candidates will be permitted to enter the examination room **fifteen minutes** before the commencement of an examination. Invigilators should instruct candidates to complete their name, date of birth, candidate number, subject number and title, centre of examination and examination date. Prior to commencement of an examination, the Invigilator will read to the candidates the instructions provided by SQA. No candidate may enter the examination room later than **30 minutes** after the examination begins.
- 7 The sealed envelope(s) containing the examination papers should be opened in the presence of the candidates in the examination room and the examination papers distributed not more than **five minutes** before the starting time.
- 8 A candidate who becomes ill (or requires a toilet break) during an examination and is obliged to leave the room should be permitted to return to the examination, provided he/she was supervised during the period of absence. The examination paper and workbook must be left in the examination room and on the candidate's return; a note of the duration of absence should be recorded on the Invigilator report form (INV1).
- 9 Invigilators should inform candidates when there are **fifteen minutes** and **five minutes** remaining in the examination. (no candidate may leave the examination room in the final fifteen minutes)
- 10 To ensure that examination conditions are uniform throughout all centres, no additional time/information or modification to an examination paper should be given to candidates without the prior authorisation of SQA.
- 11 At the end of the examinations, Invigilators must complete their report forms (INV1) which should be handed to the centre examination officer, along with all workbooks, in alphabetical order, and examination candidate list. A record of any unusual circumstances will be made in the 'Remarks' space and care must be taken to include an accurate total number of candidates sitting the examination.

Irregular behaviour – Invigilators must be familiar with the Authority's regulations on irregular behaviour by candidates, in particular those dealing with copying and the bringing of unauthorised materials into an examination room. Details of authorised ancillary materials for each examination are clearly listed on the front covers of examination papers and the possession of any unauthorised material renders a candidate liable to disqualification. Where a candidate is suspected of irregular behaviour, their workbook will be withdrawn immediately and endorsed by the Invigilator as having been used prior to the incident. Any unauthorised material will be confiscated and the candidate permitted to continue the examination, using a fresh workbook. For incidents of serious disorder, the Invigilator is empowered to expel the candidate(s) from the examination room, after taking possession of the examination paper, workbook and any material pertaining to the irregularity.

Instructions to be read aloud to candidates prior to the start of all examinations, inform candidates that the instruction can be found on the back page of their workbook

General Information

Candidates must not have the following items in their possession in the examination room: notes, mobile phones and electronic devices, including, but not limited to, music/digital devices, MP3 players, iPods, tablets and smartwatches.

Completion of Examination Workbook

CANDIDATES SHOULD READ THE MARITIME AND COASTGUARD AGENCY POLICY REGARDING CHEATING IN EXAMINATIONS, THEN SIGN AND COMPLETE THE DECLARATION ON THE INSIDE FRONT COVER.

YOUR EXAMINATION WORKBOOK WILL NOT BE MARKED UNLESS YOU COMPLETE AND SIGN THIS FORM.

You should have already completed the cover of your workbook with your name, date of birth, Candidate Number, subject number and title, course of study, centre attended, centre of examination, if different, and date of examination. You should be in possession of a candidate examination card detailing your candidate number, name and address.

If an additional workbook/graph paper/worksheet is used these must be included inside the original workbook. An 'X' should be inserted in the appropriate box under Note 3 on the workbook cover in such circumstances.

Use **BOTH** sides of each sheet. The answers to **EACH NEW QUESTION** must start at the **TOP OF A FRESH PAGE** and the number of the question should be inserted at the top of each page. Use **ink** for all essential written matter, which should be contained within the faint ruled vertical lines. (While pencil may be used for diagrams and sketches, annotations to these should be in ink.). Please **DO NOT** use red ink.

YOUR EXAMINATION WORKBOOK WILL NOT BE MARKED IF IT IS COMPLETED IN PENCIL AND/OR RED INK.

Show all necessary working in calculations, etc. (Rough work, not intended to be read by the marker, should be scored out.)

No part of this book is to be torn out. No writing is allowed on any other paper other than ancillary material/examination inserts. Please ensure you write your name and centre on all examination paper inserts.

Examination Room Conduct

All queries should be addressed to the Invigilator.

“Examination paper inserts” and *“Materials to be supplied by examination centre”* are listed on the front sheet of the examination paper, before the examination begins you should ensure that you have been provided with any ancillary material required for the examination.

No candidate may leave the examination room during the **first hour** of an examination, except in the case of illness. You will be informed when there is **fifteen minutes** of the examination left; no candidate may leave the examination room after this point.

Any candidate who leaves the examination room before the last 15 minutes of the examination must leave their examination paper with the Invigilator. Examination papers must not be removed from the examination room during the period of the examination.

All candidates must hand their workbook(s) to the Invigilator before leaving. ALL Workbooks are the property of SQA and must NOT be removed from the examination room even if they have not been used.

I will now open the securely sealed examination package(s) and distribute an examination paper to each candidate. Please observe examination conditions from this point forward.