



## Exam day checklist

This checklist has been designed to help you prepare for examinations within your centre. It is not an exhaustive list of tasks. Exam officers may add additional tasks which are relevant to their centre.

Activity	Complete?
<ul style="list-style-type: none"><li>At least two people have double checked each question paper packet <b>before</b> it is opened to make sure the correct question papers (<b>day, date, time, subject, unit/component and tier of entry if appropriate</b>) will be issued to candidates. A record of these checks <b>must</b> be kept.</li></ul>	
<ul style="list-style-type: none"><li>The correct stationery is available in each exam room (e.g. generic answer booklets, continuation paper, calculators).</li></ul>	
<ul style="list-style-type: none"><li>Clocks in each exam room are in full working order.</li></ul>	
<ul style="list-style-type: none"><li>Desks are laid out according to the seating plan.</li></ul>	
<ul style="list-style-type: none"><li>A copy of the 2024/25 'ICE' booklet is available in the main exam room(s) either electronically or in hard copy.</li></ul>	
<ul style="list-style-type: none"><li>Invigilators and members of centre staff facilitating access arrangements are fully aware as to which candidates have approved access arrangements and what those arrangements are.</li></ul>	
<ul style="list-style-type: none"><li>Invigilators are fully aware of any candidates who have exam clashes so that they can be immediately supervised once the exam has finished, prior to their next exam commencing.</li></ul>	
<ul style="list-style-type: none"><li>Word processors to be used in the exam have had connectivity to the internet disabled.</li></ul>	
<ul style="list-style-type: none"><li>Where technology is to be used in the exam (e.g. CD players, DVD players, MP3/4 players), it has been checked to make sure it is in good working order.</li></ul>	

<ul style="list-style-type: none"> <li>• Invigilators are fully aware of the centre's exam contingency plan and emergency evacuation procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Warning to Candidates</i> and <i>Unauthorised items</i> posters are in place outside each exam room.</li> </ul>	
<ul style="list-style-type: none"> <li>• Invigilators have been reminded that they must only have mobile phones on their person in the exam room for use in an emergency or to summon assistance. They have been asked to check that they have been switched to silent mode.</li> </ul>	
<ul style="list-style-type: none"> <li>• All non-examination materials/subject-specific materials have been removed from the walls of the exam room(s).</li> </ul>	
<ul style="list-style-type: none"> <li>• A sweep of the exam room for unauthorised materials <b>must</b> be conducted <b>prior to</b> the exam commencing and <b>before</b> candidates have sat down.</li> </ul>	
<ul style="list-style-type: none"> <li>• Procedures are in place for identifying all candidates ahead of the exam, including an ID check of any private candidates or transferred candidates.</li> </ul>	
<ul style="list-style-type: none"> <li>• Invigilators and exams office staff are aware of the protocol in the unlikely event of a suspected question paper error being identified.</li> </ul>	
<ul style="list-style-type: none"> <li>• Centre issued formulae booklets, data sheets, set texts etc. have been checked to ensure they are clean and free of annotations.</li> </ul>	

Effective from 1 September 2024