



# Examinations Council of Eswatini

## CHECKLIST FOR HEADS OF CENTRE

This checklist for Heads of Centre summarises the most essential actions for the administration and invigilation of examinations. Heads of Centre must be familiar with the current edition of the *Handbook for Centres*.

### A. Receiving Exam Material

Check if the following has been delivered:

- Notice to Candidates
- Timetable Check that:
  - there is no discrepancy between delivered material and despatch note; if there is, inform ECESWA immediately;
  - all exam material is not damaged;
  - all the exam material is per the Centre's needs, return all exam material you do not need;
  - there is no breach of security.

### B. Accommodation

Ensure that examination room is prepared in advance and that it:

- has adequate light
- is ventilated
- is far from noise
- has no helpful material displayed
- has a clock visible to all candidates
- has a Notice to Candidates displayed outside and inside the exam-room
- has warning notices that there is an exam in progress displayed
- desks and chairs are arranged in candidate number order
- desks are 1.25 m apart in all directions from the centre of the candidate's seat
- each candidate has a separate desk
- all candidates face the same direction and are visible to invigilators all the time.

### C. Invigilation

Ensure that:

- invigilator has EGCSE or its equivalent as a minimum qualification
- no invigilator is related to any candidate in the examination room
- invigilator has the current Handbook for Centres and Checklist for Invigilators in every exam room
- there is an invigilation timetable
- invigilators have been trained
- teachers do not invigilate
- subject teachers are present in the exam room as supervisors for practical examinations
- there is one invigilator for every 30 candidates for theory papers and 1 invigilator for every 15 candidates for practical papers
- sole invigilators have the means for summoning help

### D. At the beginning of the Examination

- You or your representative must be in the examination room.
- Candidates enter the exam room 20 – 30 minutes before the exam starts.
- All candidates have been identified as authentic registered candidates for the paper.

Ensure that:

- examination regulations on starting the examination are followed
- you have the correct question paper in the exam room
- question paper envelopes are signed by all designated to sign before opening
- subject specialists are not allowed into the examination room except for practical examinations
- candidates do not bring unauthorised material into the examination room
- all candidates entered for the paper are present and seated in their correct seats
- invigilators complete attendance register and seating plan before candidates start writing
- candidates have all the necessary material needed for the examination.

### E. Finishing the examination

- You or your representative must be in the examination room.

Ensure that:

- all regulations on finishing the examination are followed
- all candidates' scripts are collected
- invigilators check candidates' scripts against the attendance register whilst marking the script submitted column
- scripts are sealed in the exam room
- answer scripts are kept in a secure storage until they are despatched.

### F. Malpractice

- If malpractice is identified write a report to ECESWA
- Invigilators and implicated candidates must write statements/reports
- unauthorised material brought in by candidates must be submitted to ECESWA as evidence