



Examinations Council of Eswatini

CHECKLIST FOR INVIGILATORS

This checklist for invigilators summarises the most essential actions for the invigilation of examinations. Invigilators must be familiar with the current edition of the *Handbook for Centres* and specifically with Section 3: Conduct of examinations which invigilators should refer to for detailed instructions and guidance.

A Arrangements for the examination room

1. Check that any charts, diagrams, etc., have been cleared from the walls.
2. Check that you have on display the following:
 - (a) Notice to Candidates
 - (b) a clock clearly visible to all candidates
 - (c) a board showing:
 - (i) Centre number
 - (ii) start and finish time of the examination
3. Check that you have:
4. A copy of the current Handbook for Centres
5. Any subject-specific instructions
6. A seating plan of the examination.

B Identification of candidates

1. Satisfy yourself about the identity of every candidate in the examination room.
2. Check documentary evidence presented by private candidates that they are the same persons who made entry for the examination.

C Before the examination

1. Complete the attendance register and seating plan.
2. Refer to the front of the question paper for the precise requirements relating to authorised materials, particularly dictionaries and calculators (see F below).
3. Inform candidates that they are now subject to the regulations of the examination and draw their attention to the Notice to Candidates.
4. Warn candidates that they must hand to you any unauthorised materials and where applicable switch them off.
5. Open the question paper packet in the examination room.
6. Instruct candidates to complete the details on the front of the answer paper/booklet and any supplementary sheets. Draw candidates' attention to the instructions on the front of the question paper.
7. Instruct candidates to check for missing pages/questions
8. Ensure that details of any erratum notice are brought to the notice of the candidates.
9. Remind candidates to write in blue or black ink.
10. Tell candidates when they may begin and how much time they have.

D During the examination

1. Refer to the current Handbook for Centres, Section 4.3.5, if a candidate arrives late.
2. Be vigilant. Supervise the candidates at all times to prevent cheating and distractions.
3. Do not give any information to candidates about:
 - (i) Suspected errors in the question paper, unless ECESWA has issued an erratum notice.
 - (ii) Any question on the paper or the requirements for answering particular questions.
4. Ensure that no candidate leaves the examination room until at least one hour after the starting time.
5. Ensure that no question paper is removed from the examination room.
6. Ensure that a member of staff is available to accompany any candidate who needs to leave the room temporarily.
7. Refer to the Handbook for Centres in the event of an emergency. See section 2.8
8. Inform candidates when they have twenty (20), ten (10) and five (5) minutes remaining.
9. Instruct candidates to stop writing at the end of the examination.
10. Ensure that question paper is not removed from the examination room.

E After the examination

1. Check and sign the attendance register.
2. Instruct candidates to check that:
 - (i) They have entered all the required information on their answer scripts, including supplementary sheets
 - (ii) Their answers are correctly numbered
 - (iii) They have fastened any supplementary sheets in accordance with the instructions on the question paper or answer book, if appropriate.
3. Collect all question papers, answer scripts and all unused stationery before candidates leave the examination room.
4. Arrange answer scripts in attendance register order.
5. Ensure that answer scripts are kept in a secure place.

F Use of calculators and dictionaries

- Candidates are permitted to use Calculators unless their use is prohibited in the syllabus for the subject.
- Candidates are not allowed to use dictionaries in the examination.