Remote invigilation checklist:

# Before the test

To be completed by the centre:

|  |  |
| --- | --- |
| **Centre no:**  |  |
| **Candidate’s enrolment no:** |  |
| **Candidate name:** |  |
| **Test number (e.g. 4748-110)** |  |
| **Name of test** |  |
| **Test date and time** |  |
| **Invigilator name** |  |

# At the start of the test

All of the following must be completed by the invigilator:

|  |
| --- |
| The candidate is aware of all the requirements of the test and has confirmed they can meet them. |[ ]
| The checks of the room for unauthorised materials were completed before the exam. |[ ]
| The candidate has confirmed they will not be interrupted and no one will enter the room. |[ ]
| The candidate’s ID has been checked. | [ ]  |
| The candidate was told they were under exam conditions. | [ ]  |
| The candidate’s name matches the name on the test.  |[ ]

## Screenshot of the user detail confirmation screen before start of the test:

We require the invigilator to take a screen shot at the start of the session, which includes the date and time. This can be done using the Print Screen button and then pasted below.

# During the test

## Add any additional details about the test

For example: any technical issues with the test.

|  |
| --- |
|  |

# At the end of the test

All of the following must be completed by the invigilator:

|  |
| --- |
| The candidate completed the test. |[ ]
| The candidate confirmed they will destroy any scrap paper. |[ ]

## Screenshot of the blank page after the end of the test:

We also require the invigilator to take a screen shot at the end of the session which includes the date and time. This can be done using the Print Screen button and then pasted below.

**Invigilator declaration**

|  |
| --- |
| I confirm that the test was completed in accordance with the requirements set out in the latest version of On-demand e-volve testing at home: instructions for remote invigilation. |[ ]
| Name |  |
| Date  |  |

# After the test

It is the responsibility of the centre to store and keep the invigilation checklist for each online test. These maybe asked for as part of City and Guilds audit activity.

**Centre declaration**

|  |
| --- |
| I confirm:* the details on this form are correct,
* a copy of this form with be stored by the centre
 |[ ]
| Name |  |
| Date  |  |