

INVIGILATION INSTRUCTIONS FOR THE CONDUCT OF EXAMINATIONS

Invigilators must be sure to carry out all the requirements detailed in this document for every examination

EXAMINATION PAPERS

1. It is the duty of invigilators to check the packets of examination papers with which they are supplied to ensure that the correct examination papers and the correct number of papers are available for the examination.

ACCOMMODATION AT CENTRE

2. The invigilator(s) must arrive at the centre in sufficient time before the commencement of the exam so as to be able to inspect the arrangements made for the accommodation of candidates, and to ensure that any necessary alterations are carried out. It is essential that the candidates be placed at such a distance from one another so as to preclude the possibility of copying and so that each individual shall be under the observation of one of the invigilators. If the invigilator finds any problems that cannot be addressed, e.g. the room is too small for suitable spacing, they should immediately contact RSPH to discuss and if necessary delay the examination.

NUMBER OF INVIGILATORS

3. The number of invigilators present should be sufficient to ensure that the exam room or candidates are not left unattended at any time. This would normally mean a minimum of two invigilators unless the duration of the examination is so short as to preclude the necessity of any candidates having to leave the examination room and return during the course of the examination. A large number of candidates (greater than 20) will require the presence of additional invigilators.

IDENTITY OF CANDIDATES

4. The Centre must ensure that arrangements have been made so that the invigilator can check the identity of all candidates.

5. Before the examination begins, the invigilator must oversee the completion of the attendance register by the candidates. The invigilator must list what type of photo ID was seen for each candidate. Acceptable forms of photo ID are passport, photo driving licence, photo workplace identification. This list is not exhaustive.
6. The integrity of the examination is the responsibility of the Centre.

ADMISSION AND SEATING OF CANDIDATES

7. The invigilator must be provided with a list of candidates for the examination by the Centre. Only those candidates listed can be admitted to the examination. Where the examination consists of two papers sat on the same day the list must be checked on both occasions.
8. Before the commencement of the examination, the invigilator will assign places to the candidates. Positions so assigned are to be occupied by the same candidates throughout the examination, though it is within the discretion of the invigilator to move a candidate for special reasons. The invigilator must make a plan of the position of the candidates, which should be available to RSPH if requested. Any materials that the candidate requires to be forwarded to the examiner must be handed to the invigilator before the commencement of the examination.
9. The invigilator must be able to observe each candidate at all times during the examination.
10. No material other than the examination question paper, answer sheet or answer booklet will be allowed on the candidate's desk. Devices that enable web-based or technologically-stored sources of information are not permitted to be available to candidates. This includes, but is not limited to, devices such as e-readers, smart phones, mobile phones, MP3/4 players, smart watches and wrist watches that have a data storage facility. Ideally, all such devices should be left outside the examination room. If this is not possible, then they must be left beyond the reach of candidates, normally at the front of the examination room, but in any case, they must be switched off and placed so that the invigilator can control access to these devices.
11. No candidate will be allowed to leave the examination room within half an hour of the start of the examination, or to enter the room after this time unless permitted to do so by the invigilator.

DISTRIBUTION OF PAPERS

12. At the hour appointed for the commencement of the examination, the invigilator will open the sealed packet(s) containing the question papers and distribute them to the candidates.
13. For multiple-choice examination question papers, the answer sheet is embedded within each booklet (pages 3 & 4). Candidates should remove the answer sheet along the perforation.
14. Candidates shall be given FIVE minutes before the start of the examination to complete their details on the answer sheet. Candidates shall not commence the examination until instructed to do so by the invigilator.

INVIGILATION

15. Constant vigilance is essential and undivided attention must be given to the work. Absolute silence must be maintained during the whole time the examination is in progress; and the invigilators are particularly requested to observe this rule, as distraction, whether by whispered conversation or otherwise, is a serious interruption to candidates. It is a paramount duty of the invigilators to act so as to prevent the possibility of candidates availing themselves of any unfair assistance. No persons other than those actually concerned with the examination may be admitted to the room after the question papers have been opened at the start of the examination. Invigilators should also ensure that there is no extraneous noise from outside the examination room.
16. Invigilators must not carry out any other task whilst in the examination room.
17. The invigilator must warn any candidate suspected of malpractice that she/he may be removed from the examination room. The candidate should also be warned that RSPH will be informed and may decide to disqualify the candidate. The invigilator is empowered to remove a candidate from the examination room, but should do so only if the candidate's continued presence would disrupt the other candidates. The invigilator must record what has happened. Any cases of suspected or actual malpractice must be reported immediately to RSPH by the Centre. It is very important that the senior invigilator should act with the utmost circumspection in such cases.
18. The examination must be invigilated at all times. Candidates who need to leave the room (and intend to return) during the examination must be accompanied by an invigilator. Depending on the number of invigilators present other candidates who wish to leave and subsequently return may be prevented from doing so until the invigilator has returned.
19. The invigilator should use discretion in deciding whether or not to allow candidates to leave the examination room early. Disturbance to candidates completing their examination must be avoided. Candidates who have left the room must not be allowed to remain in the vicinity of the room.

COLLECTION OF ANSWER SCRIPTS

20. At the conclusion of the examination, the invigilator when collecting, or receiving, the examination answer papers must check **every** paper to ensure that the following information is correctly entered;
 - The candidates' details,
 - The Examination Paper number,
 - The Cohort number,
 - The Examination date,
 - The MCQ answer sheet has been correctly completed.
21. The invigilator must mark and initial at the desk of the candidate any correction which may be necessary.
22. Where a candidate has marked their answers on the question paper but not on the answer sheet, the invigilator will collect the question paper and answer sheet. The invigilator will then supervise whilst the candidate transfers the answers onto the answer sheet when all the other examination scripts have been collected and the other candidates have left the room.

23. In the event that the candidate has used extra sheets in order to answer written questions, the invigilator must ensure the candidate has put their name and the relevant question number on the additional sheets.
24. Candidates must not be allowed access to their answer papers after they have been collected.
25. If a candidate, having appeared, has nevertheless left no work, a memorandum signed by the invigilator must be substituted for it.
26. The invigilator must ensure that no answer papers remain uncollected and that no spare question papers or spoilt answers are left on the desks.
27. Candidate answer scripts must be kept secure and returned to RSPH along with the attendance register with the declaration signed by the invigilator, together with any administration material such as candidate registration forms and forms relating to reasonable adjustments and special considerations.
28. ALL examination papers should be kept secure at all times until they are securely destroyed or returned to RSPH with the completed answer scripts.
29. Centres should return all completed answer scripts to RSPH by a form of delivery that is trackable.

