



**Language  
Cert**

**Chief Invigilator  
Región de Murcia**

- ✓ Chief Invigilator role, responsibilities, actions and instructions on the exam administration
- ✓ Appendices A, B & C of the manual

# Chief Invigilator – Main responsibilities (1/2)

- A Chief Invigilator is appointed **by the School**
- All Chief Invigilators must sign a **Non-Disclosure Agreement** prior to undertaking their role
- They are **responsible** for the conduct of the exams in accordance with LanguageCert Exam Regulations, and for the coordination of the Invigilators and the Interlocutors
- Arrives at the Venue / School 1 hour before the exam start time
- Receives the exam material package from the Venue / School Manager
- Confirms that Invigilators and Interlocutors are at the exam Venue / School on time, **1 hour before the exam start time**
- Assigns the different tasks to the Invigilators

# Chief Invigilator – Main responsibilities (2/2)

- Checks that the Exam Venue / School meets all requirements including appropriate facilities
- Checks that a **computer** or **laptop with a USB port** is available in each room for the administration of the **listening** part of the exam and the sound produced is of good quality

*Note: The computer or laptop which will be used for the Listening part of the exam should not have any restrictions and must be able to open and play the files of a USB drive.*

- Checks and **ensures** that the exam material is sealed and locked
- Ensures that the exam day personnel acts professionally
- Ensures exam's **integrity**
- Ensures that only candidates and authorised personnel access the exam room during and after the exam. Candidates cannot enter the exam room until it is fully prepared, seats are assigned for all candidates and candidate ID checks have taken place
- Upon exam completion, Chief Invigilators must deliver the exam material to the Venue / School Manager to return to **LanguageCert**

On the day of the exam, **Invigilators**, in cooperation with the **Chief Invigilator**, must ensure and confirm that:

- The exam room is ready (adequate space, heating, lighting, and ventilation)
- Any display material relevant to the exam and/or the exam language is **removed** or **completely covered**
- There is a **clock** and a **whiteboard/blackboard/flipchart**, visible to all candidates
- All examination desks are set in a **school layout** (one right behind the other), facing in the same direction, so that candidates' work is **not visible** to other candidates. The minimum distance/spacing between the centre of each individual examination desk and in any direction must be **1.25 m**.

# Preparing for the exam (2/2)

- A **computer** or **laptop with a USB port** is available in each room for the administration of the **listening** part of the exam and the sound produced is of good quality

*Note: The computer or laptop which will be used for the Listening part of the exam should not have any restrictions and must be able to open and play the files of a USB drive.*

- Desks are **clean**, not wobbly or noisy
- Desk labels (mentioning the candidate's name) are **placed on candidates' desks**
- Exam details are **written on the board**:
  - LanguageCert Exams
  - Centre Number (stands for School Name)
  - CEFR level
  - Exam Date
  - Actual Start / End Time
- **Invigilators** will receive the exam papers in a **sealed envelope** from the **Chief Invigilator**

# Preparing candidates for the Written exam

- While candidates are entering the examination room, the **Invigilator(s)** must **confirm each candidate's ID** by checking their photo ID (a valid Government issued Identification Document including a **photograph** and **date of birth** in English characters, such as a **National ID card, Passport, social security card** or **Student photo ID**), against candidate's face, to ensure there are no attempts of impersonation
- Once checked, the **Invigilator** must **tick the 'Present' box** for each candidate, whose name will be on the Candidate List / Invigilation Certificate Close out Report
- Once this stage is complete, candidates can **enter the exam room** and take their seat.
- **Mobile phones** and any other **electronic devices** (including smart watches) must be **switched off** and **placed beyond candidates' reach** during the exam
- Any kind of **paper, books, dictionaries** or **notes** are **not allowed** in the exam room
- Desks must be **clear of any materials** and/or **personal belongings**. The candidates are **allowed** to have on their desk their **photo ID, pencil(s), eraser, pencil sharpener** and **drink in a transparent bottle**

# Beginning of the Written exam session (1/2)

Invigilators must:

- Inform the **Chief Invigilator** once all exam preparation has been **completed**
- **Read the Exam Instructions** to candidates (Appendix A of the Chief Invigilator manual). A copy is included in the **exam material**. The Exam Instructions must be read **before the exam papers are distributed** to candidates.
- **Distribute the exam papers** (Question Booklets and Answer Sheets) to the candidates.
- Check that candidates:
  - Follow the **instructions** carefully
  - Have **pencils** and **erasers** to complete the **Answer Sheets**
  - Fill in their **Name**, the **School Name** and the **exam date** on the cover of the Question Booklets
  - Check that their **personal data** are **correctly mentioned** on the cover of their Answer Sheets
  - **Do not turn the pages** of the Question Booklets/Answer Sheets before they are instructed to do so



# Beginning of the Written exam session (2/2)

- The **Listening** part of the Exam is administered **first**. Once the instructions have been read out the Invigilator must:
  - **Test the sound equipment** and ask the candidates to confirm if they can hear the recording clearly
  - Make any necessary adjustments
- In the unlikely event of a **technical issue**, the **Invigilator** should inform the **Chief Invigilator** who is responsible for taking appropriate action
- To begin the Exam, instruct the candidates to **open the question booklet**

*Note: Reproduction of any part of the Listening test, is not allowed. If for any reason, the Invigilator needs to stop the listening part, the examination must restart from the beginning of the part that was interrupted.*

- When the **Listening** is over, inform candidates of the exam **start** and **end time** for the rest of the examination parts (Reading & Writing). Write this information on the board/flipchart

# During the Written exam session (1/2)

- Every effort should be made to start the exam **on time** (subject to any issues that need resolving prior to starting)
- Candidates **cannot enter** the exam room once the **Listening** part of the exam has started
- **Invigilators** must be **alert** and **observe** candidates at all times during the exam
- **Invigilators** must ensure candidate conduct is **appropriate** and that the following rules are adhered to:
  - Candidates do not make use of any kind of aids
  - Candidates must not speak to each other during an exam
  - Candidates must not look at each other's papers during or after the exam
- Ensure candidates write **all their answers** (Listening, Reading and Writing tasks) on the **Answer Sheets**
- In the event of **misconduct**, the **Chief Invigilator** must be **informed** and, if required, is authorised to **expel a candidate** from the exam room if the candidate's actions may disrupt other candidates, jeopardize the exam procedure and/or the security of the exam papers.

# During the Written exam session (2/2)

- The **Chief Invigilator** must report all incidents in the **Close Out Report**
- If a candidate needs to **temporarily leave** the room during the exam (i.e. needs to go to the toilet), they may be given a maximum of **5 minutes**. Only **one candidate** can be excused at a time and one Invigilator/Chief Invigilator must **accompany** the candidate at all times
- If a candidate **leaves** the exam room (other than for an authorised, accompanied toilet break), they **cannot re-enter** the exam room
- During the **Reading** and **Writing** part, fill in the **Candidate List / Invigilation Certificate Close Out Report** by going to each candidate's desk and carefully **checking their personal details** on their ID, against the data provided on the document. If any difference is found, write the amended version on the "Correct" line, right below each candidate's name
- Announce **remaining time** to the candidates when there are **15 minutes** and **5 minutes** left
- The invigilator(s) announce the **10 extra minutes** after the end of the test to allow candidates to transfer their answers to the Answer Sheet

# End of the Written exam session (1/2)

- When the **end** of the test is announced, **Invigilators** must ensure candidates **stop writing**
- Before candidates leave the room, **Invigilators** must:
  - **Collect** all exam material (Question Booklets and Answer Sheets) and **count** them. Candidates should remain seated until all exam material has been collected
  - **Thank candidates** for their participation and cooperation and ensure they leave the exam room **quietly** and **orderly** as exams may still be running in other rooms
  - **Add any notes** and **sign the Candidate List / Invigilation Certificate Close Out Report**, which must also be **reviewed** and **signed** by the **Chief Invigilator**

- To **pack** the exam material, **Invigilators** should follow the below order:
  - Answer Sheets bag:
    - Candidate List / Invigilation Certificate Close Out Report (at the top)
    - Answer Sheets in alphabetical order
  - Question Booklets bag:
    - Question Booklets in alphabetical order
- **Invigilators** must hand over the exam material to the **Chief Invigilator** who will deliver it to the Venue/School Manager

# Beginning of the Spoken exam session (1/2)

Chief Invigilators must:

- Be at the Venue/School at least **1 hour** before the exam start time
- **Remove** or **cover** any posters/signs that may contain English words
- **Ensure** Interlocutor(s) strictly follow LanguageCert regulations
- **Ensure** Interlocutor(s) arrive **on time**, 1 hour before the exam start time
- **Check** Examination Room and ensure correct setting of at least one table and two chairs. Chairs should be positioned at an angle to each other ensuring the Interlocutor and the candidate are not seated in a confrontational arrangement (e.g. facing each other)
- Ensure the Interlocutor(s) studies the examination script(s) carefully before the examination begins
- Ensure all speaking tests **are recorded**

# Beginning of the Spoken exam session (2/2)

The Chief Invigilator must ensure that the Interlocutor(s):

- Have a mobile device with the **LanguageCert Interlocutor Mobile Application** installed
- Can **login** to the App
- Perform a **sound quality check** (through the App)
- Have sufficient **battery and storage space** (through the App)

# During the Spoken exam session (1/2)

Chief Invigilators must stay outside the examination room and:

- Maintain a **quiet** environment
- Coordinate the **order** in which candidates are examined, based on the **Candidate List / Invigilation Certificate Close out Report** provided for each examination room
- Make sure candidates who have finished the exam **do not interact** with candidates waiting their turn
- Check candidates' **photo ID** and fill in the **Candidate List / Invigilation Certificate Close out Report** using the same process as described for the written exams
- Must **not interfere** with the examination in any way, unless the examination procedure is violated
- Write on the **Candidate List / Invigilation Certificate Close Out Report** the actual sequence of candidates that was followed (Registration No.)



# During the Spoken exam session (2/2)

## Interlocutor(s):

- **Records** each candidate's speaking session through the **LanguageCert Interlocutor Mobile App** and fills the File Number in the Registration No. field on the **Candidate List / Invigilation Certificate Close out Report**, next to each candidate's Name, Surname
- At the end of each candidate's examination, ensures the **quality** of the recording, by listening to the recorded file in the candidate's presence, up until the candidate's name is stated. The candidate may then leave the room
- Must be given the following **breaks**:
  - A 2-minute break after conducting each examination
  - A 15-minute break after conducting 8 examinations
  - A 10-minute break before changing examination levels
- At the end of the entire examination session, the Interlocutor must **hand** the examination materials and the Candidate List / Invigilation Certificate Close out Report to the Chief Invigilator

## Chief Invigilator must:

- Fill in and sign the **Candidate List / Invigilation Certificate Close out Report**

Please keep in mind that three appendices are included in the manual.

- Appendix A which includes exam instructions to be read to the candidates
- Appendix B which is the checklist for the Written exam day
- Appendix C which is the checklist for the Spoken exam

All three of them, will be provided as hard copies with the exam material.

# Appendix A (exam instructions for candidates) (1/4)

- Welcome to the **LanguageCert International ESOL (CEFR level\*)** examination
- You are now under exam conditions
- Please do not talk or move around the room
- If you need any assistance, please raise your hand
- Leave your photo ID on your desk during the exam.
- Mobile phones and any other electronic devices (including smart watches) must be
- switched off and placed beyond candidates' reach during the exam. If you are found to carry these items, you will be disqualified and will not get a result
- You are not allowed to talk, copy, continue to write after you have been asked to stop, use notes, help other candidates or allow another person to do all or part of your exam. If you do not comply, you will be disqualified
- Do not take any test materials out of the room

\*Please refer to table "LanguageCert International ESOL – Exam duration"

# Appendix A (exam instructions for candidates)

## (2/4)

- We are going to give you your Answer Sheets and your Question Booklets
- Please check that your name appears correctly on the cover of the Answer Sheet.
- Please complete the following fields on the cover of your Question Booklet using a **pencil**:
  - First name and Last name in block capitals as it appears on your photo ID
  - The School Name
  - Today's date
- The examination will begin in a few minutes and it consists of three parts:
  - Listening
  - Reading
  - Writing
- The **LanguageCert International ESOL (CEFR level\*)** starts with the Listening which lasts about (\*) minutes. After the end of the Listening part, you will be given (\*) minutes to complete the rest of the examination parts in any order. You may not leave the room until the end of the test.

\*Please refer to table "LanguageCert International ESOL – Exam duration"

# Appendix A (exam instructions for candidates)

## (3/4)

- Read the instructions for each part of the paper carefully
- You must complete all the questions
- All your answers should be marked on your **Answer Sheet** and only **in pencil**
- Make sure your answers are written clearly
- If you wish, you may take notes on your Question Booklet. However, all your final answers must be marked on your answer sheet in order to be taken into consideration
- In the Writing part, we suggest that you write your answers directly on the Answer Sheet
- If you want to take a toilet break, raise your hand and an invigilator will accompany you. You cannot leave the room during the Listening part.
- I will let you know when there are 15 minutes and 5 minutes of exam time left
- At the end of the test, you must stop writing when I ask you so and you must stay in your seat until we have collected all exam materials.
- Do you have any questions?

# Appendix A (exam instructions for candidates)

## (4/4)

Table: **LanguageCert International ESOL – Exam duration**

CEFR Level	Listening Duration	Reading & Writing Duration
B1	~30 minutes	2 hours & 10 minutes
B2	~30 minutes	2 hours & 10 minutes

# Appendix B (checklist for the Written exam day) (1/5)

## Before the exam:

- Ensure Invigilators arrive on time & are properly dressed (no noisy shoes, accessories)
- Ensure exam personnel is aware of their role & responsibilities
- Ensure exam personnel follows rules & policies throughout the examination process
- Ensure there is minimum 1 invigilator per 25 candidates available. If there are more than 25 candidates, an additional invigilator is required
- At the examination area:
  - Check there is appropriate signage and clearly defined areas, including toilets and exam room(s)
  - Ensure exam room conditions (noise, light, temperature, cleanliness) are favorable
  - Ensure exam room equipment (clock, whiteboard/blackboard/flipchart, markers) is in place
  - Check exam room setting (i.e. desks to be placed in a “school” setting)
  - Check that any English materials in exam rooms are removed or covered
  - Count desks & tables and check if the number is according to actual candidate number
  - Ensure desks are clean, not wobbly or noisy
  - Ensure candidate spacing is at least 1.25m in all directions
  - Check candidates’ desk labels have been placed in alphabetical order (snake order)
  - Check that the sound equipment (computer or laptop with a USB port) works properly

# Appendix B (checklist for the Written exam day) (2/5)

- Ensure all exam personnel has either handed all electronic devices to you or has turned them off and put them out of their reach
- Monitor the candidates' welcoming process and the redirection to the exam room(s). Ensure this is performed in a professional and polite manner
- Ensure mobile phones have been deactivated
- Remind candidates that they need their photo ID and that they will be using only pencil
- Remind candidates that books, notes, dictionaries are not allowed
- Assign the following tasks to the Invigilator(s):
  - Photo ID check & mark presence on the Candidate list/Invigilation Certificate Close Out Report
  - Escort Candidates to find their seats
  - Ensure only necessary personal belongings are placed on desks (photo ID, pencils, rubbers, pencil sharpener, drink in a transparent bottle)
- Ensure the exam starts on scheduled time



# Appendix B (checklist for the Written exam day) (3/5)

## Preparing candidates:

- Check that Invigilator(s):
  - Read the Instructions script (Appendix A) to the candidates
  - Ensure the Instructions are followed accurately
  - Perform a sound check & make any necessary adjustments

## During the exam:

- Ensure the Invigilator(s) follow the instructions script (Appendix A)
- Toilet breaks are permitted, but not during the Listening part. Candidates are accompanied by an Invigilator/Chief Invigilator
- Ensure Invigilators are attentive, non-intrusive & patrol room regularly (except during Listening). They are polite but firm. No exam-related answers are provided. Chatting with candidates is not allowed unless there is a need for an exam administration subject. They stay in the room at all times.

# Appendix B (checklist for the Written exam day) (4/5)

- Ensure Listening runs smoothly. If anything occurs, you should be informed immediately and write in the Candidate list / Invigilation Certificate Close Out Report as many details as possible (when the problem occurred, which candidates were affected, how long it lasted, if any actions were taken)
- Monitor the entire exam duration to ensure smooth running of the exams
- Exam personnel DOES NOT move during Listening but walks around the room during other parts
- The Invigilator(s) ensure candidates use the Answer Sheet for the Writing tasks
- The Invigilator(s) perform Second Level ID check & fill in the Candidate list / Invigilation Certificate Close Out Report (e.g. name amendment)
- The Invigilator(s) inform candidates about remaining time (15 minutes & 5 minutes)
- The invigilator(s) announce 10 extra minutes to transfer answers to the Answer Sheet
- The Invigilator(s) announce official end of exams

# Appendix B (checklist for the Written exam day) (5/5)

## After the exam:

- The Invigilator(s) collect all exam material, according to the seating (Alphabetical) order, and count them
- Proceed with the below tasks, with the assistance of the Invigilator(s):
  - Ensure the exam material is in Alphabetical order and count the material again
  - Sign the Candidate list / Invigilation Certificate Close Out Report
  - Pack the exam material in the below order:
    - Answer Sheets bag:
      - Candidate List / Invigilation Certificate Close Out Report (at the top)
      - Answer Sheets in alphabetical order
    - Question Booklets bag:
      - Question Booklets in alphabetical order
  - Seal the Exam Material
  - Hand over the sealed Exam Material to the Venue / School Manager
- The Invigilator(s) remove the desk labels

# Appendix C (checklist for the Spoken exam day)

## (1/3)

### Before the Exam:

- Check the exam room conditions (noise, light, temperature, cleanliness)
- Check there is appropriate signage and clearly defined areas, including toilets and exam room(s)
- Check the room set-up (quiet, separate room, lighting, heating, ventilation, desk, chairs)
- Ensure Interlocutor(s) arrive on time
- Ensure Interlocutor(s) either hand all electronic devices to you or have turned them off and put them out of their reach
- Escort the Interlocutor(s) to the examination room assigned to them
- Ensure Interlocutor(s) doesn't leave the room unless they have notified you. The room should remain locked during the time of their absence

# Appendix C (checklist for the Spoken exam day) (2/3)

## During the Exam:

- Perform ID Check & fill in the Candidate list / Invigilation Certificate Close Out Report
- Monitor candidates' flow
- Ensure candidates finishing the Exam do not come in contact with the next ones
- Write actual candidates' sequence on Candidate list / Invigilation Certificate Close Out Report

# Appendix C (checklist for the Spoken exam day) (3/3)

## After the Exam:

- Fill in and sign the Candidate list / Invigilation Certificate Close Out Report
- Ensure that the Candidate list / Invigilation Certificate Close Out Report and all Exam material are placed in the designated envelopes and sealed
- No Exam material is left to Candidates or remains unsealed

**Thank you.**