



**Language
Cert**

**Invigilator
Región de Murcia**

- ✓ Invigilator role, responsibilities and required actions
- ✓ Appendix A (exam instructions for candidates) and
- ✓ Appendix B (checklist for the exam day) are being provided as hard copies with the exam material

- Appointed by **the School**
- All Invigilators must **sign a Non-Disclosure Agreement** prior to undertaking their role
- Responsible for **invigilating** the candidates
- Each exam room should have at least **one Invigilator** for every **25 candidates**
- Invigilators should **follow the instructions** given by the **Chief Invigilator**
- The Invigilator(s) must be at the Venue / School at least **1 hour before the official exam start time** and report to the **Chief Invigilator**

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**.

- 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
 - and Actual Start / End Time
- **Invigilators** will receive the exam papers in a **sealed envelope** from the **Chief Invigilator**

- 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 exam session (1/2)

Invigilators must:

- Inform the **Chief Invigilator** once all exam preparation has been **completed**
- **Read the Exam Instructions** to candidates. 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

- 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 and Writing). Write this information on the board/flipchart

- 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 Sheet**
- 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.

- 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 **photo 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
- Announce **10 extra minutes** after the end of the test to allow candidates to transfer their answers

End of the 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 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**

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

- Appendix A which includes exam instructions for candidates and
- Appendix B which is the checklist for the exam day

Both, 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
- At the end of the exam, you will be given an additional 10 minutes to transfer your answers to your 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 exam day) (1/3)

Before the exam:

- Check exam room conditions (noise, light, temperature, cleanliness)
- Check exam room equipment (flipchart, markers, wall clock) is in place
- Place candidates' desk labels (snake order)
- Write exam details on board
- Remove English related posters etc.
- Hand all electronic devices to the Chief Invigilator or turn them off and put them out of reach
- Welcome candidates in a professional and polite manner
- Remind them about mobile phones policy (have been deactivated)
- Remind them that they need their photo ID and that they will be using only pencil
- Remind them that books, notes, dictionaries are not allowed
- The following tasks will be assigned by the Chief 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, erasers, pencil sharpener, drink in a transparent bottle)

Appendix B (checklist for the exam day) (2/3)

Preparing Candidates:

- Read the Instructions script (Appendix A) to the candidates
- Ensure the Instructions are followed accurately
- Perform sound check & make adjustments

During the exam:

- Ensure Listening runs smoothly. If anything occurs, the Chief Invigilator should be informed immediately.
- Remain attentive, non-intrusive & patrol room regularly (except during Listening). No exam-related answers are provided. Chatting with candidates is not allowed unless there is a need for an exam administration subject. Stay in the room at all times.
- DO NOT move during Listening but walk around the room during other parts
- Once Listening finishes, write actual start & end times on the board
- Ensure candidates use the Answer Sheet for the Writing tasks
- Accompany candidates for toilet breaks (not during Listening)
- Ensure candidates do not leave the room for any other reason until the end of the exam
- Perform Second Level ID check & fill in the Candidate list / Invigilation Certificate Close Out Report (e.g. name amendment)
- Inform candidates about remaining time (15 minutes & 5 minutes)
- Announce 10 extra minutes to transfer answers to the Answer Sheet
- Announce official end of exams

Appendix B (checklist for the exam day) (3/3)

After the Exam:

- The Invigilator(s) collect all exam material, according to the seating (Alphabetical) order, and count them.
- The Chief Invigilator, with the assistance of the Invigilator(s), proceeds with the below tasks:
 - Ensure the exam material is in Alphabetical order and count them 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

Thank you.