

Invigilator Training

SAMPLE PROGRAMME

14.00 - 14.20

Session 1 Introduction

This session will introduce participants to:

- Each other
- The aims and objectives of the training programme
- The context in which examinations are taking place
- The role of assessment and examinations

14.20 – 14.45

Session 2 The Role of the Invigilator

This session will introduce participants to all aspects of the invigilator's role as follows:

- An overview of the role
- Responsibilities:
 - Before and at the start of the examination
 - During the examination
 - At the end of the examination

14.45 – 15.15

Session 3 Key Issues

This session will cover in detail issues to be aware of during the examination including:

- Issues and behaviours to be aware of and look out for
- 'Do's' and 'Don'ts' – including aspects of interaction with candidates

15.15– 15.45

Session 4 Assessment Scenarios

This session will present participants with a number of scenarios which are likely to occur during the examination. Participants will be asked to work through this in pairs/small groups and then to contribute to a larger discussion group covering the issues raised

15.45 – 16.00

Session 5 Summary and Feedback

This session will summarise the event and enable participants to ask any further questions and provide feedback.