

~ Invigilator Training ~

Standard Sample Programme

13.30 – 13.50

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

13.50 – 14.20

Session 2 The Role of the Invigilator/ Senior Invigilator/Attendants

This session will introduce participants to all aspects of the roles involved in invigilation as follows:

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

14.20 – 15.10

Session 3 Key Issues

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

- Reasonable adjustments
- Policies and procedures
- Issues and behaviours to be aware of/look out for
- Dealing with difficult situations
- 'Do's' and 'Don'ts' – including aspects of interaction with candidates

15.10 – 15.25

Break

15.25 – 16.10

Session 4 Invigilation Scenarios

This session will present participants with a number of scenarios which can potentially occur during examinations. 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

16.10 – 16.30

Session 5 Summary and Feedback

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