

Question paper control – invigilator/Exams officer declaration

Date : _____

Session : AM/PM

Exam component code(s) : _____

Pre-exam checks :-

- I confirm that I have completed invigilator training and am fully aware of invigilator responsibilities and duties, including the current version of the JCQ 'ICE' documentation.
- All question papers were received in the exam room in sealed packets/sealed envelope and were opened in the presence of a second member of staff.
- Before opening, the date/session/component details for **each** packet, were checked and confirmed as correct by both members of staff (including any modified versions and those printed on coloured paper).
- A second member of staff checked that the correct question paper was placed on the correct desk, as designated in the exam room seating plan (including any personalised question papers and answer sheets).
- Centre number, subject title and question paper details for the exams in this session were clearly visible to all students in the exam room, and students were reminded to check the Unit/Component code and Tier (if applicable) before the start of the exam.

Post-exam checks :-

- No question paper was removed from the exam room by a student.
- All scripts were collected, keeping any additional material with the associated script, and were appropriately packaged, labelled and dispatched.

Please tick the relevant option below:

- No student reported receiving an incorrect question paper during this session.
- Students did report receiving an incorrect paper and were kept isolated under centre supervision, until the relevant exam board had been notified and advice obtained.
Please state affected component code(s) _____

I confirm the accuracy of the information provided in this statement.

Invigilator : _____

Second official/reviewer : _____

Exams officer : _____