

5.0 Preparation for invigilation

5.1 The term “invigilator” is used to indicate a person responsible for supervising an examination. In this context, the term “invigilator” means the same as proctor or supervisor.

5.2 There must be sufficient invigilators to ensure the adequate supervision of all examinations. The IB requires a ratio of 1 invigilator for every 20 candidates, with a minimum of 2 invigilators per examination room. The only exception to the minimum is where schools have a small number of candidates in separate examination rooms; in these instances schools may use a “floating” invigilator in order to meet the minimum invigilator requirement (that is, one person can act as the second invigilator for up to three examination rooms). “Floating” invigilators must be easily contactable by each in situ invigilator.

5.3 An invigilator will normally be a member of the school’s teaching faculty (staff) for the DP. However, it is acceptable to recruit responsible adults who are not teachers, provided that they are appropriately trained in the process. The school has responsibility for the training and conduct of all invigilators.

5.4 An invigilation schedule must be devised showing when and where each invigilator will be supervising examinations. The duties of the invigilator may include the distribution and collection of examination material,

so time must be allowed for this in the schedule. Also allow for the 5 minutes' reading time before the start of each examination (except in multiple-choice examination papers).

5.5 Teachers of the subject of the examination must not invigilate. An exception is made for a coordinator who is also a subject teacher. However, in this case, a second teacher must also act as an invigilator. The purpose of this restriction is to help ensure that no questions arise regarding the integrity of the examination.

5.6 Coordinators should ensure that invigilators do not supervise examinations for long periods without being replaced or given a break.

5.7 At least two weeks before the start of the written examinations, coordinators should make available a copy of the examination schedule and the invigilation schedule to each invigilator. It is the responsibility of the coordinator to ensure that all invigilators understand their responsibilities and know how IB examinations are conducted and supervised.

5.8 All invigilators who are present for an examination that permits a candidate to use a calculator must be familiar with the [guidance on calculators](#). Furthermore, such invigilators must understand how to check that candidates are not infringing the rules governing the use of calculators.

6.0 Preparation of the examination room

6.1 Make sure that invigilators can contact someone outside the examination room in an emergency (A mobile phone/cell phone may be used for this purpose, but otherwise it should be kept switched off during the examination.) Candidates may need to leave the room temporarily, so both male and female invigilators must be available.

6.2 For all examinations, place a large clock in the room where all candidates can see it, and a board or flip chart showing the start and finish times. Display in or outside the examination room a copy of the poster *Conduct of the examinations: Notice to candidates* and the poster *Conduct of the examinations: Items not permitted*. Display outside the examination room a notice that reads:



Copies of these instructions must be available to the invigilators in the examination room.

6.3 Remove any information (such as posters, periodic tables, pictures, teaching aids and maps) that may be helpful to candidates during any examination from the walls, noticeboards and bookcases in the examination room. Particular care must be taken if an examination is being held in a library or similarly resourced room.

7.0 Conduct of the examinations

7.1 The school is responsible for providing a room that is suitable for the examinations and for informing each candidate where the examinations will be held. Access to the examination room must be restricted to persons

who are directly connected with the examinations. No person is permitted to take any confidential examination material, such as a copy of an examination paper, from the room.

7.2 IB examinations must be conducted according to the instructions given here. If candidates are present in the room for examinations other than IB examinations, all instructions concerning the conduct of IB examinations must still be observed without interference of any kind.

7.3 The document *Conduct of the examinations: Notice to candidates* must be read by all candidates and, if necessary, explained to them. Each candidate must be provided with his or her own copy, which can be downloaded from the programme resource centre.

7.4 At least one week before the start of the written examinations, copies of the posters *Conduct of the examinations: Notice to candidates* and *Conduct of the examinations: Items not permitted* must be displayed at a suitable location within the school. Preferably, this should be outside or close to the room where the examinations will be held, but this is at the discretion of the coordinator. These posters are sent to schools with the consignment of examination stationery.

8.0 Seating arrangements for candidates

8.1 It is not a requirement of the IB to place a card with the candidate's session number on each desk or table. However, candidates must know their session number.

8.2 A record of where each candidate sat in the examination room must be kept for each examination. The seating plan must indicate the direction in which the candidates were facing during the examination. In cases of alleged academic misconduct, the Assessment Division, IB Global Centre, Cardiff, will request a copy of the seating plan.

Retain the seating plans until after the issue of results. Do not send your seating plans to the Assessment Division, IB Global Centre, Cardiff (or the scanning centre), unless you are requested to do so.

8.3 Candidates themselves (rather than their desks) must be seated a minimum of 1.5 metres apart and must not be able to overlook the work of other candidates (for example, when seated in an auditorium) or to exchange information. If possible, arrange the seating so that candidates have individual desks or tables. Whether or not candidates have individual desks or tables, each candidate must have sufficient space to accommodate the authorized material, such as data booklets and maps, required for the examination. Do not arrange seats around a table or facing one another; all candidates must be facing in the same direction.

8.4 Candidates are not required to sit in the same place in all examinations. In fact, the security of the examinations can be improved by assigning candidates to a different place for each examination.

9.0 Before candidates arrive for an examination

9.1 The coordinator should normally start and end each examination, although they do not need to be present for the full duration of every examination. If another person is starting an examination, the coordinator must provide that person with the materials required.

9.2 The coordinator must arrive at the examination room well before the scheduled start time to ensure that the room is correctly arranged.

9.3 The coordinator must ensure that candidates will not be distracted during the examination (for example, by noise outside the examination room, or by teachers or other persons seeking access to the room). Disruptive events, such as fire drills or building maintenance, must be scheduled for another time.

9.4 Examination stationery may be placed on desks/tables before the arrival of the candidates. Alternatively, the stationery may be given out once candidates are seated in the examination room.

10.0 When the candidates arrive

10.1 Before the candidates enter the examination room, they should be informed that only authorized materials required for the examination may be taken to their desk. All personal belongings, including any communications devices, must be left outside or placed at the back of the room. If belongings are placed at the back of the examination room, ensure that any mobile phones/cell phones are switched off. Candidates should also be informed that, once they have entered the examination room, they are subject to the IB's regulations governing the conduct of examinations.

10.2 Admit candidates to the examination room at least 10 minutes before the examination is due to begin. They must enter the room in a quiet and orderly manner.

10.3 Once the candidates have entered the examination room, the examination is in progress until all scripts and any other examination materials have been collected.

10.4 The coordinator must decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator and remain seated until permission is given to leave the examination room.

10.5 Check the identity of each candidate against the answer coversheets/multiple-choice answer sheets or a checklist of candidates printed from IBIS. It is essential that the identity of each candidate can be confirmed. Retake candidates who do not normally attend the school must be asked to produce proof of their identity if the coordinator/invigator is not certain of their identity.

10.6 Candidates who have not been registered for the subject or level of an examination must not be allowed to take the examination unless authorization has been received from the Assessment Division, IB Global Centre, Cardiff. If authorization has been received, use one of the generic coversheets available on IBIS. Details on the front of the generic coversheet must be completed.

10.7 It is preferable that candidates do not take to their desk or table any form of container (for example, a pencil case) in which to hold their stationery. However, if the coordinator allows this, containers must be either transparent or checked by the coordinator/invigator to ensure that they do not contain unauthorized material.

10.8 Candidates may take to their desk or table only the following items.

- General stationery (for example, pens, pencils, an eraser, geometry instruments and a ruler)
- A bilingual translation dictionary for all subject groups except studies in language and literature, language acquisition and classical languages examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)
- Other materials specified by the IB as required for a particular examination (for example, an approved electronic calculator)

10.9 The use of pencil is permitted for drawing graphs or diagrams. If possible, candidates should be encouraged to use a pencil with a soft lead that produces dark lines, rather than a pencil that tends to result in thin grey lines. This will aid the electronic scanning of candidates' scripts. Coloured pencils are only permitted for examinations in geography.

10.10 Candidates are not permitted to use correcting fluid/pens. A candidate must neatly cross out any mistakes (except when there is a mistake in a question number box—in this instance, the relevant box must be completely filled in and the next one used). Gel pens/highlighting pens can only be used to highlight questions or other information on an examination paper; they must not be used in conjunction with a candidate's answer to any question. (This is because candidate's scripts are scanned and the images made available to examiners electronically—gel pens/highlighting pens are not amenable to this process.)

10.11 Candidates must write their answers in either dark blue or black ink (except for multiple-choice examination papers, when pencil is used), and use soft pencil for graphs and diagrams. The use of colour is only permitted in geography examinations. Gel pens must not be used as they cause difficulties during the scanning process.

10.12 Candidates must not share stationery, dictionaries, calculators or other material during an examination.

10.13 If unauthorized material is found in a candidate's possession, they are likely to be held in breach of regulations, regardless of whether they intended to use the material during the examination. Therefore, it is important to provide candidates with the opportunity to declare the possession of unauthorized material before the start of the examination.

10.14 Personal belongings not required for the examination must be removed from candidates. However, articles that a candidate may consider a "lucky charm" or similar may be placed on a candidate's desk or table at the discretion of the coordinator. The article must be thoroughly inspected to ensure that it does not provide unauthorized material.

10.15 The coordinator or invigilator must be particularly vigilant for any unauthorized electronic devices. Candidates are not permitted to bring such devices (for example, a mobile phone/cell phone, a personal stereo/radio, a computer/tablet, an electronic or smart watch or calculator that allows communication) to their desk/table and must be instructed to switch off a watch alarm if it is set to go off during the examination. A personal clock, other than a wristwatch, is not permitted. Candidates are not permitted to use a mobile phone/cell phone as a calculator regardless of the applications on the device.

10.16 Drinking water is permitted at the discretion of the coordinator. Food, refreshments and drinks other than water are only permitted for those candidates with a medical condition, such as diabetes.

10.17 If authorized by the coordinator prior to the examination, a candidate with a diagnosed illness may take necessary medication during the examination. If the nature of that medication may distract other candidates taking the examination, the candidate concerned should take the examination in a separate room. This can be arranged at the discretion of the coordinator.

11.0 Starting the examination

11.1 Inform the candidates that they must remain silent until they have left the examination room.

11.2 Ensure that all candidates have the correct coversheet and sufficient stationery, such as answer booklets (if required), pencils and graph paper. Candidates must not be given rough/scratch paper on which to write a draft, any working out or plan for an answer. For unstructured examination papers, such work must be written in the answer booklet(s). For structured/semi-structured examination papers, the working out or plan can be written on the examination paper, supplemented with an answer booklet if necessary. If a candidate does not want this draft work to be marked, a line must be drawn through that work. In both scenarios, the candidate's draft work, and so on, must be submitted and not retained either by the school or by the candidate.

11.3 Open the sealed packet(s) containing the examination papers in the presence of the candidates. Distribute the examination papers and any additional material issued for a particular paper. Place the examination papers on the desks or tables with the front cover uppermost so that candidates cannot read the questions. Care must be taken to ensure that each candidate receives the correct examination paper.

11.4 If the wrong packet of examination papers is opened by mistake, seal the packet and report the incident to the head of school and IB Answers immediately after the examination. If the wrong examination papers are distributed, collect the papers, seal them in the packet and, immediately after the examination, send a written report on the incident to IB Answers and inform the head of school.

11.5 Section 15 "[Invigilators' instructions to candidates](#)" provides the actual instructions that must be given verbally to candidates at the start of the examination. (The coordinator or invigilator for each examination must already be familiar with the text.)

11.6 Inform candidates that their handwriting must be legible. Poor handwriting will not be penalized, but if an examiner cannot read a script, then he or she cannot mark it.

11.7 Write the start and finish times of each examination paper on a board or flip chart in view of all candidates.

11.8 Provide the candidates with details of any error (erratum) notices provided with the examination papers. Where appropriate, details of a correction should be written on a board or flip chart so that candidates can refer to it during the examination. Candidates are permitted to write the information on their examination paper. No other correction or change may be announced or made to an examination paper without authorization from the Assessment Division, IB Global Centre, Cardiff.

11.9 Allow the candidates 5 minutes of reading time at the start of each examination (except for multiple-choice examination papers). These 5 minutes are not counted as part of the time allowed for the examination, which is stated on the front cover of the examination paper. Candidates must not use calculators during the reading time, write notes, refer to dictionaries, highlight questions or write draft answers to questions. For a music examination, these 5 minutes can include listening to the music tracks for section B of the examination paper.

11.10 On structured and semi-structured examination papers where candidates write their answers in designated boxes, if a candidate is unable to complete their answer in the box provided, they must continue their answer in an answer booklet. The candidate must indicate they have done this by writing a note in the answer box. The number of the question that is being answered must be shown in the answer booklet.

12.0 During the examination

12.1 Each invigilator must give his or her whole attention to the supervision of the examination. It is not permitted for an invigilator to engage in an activity (for example, reading or marking candidates' work) other than supervising the examination. Any conversation between invigilators must be brief, quiet and confined to discussing matters relating to the examination in progress.

12.2 At least one invigilator must walk around the room at regular intervals, without disturbing the candidates, to ensure that no candidate is engaging in any form of academic misconduct. Invigilators must not remain in one place for a long period, but when moving about the examination room they must avoid distracting the candidates.

12.3 One invigilator should be seated at the back of the room so that candidates cannot see which part of the room the invigilator is observing.

12.4 During the examination, the invigilator must keep an accurate record of any events. The following are examples of the type of events that must be recorded.

- If a candidate is allowed a temporary absence (for example, to go to the bathroom or because of illness), the session number or name of that candidate must be recorded, as well as the time when he or she left and returned to the room.
- If a candidate feels ill, but continues with the examination, record the name of the candidate and the time when the illness appeared to begin.
- If a candidate is thought to have engaged in misconduct, record the name of the candidate and the nature of the incident.

12.5 Do not leave candidates unsupervised at any time. If an invigilator must leave the examination room, another invigilator must remain to supervise the candidates.

12.6 Other than candidates for the examination, only the head of school, coordinator, invigilators and authorized IB inspectors are allowed into the examination room. No other person should be given access, except in an emergency or with authorization from the Assessment Division, IB Global Centre, Cardiff.

13.0 Attendance

13.1 Coversheets: The absence of any candidate must be indicated on their answer coversheet one hour after the start of the examination. On the coversheet there is a box next to the heading "Invigilator only: Candidate absent" for this purpose. If a candidate is absent, put a cross in this box. (There is no requirement to indicate the same information on IBIS about candidates who were absent from a written examination.) If a candidate who would have received a generic coversheet is absent, complete the coversheet on his or her behalf and put a cross in the box. If there are adverse circumstances to justify the absence of the candidate, submit a completed form *Candidate(s) affected by adverse circumstances* to the Assessment Division, IB Global Centre, Cardiff, as soon as practicable.

13.2 Temporary absence: If a candidate has to go to the bathroom, or feels ill, or has an emergency situation, they may be allowed to leave the examination room and return. In cases of illness only, at the discretion of the coordinator, the candidate may be allowed the full time for the examination.

A candidate must be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.

During a temporary absence, the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

13.3 Early departure from the examination: Candidates must not be allowed to leave the examination room during the first hour or during the last 15 minutes of an examination (subject to section 13.4). Consequently, candidates must not be allowed to leave the examination room if the duration of the examination is 1 hour and 15 minutes or less. This ruling is intended to prevent any disruption during the close of an examination, so that candidates are not moving around the room while scripts, examination papers and other material are being collected and accounted for.

13.4 On the occasions when two or more examinations are scheduled for the same time of day, but end at different times, the coordinator may decide whether candidates are permitted to leave the examination room before the last 15 minutes of an examination. If candidates are permitted to leave, they must do so without disturbing those candidates who are continuing their examination.

If a candidate leaves the examination before the scheduled finishing time, they must not be allowed to return.

14.0 Ending the examination

14.1 It is the responsibility of the candidate to ensure that the coversheet for the examination is correctly completed before leaving the examination room. Candidates must attach material using a string tag in the correct sequence, with the answer coversheet at the front, followed by the structured examination paper if one has been used for the examination (they must not attach an unstructured examination paper), then their answer booklet(s) and finally any graph paper that has been used.

14.2 Candidates must place their examination material on their table or desk so that it can be easily collected from them. Before the candidates leave their desk or table, collect all examination papers, coversheets with answer booklets and graph paper attached, multiple-choice answer sheets and all unused material.

14.3 If a candidate attempts an examination paper, their script—no matter how limited in content—must be sent for marking. If no script is received for a candidate, the candidate will not be eligible for a grade in the subject concerned.

14.4 Candidates must leave the examination room in a quiet and orderly manner, taking only their personal belongings with them. Candidates must not take any examination paper, data booklets, answer booklets or graph paper out of the room.

15.0 Invigilators' instructions to candidates

This section contains the verbal instructions that must be given to candidates during the course of each examination, according to the type of examination paper being taken.

15.1 Unstructured examination papers that require candidates to write their responses in one or more answer booklets

Starting the examination

Make these announcements immediately before the examination begins.

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination.”

[Allow time for the candidates to do this.]

“Use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing.”

[Allow time for the candidates to do this.]

“Does anyone have an examination paper that is incomplete?”

Read all the instructions very carefully. Do not answer more questions than required.

Write as clearly as possible using both sides of each page in your answer booklet. If you require another booklet, please ask for one.

Write your session number and name on the front page of your answer booklet in the boxes provided. Do this carefully please.

If you use graph paper for all or part of a question, please write ‘see graph paper’ alongside the question number in the answer booklet.

Write the number of each question you answer in the appropriate boxes provided. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

After I finish this instruction, you will have 5 minutes to read the questions carefully. During this reading time you are not allowed to write, (refer to a dictionary), highlight questions (or use a calculator).

You may now open your examination paper. Your reading time starts now.”

[Allow 5 minutes’ reading time.]

“Your reading time is over. You have [state time allowed] for this examination paper. You may start to write. The time now is [give the precise start time].”

During the examination

Make these announcements at the appropriate times.

“The time remaining is 30 minutes.

The time remaining is 5 minutes. Please ensure you draw a line through any work that you do not wish to be marked; if this applies to a whole question, remember to fill in the relevant question number box as well.”

Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in the answer booklet(s) (and graph paper) used. Make sure that both your session number and name are written on the front page of each answer booklet (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is fastened to your answer booklet(s) (and graph paper) using a string tag.

Place the examination paper and script separately on your desk/table ready for collection.”

15.2 Structured and semi-structured examination papers in which candidates write all or some of their answers (supplemented with answer booklets and/or graph paper)

Starting the examination

Make these announcements immediately before the examination begins.

“Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your coversheet. Please tell me if any of the details are not correct for this examination.”

[Allow time for the candidates to do this.]

“Use blue or black ink for all written text. Pencil may be used only for graphs, diagrams or charts. Coloured pencils are not permitted (except in geography examinations).

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing.”

[Allow time for the candidates to do this.]

“Does anyone have an examination paper that is incomplete?

Read all the instructions very carefully. Do not answer more questions than required.”

[For structured examination papers, make the following announcement.]

“Write your answers in the appropriate spaces on the examination paper. Answer booklets are available if you require more space than is available in the examination paper. If you use an answer booklet, remember to write your session number and name on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.”

[For semi-structured examination papers, make the following announcement.]

“For section A, write your answers in the appropriate spaces on the examination paper. For section B, answer booklets are provided. When you use an answer booklet, remember to write your name and session number on the front page and the question number at the start of each answer. If you enter an incorrect question number in a box, fill in the box completely and write the correct question number in the next available box.

Where an answer is required in a designated box, you must write your answer in the box provided. If you are unable to complete your answer in the box, continue your answer in an answer booklet and write in the box that you have done so.

After I finish this instruction, you will have 5 minutes to read the questions carefully. During this reading time you are not allowed to write, (refer to a dictionary), highlight questions (or use a calculator). You may now open your examination paper. Your reading time starts now.”

[Allow five minutes' reading time.]

"Your reading time is over. You have [state time allowed] for this examination paper. You may start to write. The time is [give the precise start time]."

During the examination

Make these announcements at appropriate times.

"The time remaining is 30 minutes.

The time remaining is 5 minutes. Please ensure you draw a line through any work that you do not wish to be marked."

Ending the examination

Make these announcements at the end of the examination.

"The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Check that you have written the question number for each of your answers in the appropriate box(es) in any answer booklet(s) (and graph paper) used.

Make sure that both your session number and name are written on the front page of any answer booklet(s) (and graph paper) used.

Complete all details on your coversheet, if you have not already done so.

Make sure that your coversheet is attached to the examination paper using a string tag. Attach any answer booklets (and graph paper) at the back.

Place your script on your desk or table with the coversheet uppermost, ready for collection."

15.3 Multiple-choice examination papers

Starting the examination

Make these announcements immediately before the examination begins.

"Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notices to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so. The possession of unauthorized material is a breach of regulations.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your answer sheet. Please tell me if any of the details are not correct for this examination."

[Allow time for the candidates to do this.]

"Use a soft pencil that produces dark lines.

Read the instructions on the answer sheet."

[Allow time for the candidates to do this and give guidance, as appropriate.]

“Note that calculators are not allowed in multiple-choice examinations.

The number of pages in the examination paper is on the front page. Turn the pages to check none are missing.”

[Allow time for the candidates to do this.]

“Does anyone have an examination paper that is incomplete?”

Read all the instructions and the questions themselves very carefully. Do you have any questions? You have [state time allowed] for this examination paper.

You may now start the examination. The time now is [give the precise start time].”

During the examination

Make these announcements at appropriate times.

“The time remaining is 30 minutes.

The time remaining is 5 minutes.”

Ending the examination

Make these announcements at the end of the examination.

“The examination has ended. Please stop writing immediately. Do not make any additions or amendments to your answers.

Place your answer sheet and examination paper on your table or desk with the front page(s) uppermost, ready for collection.”