



**Test of Interactive English  
Interlocutor & Invigilator Handbook**

Certificate in ESOL International (Test of Interactive English)

Spoken TIE: B2-C2

Written TIE: B2-C2

**(RQF Levels: Level 1, 2 and 3)**



## The Test of Interactive English

This Handbook presents the full administration of the Test of Interactive English B2-C2

Invigilators, Interlocutors and Examinations Officers or Co-ordinators must familiarise themselves with all aspects of the instructions.

Further details, examples and instructions are contained within Gatehouse Awards' *Regulations for Conducting Controlled Examinations*.

- ✓ The Test of Interactive English is taken in two parts: Spoken TIE and Written TIE. Both elements of the Test of Interactive English are compulsory for candidates who want to achieve the full qualification.
- ✓ The Spoken TIE is audio-recorded (sometimes video-recorded), with electronic audio files returned to Gatehouse Awards for assessment, moderation and verification purposes. In some cases, the Interlocutors may also act as the Oral Examiners and make assessment decisions at the time of the examination, which are then subject to final verification by Gatehouse Awards moderators.
- ✓ The Written TIE is a paper-based written examination, with Candidates' scripts returned to Gatehouse Awards for assessment, moderation and verification purposes.
- ✓ Candidates must complete mandatory preparation tasks prior to the examination session. These are:
  - Carry out an **investigation** and record the findings in the Logbook
  - Follow a **news story** in the English-language media, using at least two media sources (the news story should be no more than 6 months old). The news story should not be the same topic as the investigation. Cuttings or photocopies should be presented in the logbook.
  - Read a **book**. The book should not be about the same subject as the investigation or the news story. Candidates reading a fiction book should have read a substantial part of the book, if not the entire book. Candidates who have read a non-fiction book should read at least one section, or two-three chapters.
  - Keep a **logbook**. The logbook is the record of the Candidate's investigation and news story.
- ✓ In the Spoken TIE, the Candidate must present their logbook, containing their investigation, news story and their book.
- ✓ In the Written TIE, the Candidate may bring in their book and/or news story and a monolingual (English-English) dictionary (NOT any other notes).

## Roles

- **Interlocutor** – the person who conducts the Spoken TIE examination. The Interlocutor manages the interaction in the test, ensuring that each Candidate has sufficient opportunities to take part to be able to demonstrate their language ability. The Interlocutor will ask questions, prompt and direct the Candidates, encouraging the Candidates to develop conversation and discussion naturally.
- **Invigilator** – the person who oversees the Written TIE examination. The Invigilator is responsible for the security of the Written TIE test papers.
- **Examiner / Marker** – the person who marks the examination recordings and/or scripts and makes assessment decisions

In some instances, the Interlocutor is also the Examiner for the Spoken TIE. Examiners are experienced and qualified English language assessors who have undertaken mandatory Examiner Training with Gatehouse Awards.

Interlocutors and Invigilators should not refer to themselves as Examiners, Markers or Assessors of the examinations, unless they have been approved by Gatehouse Awards to undertake this role.

## The Examination Materials

In order to conduct the Test of Interactive English examinations, the person responsible for the examination session (the Examinations Officer or appointed examinations Co-ordinator, who may be the Interlocutor or Invigilator themselves) will receive the examination materials either via secure electronic download or secure courier.

It is essential that the materials are checked prior to the examination session. The materials consist of:

1. **Examination Session Timetable:** the examination session must follow the timetable provided.
2. **The Interlocutor and Invigilator's Handbook** (this document): this is included so that any member of staff involved in the organisation or conduct of the tests can check any administration details.

This Handbook also contains the standard wording for Interlocutors to use during the Spoken TIE.

3. **Candidate Record Application Forms:** All Candidates must have their Candidate Record Application form with them when attending the examination session – these forms are sent to the Centre (or individual Candidates) in advance for them to complete. However, if a school or a Candidate has not completed their form, please ask them to do so, using the spare forms included in the Examination Materials.
4. **Examiner Record Forms** (Spoken TIE only): Where the Interlocutor is also acting as an Examiner they should complete an Examiner Record Form per Candidate. Instructions for completing these forms are contained in the document 'Examiner's Handbook'.
5. **Controlled Examination Report Form:** Interlocutors and Invigilators should complete this form after each test. Any variations to the examination timetable, organisation and conduct of the tests, or any additional information (e.g. unexpected noise from building work outside, a fire alarm occurring at the venue etc.) must be recorded on this form.

6. **Silence Notices:** these should be clearly displayed prior to the examination session starting.
7. **Decision Making Tasks:** There will be at least two decision making tasks included. The Interlocutor may choose either of the two versions supplied.
8. **The Writing Examination Papers:** Each Writing test paper is labelled 'A' (for Candidates writing about their book) or 'B' (for Candidates writing about their news story). The Writing papers must be kept securely and only provided to Candidates at the start of the Written TIE.

Where examination materials are sent as hard-copies, the following will also be included:

**Tamper-Proof Envelopes/Bags:** All completed Candidate scripts must be included in the tamper-proof bags, along with all other documentation, audio-files (e.g. on a CD or pen drive) and any spare printed examination materials, to be returned to Gatehouse Awards by secure courier within 24 hours of the examination taking place.

**Two Additional Writing Papers:** additional writing examination papers are supplied. These should NOT be used unless specifically authorised to do so by Gatehouse Awards.

The Interlocutor is also responsible for ensuring they have:

**An Audio Voice Recorder/Video Recorder and Batteries:** Interlocutors are expected to be familiar with how to work the audio recorders and must ensure that their device is in full working order prior to each examination session. In some instances, video recordings of the Spoken TIE and/or the Written TIE may be mandatory; this will be communicated to the Centre prior to the examination session. Upon notification that video-recording is a requirement, the Interlocutor must ensure they have working video-recording facilities available and are familiar with how to use them.

**Tamper-Proof Envelopes/Bags:** Where examination materials have been issued electronically, it is also the Interlocutor's responsibility to ensure that they have suitable secure packaging in order to return all paper-based copies of examinations materials to Gatehouse Awards for assessment. The materials must be returned via secure courier.

### **Administration of the TIE: Instructions for Interlocutors & Invigilators**

- ✓ **Arrival:** Interlocutors and Invigilators must be at the examination centre AT LEAST 30 minutes prior to the scheduled examination session start time.
- ✓ **Venue:** Interlocutors should confirm that the room to be used for the Spoken TIE is suitable for conducting the examination. The room should comfortably hold the Interlocutor/Examiner and two or three Candidates, should be adequately lit, and of a comfortable temperature.

Tables and chairs should be arranged so that two or three Candidates and the Interlocutor can talk to each other comfortably, with enough room to be able to spread out their Logbooks, newspaper cuttings and photos/pictures the Candidates will bring into the examination room with them.

Invigilators should confirm that the room to be used for the Written TIE is suitable for conducting the examination and meets the requirements specified in the *Regulations for Conducting Controlled Examinations*

Silence notices should be clearly displayed.

### ✓ Documents and Equipment:

Interlocutors should ensure they have the following documents and equipment for each Spoken TIE session:

- examination session timetable
- extra Candidate Record Application Forms in case a Candidate has not filled in the form provided by the Centre
- photo tasks – to be used in the final task of the Spoken TIE and which should be kept securely and only provided to Candidates at the appropriate point in the test
- the Interlocutor and Invigilators Handbook (this document), containing the standard wording, script and Interlocutor's Frame, to be used during the test
- audio(or video) recorder in full working order
- the Controlled Examination Report form

Where the Interlocutor is also an approved Examiner, the following documents are also required for the Spoken TIE:

- the Examiner's Handbook, which contains the relevant assessment criteria and Mark Schemes
- Examiner Record Form (for either two or three Candidates)

Invigilators should ensure they have the following documents and equipment for each Written TIE:

- the Interlocutor and Invigilators Handbook (this document), containing the standard wording and instructions to Invigilators
- the written test papers, which should be kept securely and only provided to Candidates at the start of the test
- the Controlled Examination Report form

### Candidate to Invigilator Ratios

Where groups of Candidates are taking the Written TIE examinations together, the ratio of Candidates to Invigilator must not exceed 14 to 1.

### Candidate Information

The standard format for the Spoken TIE involves two Candidates who have been designated as A and B. The designation per Candidate will appear on the Examination Session Timetable.

- The Candidate assigned as A writes about their Book in the Writing test and speaks about their News Story in the Spoken test
- The Candidate assigned as B writes about their News Story in the Writing test and speaks about their Book in the Spoken test
- When there is a group of three Candidates taking the Spoken test together, there may be two A's and one B, or two B's and one A in the group.

## Test Format

The standard format of the Spoken TIE with two Candidates present:

- The Interlocutor reads the introduction and Candidates introduce themselves by their full name
- The Interlocutor and the Candidates engage in a short general conversation
- The Interlocutor invites Candidate A to present their investigation and then invites Candidate B to comment and ask questions
- The Interlocutor invites B to present their investigation and then invites A to comment and ask questions
- The Interlocutor invites A to present their news story and then invites B to comment and ask questions
- The Interlocutor invites B to present their book and then invites A to comment and ask questions
- The Interlocutor asks A and B to complete the decision making task

The standard format of the Spoken TIE with three Candidates present:

- The Interlocutor reads the introduction and Candidates introduce themselves by name
- The Interlocutor and the Candidates engage in a short general conversation
- The Interlocutor invites Candidate A to present their investigation and then invites the other two Candidates to comment and ask questions
- The Interlocutor invites Candidate B to present their investigation and then invites the other Candidates to comment and ask questions
- The Interlocutor invites the third Candidate (A or B) to present their investigation and then invites the other Candidates to comment and ask questions
- The Interlocutor invites A to present their news story and then invites the other Candidates to comment and ask questions
- The Interlocutor invites B to present their book and then invites A to comment and ask questions
- The Interlocutor invites the third Candidate (A or B) to present their news story or book according to whether they are assigned A or B and then invites the other Candidates to comment and ask questions
- The Interlocutor asks all Candidates to complete the decision making task together

Interlocutors also acting as Examiners should not listen back to the interview again before assigning the marks as the Examination Session Timetables do not permit this.

The standard format of the Written TIE:

- The Written test consists of one written examination paper which contains two tasks.
- There are two versions of the examination paper: Paper A and Paper B
- The test is 90 minutes in duration.

## Confirming Candidate Identity

- ✓ **Candidate Identification Checks:** At the beginning of each Spoken test, the Interlocutor must check each Candidate's ID documents and confirm the Candidate's identity. Candidates without ID are not permitted to take the test.
- ✓ **Candidate Record Application Form:** When checking the Candidate's ID, the Interlocutor must also check the Candidate Record Application Form. These forms must be completed in full and signed by the Candidate. The form records:
  - the Candidate's full name
  - their date of birth
  - their current level of English
  - the topic of their Investigation
  - the title of their Book
  - details of any learning difficulties or disabilities
  - the Candidate's signature
- ✓ If video recording is being used, the Candidate's photographic ID should be held up to the video recorder at the start of the Spoken test for sufficient time to ensure the image has been clearly captured (video recording is considered best practice; however it is not a mandatory requirement)

## Dealing with Problems

**Candidate nerves:** If a Candidate is clearly nervous to the extent that it is impacting on their performance in the Spoken TIE, the Interlocutor should ask them a simple question, to which they can give an automatic answer. This often settles nerves. The Interlocutor may verbally reassure the Candidate if necessary. In the Written test, it may be appropriate for the Candidate to leave the room, supervised at all times, to settle their nerves. They may re-enter the room and the details should be recorded on the Controlled Examination Report form.

**The Candidate does not have a logbook, investigation or book:** All Candidates are required to complete all preparation tasks. If they have not, the Interlocutor must explain that they have to make a note on the Controlled Examination Report Form and engage the Candidate in conversation, discussing why their preparation tasks are not complete. The test must continue for the benefit of the other Candidate. Any Candidate who does not attend with their preparation tasks completed will be awarded a DNF grade (Did Not Fulfil the requirements of the test).

**Candidates have collaborated in preparing their logbooks:** Often, Candidates have undertaken the preparation work in their classes alongside other Candidates. This need not necessarily be a problem – the Interlocutor can instruct the Candidates to speak about the part of the project they were responsible for and guide the Candidates to ask questions and comment about different aspects of the topic.

**The voice recorder breaks down:** Spare batteries should always be available. If the recorder has broken, an alternative may be available, for example using a mobile phone. Digital mobile phone files **MUST** be downloaded onto a CD or pen drive as soon as possible. If an alternative is **NOT** available, the Interlocutor should contact Gatehouse Awards immediately for further instructions.

**Candidate(s) are suspected of, or have been seen, copying (plagiarism) in the Written test:** So as not to disturb other Candidates, the Candidate(s) in question must be allowed to continue the test. Often, it is enough for the Invigilator to move and stand closer/in between the Candidates who are suspected of copying and use body language to indicate that they have noticed the problem. It may be appropriate to speak very quietly to the Candidates in question. At the end of the test, ask them to stay behind and inform them that the details will be reported on the Controlled Examination Report form. Record the details and include them in the secure envelope/bag along with the materials.

**A Candidate falls ill during the test:** The invigilator or interlocutor should summon help from another member of staff and the Candidate should be removed from the room. Keep the candidate supervised in case they recover and are able to return to the test. Report the incident on the invigilation report sheet, noting the times involved and the Candidate's name.

**A Candidate's book contains additional sheets of paper containing notes or there are extensive notes written in the book:** If this is identified before the start of the test, remove the additional notes. If the book itself contains extensive written notes or translations, the Candidate must be informed that they may be disqualified. If the notes or additional materials are discovered during the invigilation of the test, ask them to stay behind at the end and inform them that the details will be reported on the Controlled Examination Report form.

**A Candidate needs to go to the toilet during the test:** This may be a Candidate who is cheating (perhaps having hidden some notes etc., in the toilet before the test), or they may be feeling unwell or very nervous. Summon another member of staff to accompany the Candidate to and from the toilet, so they are supervised at all times and can then re-enter the room. Record the Candidate's name and the timings on the Controlled Examination Report form.

**A Candidate asks the Invigilator to explain the question to them (or asks for the answer):** Invigilators must not help Candidates in any way, be that to read a word or phrase, or explaining the meaning of it. Simply tell them that you are unable to help and they must do what they think is best.

**There is a fire alarm:** Ensure that you are familiar with the venue's Emergency Procedures. The interlocutor or Invigilator should make note of the time the alarm sounds and assuming it is not a test alarm they must instruct Candidates to stop working, place all their work in a neat pile and then escort the Candidates to the appropriate emergency meeting point, following the procedure. As long as Candidates are supervised at all times and the venue allows you back in, the test can continue. Details should be recorded on the Controlled Examination Report form.

## Conducting the Spoken TIE: Instructions for Interlocutors

- ✓ Ensure that the Candidates introduce themselves clearly using their full names, to allow the moderators to effectively distinguish between the Candidates based on the audio recording only.
- ✓ Where the Interlocutor Handbook dictates the exact words to be read aloud to the Candidate, you must not deviate from the script under any circumstances.
- ✓ Where the Interlocutor Handbook allows deviation from the specified script, you should ensure that the language used is at an appropriate level to the level of the examination being conducted.
- ✓ The script delivery should be appropriate to the candidate level – at B2-C2 the Interlocutor should speak clearly at a natural speed. For Candidates at the lower level of the band, the Interlocutor may need to use shorter sentences, emphasising key words.
- ✓ Instructions should be given once and only repeated if there is a breakdown in communication.
- ✓ Use Candidates' names to ensure they feel involved in the conversations and discussions and use nods and positive body language to encourage participation and make it clear that you are listening.
- ✓ Maintain a friendly and relaxed approach at all times, to enable the Candidate to perform to the maximum of their ability.
- ✓ Do not echo or rephrase Candidates' answers, nor correct Candidate's mistakes.
- ✓ Do not suggest answers, provide vocabulary or expand on Candidate's responses for them. If you find that a Candidate is lost for a word, you should encourage the Candidate to give a description.
- ✓ You should keep your own input to a minimum in order to give Candidates the opportunity to speak and finish their sentences. It is extremely important that the optimum time is given to Candidates to demonstrate their skills
- ✓ Sometimes you may find that one Candidate may contribute less than the other(s). It is your responsibility to ensure that all Candidates are given equal opportunity to contribute, whether they are in pairs or in a group of three.
- ✓ Ensure that the Candidates adhere to the guideline times by firstly monitoring this using a silent clock or stopwatch. If a Candidate significantly exceeds the stated time, you should prompt them gently and politely to move onto the next question /task.
- ✓ Do not give any indication of a Candidate's performance, e.g. 'that's a good answer', 'very well explained'.

## Spoken Test of Interactive English: Interlocutor's Wording

### Introduction

- This test takes approximately 30 minutes to complete when there are two Candidates present
- This test takes approximately 45 minutes to complete when there are three Candidates present
- Before you start the examination make sure you know which candidate presents the news story and which the book. To help you easily know which candidate to ask what, ask Candidate A to sit on your left and Candidate B to sit on your right. (In case of three Candidates, Candidate B sits in the middle and Candidates A sit on both sides of Candidate B or the other way around)
- Before you start reading the Interlocutor script, activate the digital audio (**and** video, if appropriate) recording equipment and record the information in the box (the recording equipment is **not** to be switched off at any point during the assessment)
- Follow the script below shown in **bold**, instructions to the Interlocutor are shown in *[italics and brackets]*.

Interlocutor Script *[text in bold should be read to the Candidate(s)]*

Activate the recording equipment and use the standard wording at the beginning of the test:

- › **Test level: B2-C2**
- › **Test date and time**
- › **Examination venue name/location**
- › **Candidates' names and dates of birth**
- › **Interlocutor's / Examiner's name**
- › **Examination Observer's name *(if present)*.**

Hi, my name is *[give your name]* and I will firstly tell you a little bit about this exam.

We are going to talk together and have a conversation about ourselves, then you are going to present your investigations.

Then, you will each present your books.

Finally, we will have a conversation together.

If you have any questions, you can ask me now. *[Wait for 5 seconds]*

Are you ready to start?

### Step 1: Personal Introductions

*[Guide time: 4 minutes for two Candidates; 5-6 minutes for three Candidates]*

First of all, it's lovely to meet you. Let's talk about you.

Would you like to introduce yourselves, please? Please use your full names. *[allow Candidates to introduce themselves]*

Please feel free to ask each other questions or make comments, OK?

*[Ask Candidates in turn a series of two or three questions each from the question bank]*

### Step 2: Investigation *[Candidates present their investigations in turns]*

*[IMPORTANT NOTE – please ensure that the prepared and unprepared parts of this task, i.e. the presentations and the questions are of equal length]*

*[Guide time: 8-9 minutes for two Candidates; 12-13 minutes for three Candidates]*

I see you have your logbooks with you; can you please show them to me?

*[Candidates give their logbooks to you and you open them. Turn them towards the Candidates so that they can all see them and continue with the examination]*

*[Invite the Candidates in turn as follows]*

*[insert Candidate A's name], would you like to present your investigation to us?*

*[Before they start, turn to the other Candidate(s) and say]*

And I'd like you to listen carefully so that you can ask questions about the investigation.

*[Allow the Candidate to present for about two (2) minutes]*

*[Ask one or two general questions on the investigation, e.g. Did you find this topic interesting to investigate? Why/why not? Additional questions should be adapted to specific topics - the pictures in the Candidate's logbook can also be used to guide the conversation]*

*[Then invite the other Candidate(s) as follows]*

What would you like to say or ask about this investigation?

*[Allow the other Candidate(s) to ask two or three questions and the presenting Candidate to answer. If the Candidates. Please ensure that the candidates do not just ask generic questions such as: 'Did you enjoy this investigation?'. If they do so, prompt them to ask further questions.]*

Thank you.

*[Insert Candidate B's name] now, would you like to present your investigation to us?*

*[Before they start, turn to the other candidate(s) and say]*

And I'd like you to listen carefully so that you can ask questions about this investigation.

*[Allow the Candidate to present for about two (2) minutes]*

*[Ask one or two general questions on the investigation, e.g. Did you find this topic interesting to*

*investigate? Why/why not? Additional questions should be adapted to specific topics - the pictures in the Candidate's logbook can also be used to guide the conversation]*

*[Then invite the other Candidate(s) as follows]*

**What would you like to say or ask about this investigation?**

*[Allow the other Candidate(s) to ask two or three questions and the presenting Candidate to answer]*

**Thank you.**

*[In case of three, repeat the same with the third Candidate].*

**Step 3: News story** *[Candidate A presents their news story]*

*[Guide time: 5-6 minutes]*

*[IMPORTANT NOTE - please ensure that the prepared and unprepared parts of this task are of equal length]*

*[Insert Candidate A's name], I see you have a news story with you. Would you like to present your news story to us?*

*[Before they start, turn to the other Candidate(s) and say]*

**And I'd like you to listen carefully so that you can ask questions about the news story.**

*[Allow the Candidate to present for about two (2) minutes]*

*[Ask one or two questions about the news story, e.g. What did you like most about the story? What sources did you use to find out about the story? What did you learn from the story? Additional questions should be adapted to specific topics - the Candidate's logbook can also be used to guide the conversation]*

*[Then invite the other Candidate(s) as follows]*

**What would you like to say or ask about this story?**

*[Allow the other Candidate(s) to ask comment and ask two or three questions and the presenting Candidate to answer]*

**Thank you.**

**Step 4: Book** *[Candidate B presents their book]*

*[Guide time: 5-6 minutes]*

*[IMPORTANT NOTE - please ensure that the prepared and unprepared parts of this task are of equal length]*

*[Insert Candidate B's name], I see you have a book with you. Would you like to present your book to us?*

*[Before they start, turn to the other Candidate(s) and say]*

And I'd like you to listen carefully so that you can ask questions about the book.

*[Allow the Candidate to present for about two (2) minutes]*

*[Ask one or two questions about the book, e.g. Did you enjoy/are you enjoying the book? Who are the main characters? Where does the story take place? Additional questions should be adapted to the specific book and presentation]*

*[Then invite the other Candidate(s) as follows]*

**What would you like to say or ask about this story?**

*[Allow the other Candidate(s) to ask comment and ask two or three questions and the presenting Candidate to answer]*

Thank you.

In case of three Candidates, Candidate 3 presents their Book or News Story as set on the timetable, following the frame above. *[Guide time: 5-6 additional minutes]*

**Step 5: Decision-Making Task** *[Candidates use picture prompts to have a discussion and arrive at a decision together]*

*[Guide time: 4-5 minutes for two Candidates; 7-8 minutes for three Candidates]*

*[The decision making task involves several visual options in the examination material – Candidates must discuss the topic and the options available and arrive at a decision (if applicable), which they present, explaining their reasons].*

*[The Interlocutor chooses which decision making task the Candidates will use].*

Now, I'd like you to discuss something together, whilst I just listen. Please remember to speak clearly.

*[Refer to the decision making task materials: the wording can be found behind the visual you choose to use].*

*[Allow the Candidates to engage in discussion about the images and themes in the materials and their ideas. Where the conversation is slow to start or Candidates find difficulty in carrying the conversation, it may be necessary for you to contribute. You could ask an open question or lead the conversation to a point of interest and then encourage the Candidates to continue to develop the theme. You do not have to prolong the task to the full time allowed if you feel that the discussion has come to a natural conclusion and Candidates have had equal opportunity to demonstrate their skills during the task].*

*[At the end of the decision making task]:*

I think that's all we have time for today - we have come to the end of the test. Thank you.

*[Candidates may collect their items and leave the examination room.]*

*Complete the Controlled Examination Report Form. Interlocutors also acting as Examiners must also complete the Examiner Record Form with their assessment decisions].*

At the end of the test, the Interlocutor must ensure that all examination materials are collected and included in a secure envelope/bag with the audio recording, ready to be returned to Gatehouse Awards.

## The Written TIE: Instructions for Invigilators

### Invigilating the Examination

1. Ensure Silence Notices are clearly displayed
2. Check Candidates' ID documents as they enter the room.
3. Welcome Candidates to the examination session and ensure that their bags and personal belongings are stored away from the seated examination area (or have been stored in a different room). Remind Candidates to switch off their mobile phones and hand them in for safe keeping. **They may bring a dictionary into the examination and should have either their book or news story with them.**
4. Ask the Candidates to display what they have brought into the room with them on their desk. Check that they do not have additional notes or books with them.
5. Hand a test paper to each Candidate. **Clearly instruct Candidates not to open their papers until you tell them to.**
6. Ensure all Candidates have a pen (not pencil) – provide a pen to any Candidate without. Instruct Candidates to write only in pen and that correction fluid (blanco/tippex) is NOT permitted.
7. Read the Instructions carefully to Candidates A and Candidates B.
8. Ensure Candidates with Paper A complete the information required and write the title of their book and the name of the author on the front of their paper
9. Ensure Candidates with Paper B complete the information required and record the topic of their news story on the front of their paper.
10. Provide all Candidates with spare paper for notes and instruct them to return the note paper at the end of the session. All materials must be returned.
11. Write the start and finish times of the examination on the board clearly.
12. At the start time, instruct Candidates to open their papers and start.
13. Remain vigilant throughout the test. Prevent and report any instances of malpractice, i.e. collaboration, copying, etc.
14. Remind Candidates of the time half way through and ten minutes before the end of the test.
15. At the end of the test, instruct Candidates to stop writing and put down their pens. Remind them to remain silent until the papers have been collected.
16. Collect the papers and any note papers, then place them in a secure envelope.
17. Allow the Candidates to leave the room
18. Complete the Controlled Examination Report Form and include it with the Candidates' papers, sealing up the envelope/bag before leaving the room.

Candidates who finish early must wait in their seats until the end of the scheduled time. The only exception to this is when every Candidate in the session has completed before the scheduled time. In this instance, the Invigilator may end the session, following the instructions above.