

PTE

General and Young Learners

**Invigilators**  
*Roles*  
&  
*Responsibilities*

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# The role of the invigilator

Invigilators are an essential part of the examinations team in every test centre. The key role of the invigilator is to ensure that examinations are conducted according to the current regulations, as seen in the **Test Centre Handbook**.

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.

Invigilators play a significant part in upholding the integrity of the examination process.

Ensuring the **security** of the examination before, during and after the examination and preventing candidate misconduct.

Ensuring all candidates have an **equal opportunity** to demonstrate their abilities.

You can access the Test Centre Handbook on our website: [pearsonpte.com/pte-general](https://pearsonpte.com/pte-general).



**The invigilator  
role at a glance**

# Being an invigilator is all about the ABCD:

*A*ll walls: only test taker notice and warning notice posters should be on here.

*B*oard: write name and number of exam & starting and finishing time

*C*lock & CD player/Computer: check they are working!

*D*esks: make sure there's enough space between them, and they are clear except for stationary and water

# The role of the invigilator in the room is to:

**SEE:** Make sure you are able to observe all candidates at all times

**HEAR:** If a candidate asks to go to the bathroom or wants to leave, the invigilator escorts them to the door and informs the test centre coordinator. *Only one person at a time can leave to go to the bathroom.* The invigilator should never leave the room unattended. If they have to leave themselves, for whatever reason, the coordinator will temporarily replace them.

**SPEAK:** Make sure to keep track of time:

1. The invigilator announces "5 minutes remaining" at the appropriate moment
2. The invigilator announces the end of the exam and invites candidates to leave, row by row.

After the test, the invigilator hands over the completed

**Attendance register**

and the

**Box of completed test scripts**

to the test centre coordinator, and informs him/her of any issues or special circumstances. It is important not to forget the

**CD with the listening material.**

★ *Special circumstances:*

- *If this can be justified and/or if the school accepts this, a student can be admitted to the room after the listening has finished and allowed the equivalent additional time at the end of the exam to complete the exam.*
- *Only if there is a problem with the audio, or a distracting noise inside or outside the room can the recording be stopped and re-started during the listening section (at the start of the test).*



**Before the test**



# Before the test

A test is considered to be in progress from the time the test takers enter the room, until all the scripts have been collected. Before test takers are permitted to start work, the invigilator must follow the steps outlined below:

## 1. Check the seating plan:

Make sure that test takers are sitting in the correct places according to the seating arrangements.



## 2. Inform test takers of the regulations:

Inform test takers that they are now subject to the regulations of the test and draw attention to the “Warning to Test Takers” notice posted on the wall.



## 3. Warn about unauthorized items:

Warn test takers that they must hand in any unauthorized items (eg cell phones, dictionaries, pagers, MP3 players etc).



## 4. Open the packets

Open the sealed packets of question papers and issue the papers to test takers.



# Before the test

## 5. Check the cover of the paper

Ask the test takers to read the instructions printed on the front of the question paper, and ask them to check that they have been given the test paper for the correct subject and/or level.

## 6. Highlight errata

Ensure that details of any erratum notices are brought to the attention of test takers.

\*An erratum notice is an instruction to be given to test takers in the event that there is a printing error on a written test paper

## 7. Use of pens

Remind test takers to write in blue or black ink.

## 8. Rough work

Advise test takers that:

- they must do all rough work on the question paper itself
- any rough work should be neatly crossed through
- red ink or red ballpoint pen, pencil, correcting fluid, correcting pens, gel pens and blotting paper must not be used
- answers must be written in the answer spaces; if test takers write answers outside of the answer spaces they may not receive credit

# Before the test

## 9. Communication

Remind test takers that they must not communicate with, seek assistance from, or give assistance to other test takers while they are in the testing room.



## 10. Make preparations

Tell test takers to write their names, center number and test taker number on their question papers and complete other details as required. Test takers are allowed five minutes before the test starts to complete this task and study the layout of the booklet.



## 11. Announce the start of the test

Announce clearly in English and/or the usual language of the center that the test takers can begin to write their answers, and give them the time allowed for the test. Then announce:  
“I will now begin the CD/USB recording which will play without stopping until the end of the listening section of the test”



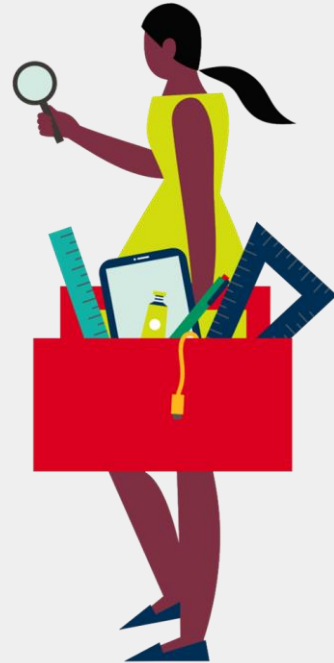
**During the test**

# Test day rules and regulations

Question papers, stationery, materials and other equipment Possession of unauthorized items is an infringement of the regulations and could result in disqualification from the current test.

The invigilator **must** take all responsible steps to ensure that:

- Test takers do not take any bags, books, dictionaries, notepaper, tapes or recording equipment, or any other written or printed materials into the testing room.
- Test takers do all rough work (notes, draft essay workings, etc.) on the question paper itself.
- Cell phones are not in the test takers' possession.
- If unauthorized items have been taken into the testing room, such items are placed out of the reach of test takers before the test commences.



# During the test -duties and responsibilities



- A. Complete the “Attendance Register”.
- B. Late arrival of test takers (Test Centre Handbook, sections 4-5, p. 33).
- C. Supervise the test takers at all times to prevent cheating and distractions.
- D. Do not give any information to the test takers about:
  - suspected errors in the question paper, unless an erratum notice has been issued
  - any question on the paper or the requirements for answering particular questions
- E. Ensure that no test taker leaves the testing room until at least one hour after the official starting time.
- F. Ensure that no question paper is removed from the testing room until the end of the test.
- G. Ensure that a member of staff is available to accompany any test takers who need to leave the room temporarily.
- H. In the event of an emergency, make sure you are familiar with the instructions on emergencies (Test Centre Handbook p. 36).
- I. Inform the test takers when they have five minutes remaining.
- J. Instruct test takers to stop writing at the end of the test.

# Completing the “Attendance Register”

The “Attendance Register” lists every test taker entered by the center.

- **Complete the register:** The invigilator completes the Attendance Register 30 minutes after the start of the test. If a test taker is present, please fill in bubble “P” and if they are absent, please fill in bubble “A”.
- **Follow the instructions:** Test centers should follow the instructions as printed on the “Attendance Register”. If a test taker is not shown on the “Attendance Register,” write his/her name in the next space on the sheet. You must not under any circumstances substitute a new test taker for a test taker who has subsequently withdrawn from the test, but his name is still shown on the “Attendance Register”.
- **Indicate withdrawals:** If a test taker has officially withdrawn from a paper, but they still appear on the “Attendance Register,” put a line through the test taker number and name. Treat any other withdrawals as absentees.
- **Send to Pearson:** The top two copies of the “Attendance Register” must be sent to Pearson with the corresponding scripts. The third copy is to be kept by the center until after the results have been issued. If all test takers are absent, the “Attendance Register” must still be completed and forwarded to the address provided.

# Late arrival of test takers

The actions that should be taken regarding the late arrival of test takers is dependent on the reasons for the late arrival, and are outlined in p.38 of the Test Centre Handbook.

If a test taker arrives late and is admitted into the testing room, the following rules apply:

1. The script must be sent to Pearson in the normal way.
2. Any work completed after the actual finishing time should be indicated.
3. The test taker must be warned that Edexcel and Pearson may not be prepared to accept the work.
4. A full written report on the “Test Taker Late Admittance Form” must be sent immediately to Pearson. This should contain the following information:
  - the reason for the late arrival of the test taker, including any details of special arrangements if applicable
  - the official starting and finishing times of the test
  - the time at which the test taker started the test
  - the time at which the test taker finished the test
  - a statement regarding any possible breach of test security arising from the test taker’s late arrival, including information about staff supervision from the official starting time of the test

Where a test taker arrives for the test after the scheduled finishing time, the test taker must be recorded as “absent” and should not be allowed to sit the test.



## Leaving the testing room

- In the interests of test security, test takers should remain in the testing room **for the full duration of the test.**
- However, a test taker who has finished his/her work early may hand in his/her paper and leave the testing room **no earlier than one hour after the starting time** specified on the test timetable. The test taker must **not** be re-admitted.
- Test takers who leave the testing room temporarily must be **accompanied** by a member of staff. These test takers may be allowed **extra time** to compensate for their temporary absence.
- No question paper may be removed from the testing room **until the end of the test session** in the center. In cases where a test has been moved from an afternoon session to a morning session, all test papers must be collected and must not be released until **24 hours after the official finishing time** for the afternoon session.
- Question papers must be collected from test takers **before they leave the testing room.**

## Absence of test takers

If a test taker is absent from a test due to illness or misfortune, Pearson will give the test taker the chance to take the test in the **next scheduled test session**. Please email Pearson if such a situation arises.

If a test taker becomes ill or has to leave during the test due to exceptional circumstances, a “Request for Special Consideration Form,” together with a medical certificate where appropriate, should be submitted to Pearson.

# Rules for irregular conduct

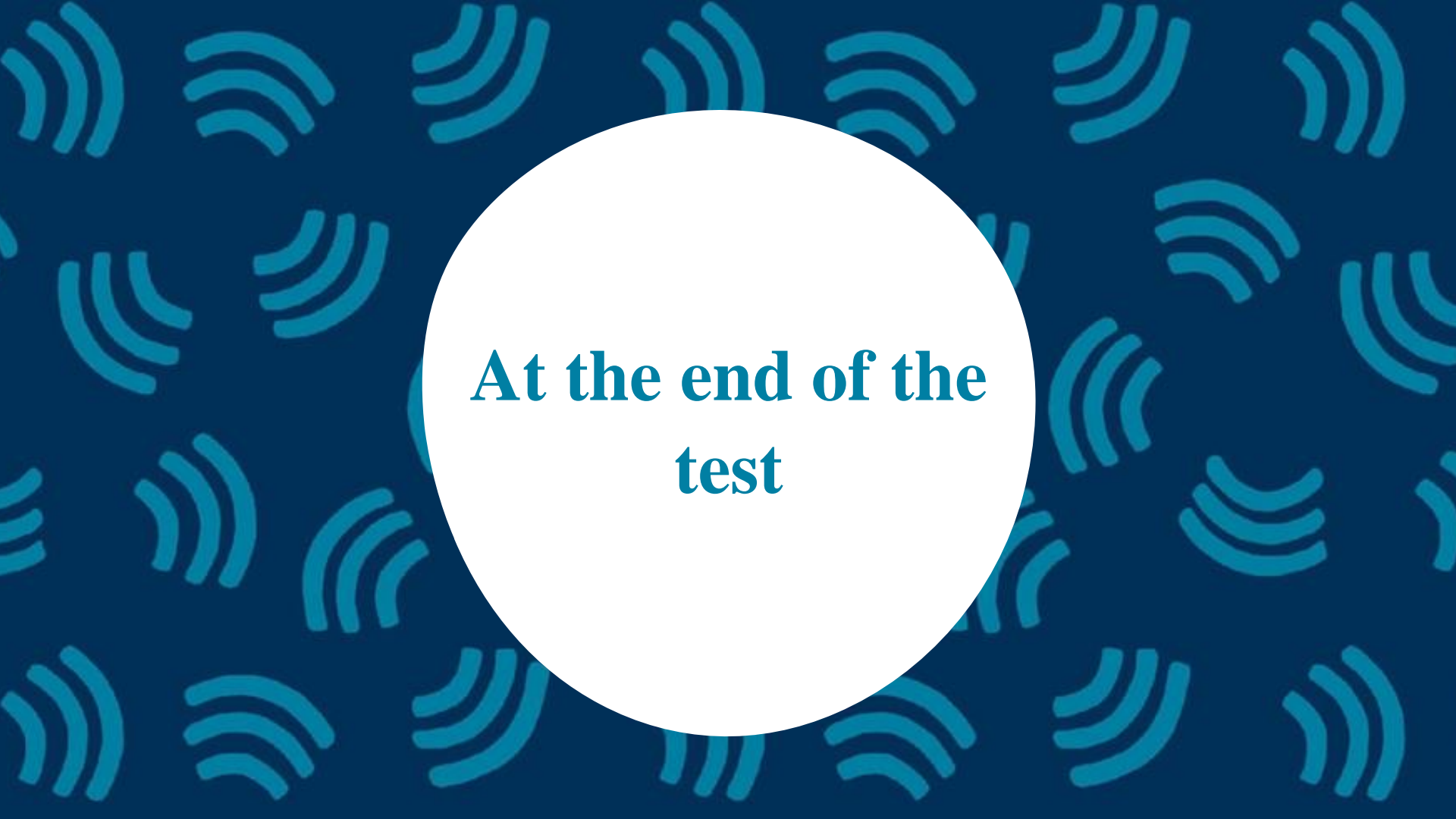
- Wherever possible, the invigilator should remove and retain any unauthorized items discovered in the possession of a test taker in the testing room.
- If a center discovers an irregularity in a test (e.g., cheating), full details of the case must be submitted to Pearson as soon as possible.
- Where Edexcel or Pearson discovers an irregularity, Edexcel or Pearson will contact the test officer or head of center to allow them to explain the circumstances surrounding the case.
- According to the nature of a particular case, Edexcel or Pearson may ask the head of center to conduct a full investigation and submit a written report.
- Failure to follow the regulations may lead to disqualification of the test taker. The decision on disqualification rests with Edexcel and Pearson.

# Emergencies

The invigilator must take the following action in the event of an emergency, such as a fire alarm or bomb alert:

## ***Action for emergencies***

- Evacuate the testing room in accordance with the instructions given by the appropriate authority.
- Ensure that all question papers and scripts are left in the testing room.
- Ensure that the test takers are supervised as closely as possible while they are out of the testing room to avoid cheating.
- After the test takers have returned to the testing room and before the test has resumed, mark the point at which the interruption occurred on the test takers' papers.
- Note the time and duration of the interruption.
- Allow the test takers the full working time prescribed for the test.
- If there is a small number of test takers, they can be taken (with question papers and scripts) to another place in order to complete the test.
- Make a full report of the incident and of the action taken for direct submission to Pearson.



**At the end of the  
test**

# Finishing the test

- ***Make an announcement:*** Five minutes before the end of the test, the invigilator should inform the test takers how much time is remaining.
- ***End the test:*** At the end of the test, ask test takers to stop writing. Test takers who arrived late, and are allowed the full working time to complete their test, can continue after the official finishing time. They should also be told to stop writing when the additional time allowed finishes.
- ***Remind test takers to check their papers:*** The invigilator must tell the test takers:
  - to check that all the necessary information has been completed on the front cover of their scripts
  - to check that their answers are correctly numbered
  - to put any extra sheets of paper in the relevant sections of the question paper .

# Collection of written tests

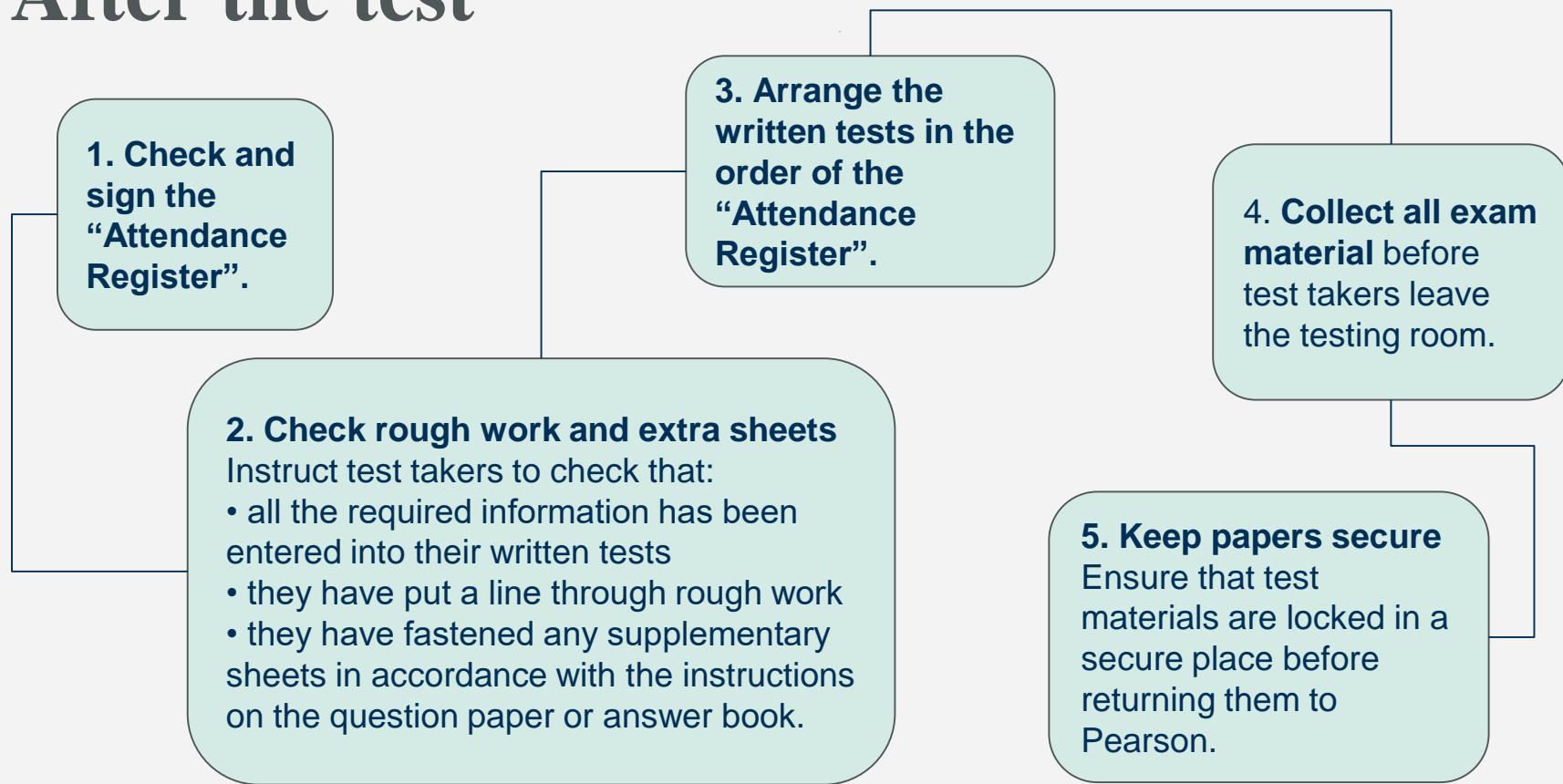
- Written tests must be collected before test takers are allowed to leave the testing room.
- Tests should be placed in the order shown on the “Attendance Register” and checked to ensure that all are present and that test takers have used their correct center and test taker numbers.
- Written tests should be handed to the person responsible for dispatching the tests to examiners. Tests are confidential between test takers and Pearson. They must not be read or photocopied by any person prior to dispatch, unless Edexcel or Pearson specifically requires this.
- When test takers take two levels in the same test session, they may be allowed a supervised break between one paper and the next. The question paper for the first level must be collected before the question paper for the second level is distributed.



**After the test**



# After the test



# Help & Support

You can contact us in the following ways:

- Visit [pearsonpte.com/pte-general](https://pearsonpte.com/pte-general)
- For customer support enquiries, email us at [internationaleo@pearson.com](mailto:internationaleo@pearson.com)
- For commercial enquiries, email us at [\[insert local email here\]](#)

Should you need additional support and training on PTE General,  
please contact your local Rep.

ALWAYS LEARNING