



BBU- RCI Consortium for Testing Romanian as a Foreign Language

Instructions for Invigilators

Document 1 attached to the Exam Administration Guide

1. Training of invigilators

The invigilators will be trained on how to supervise candidates and to react in various situations:

- They will receive the document *Instructions for Invigilators* one week before the exam at the latest;
- The person responsible for the session of examination (RSE) will organize a training, even if the invigilators are experienced;
- On the exam day, the invigilators will be in permanent contact with the RSE, informing him/her about any possible problems which might occur:
 - attempted fraud;
 - technical problems with the audio system;
 - health problems the candidates might experience during the exam.

2. Duties of invigilators

2.1. Before the exam

- 1) On the exam day, they will bring all the necessary materials (exam papers, papers for drafts, audio CD/USB) in the exam room, under the supervision of RSE;
- 2) If they leave the exam room between the time when they brought the exam materials in and the start of the exam, the invigilators will make sure that the exam room is locked in all this time;
- 3) They will put a note on the door of the exam room saying that there is an exam and the time of the beginning and of the end of exam;
- 4) They will check that the audio system is functional and that there is spare system in case of malfunction.

Do not forget!

Check the list with all the material the invigilators need to have in the exam room. (**Form D**)

2.2. During the exam

2.2.1 Access in the exam room

- 1) The candidates will be welcomed by the invigilators and guided to the rooms where the examination will take place;
- 2) Access to the examination room will be based on the nominal lists drawn from the registration website, organized alphabetically, now called "attendance lists"; Attendance lists will be printed at the EC by the RSE and will include both the candidates' names and first names and the date of birth; the information will be entered in **Form G**;
- 3) The candidates will enter the examination room only after their identification check-up based on an identity document with photo (passport/identity card/residence permit/driving license); the first and last name and the date of birth will be verified;
- 4) The candidates will be seated in the order in which their names appear on the attendance lists;
- 5) If a candidate is absent, no place will be left empty where he or she should have sat;
- 6) The presence or absence of registered candidates will be marked on the attendance list (P for "present" and A for "absent");
- 7) If there are candidates with special needs who take the exam in a different room, their names shall be listed with all participants, stating in brackets next to their names the number or the name of the room in which they took the exam.

2.2.2 Authorized and unauthorized objects in the examination room:

- 1) The candidates will **not** have on them in the examination room:
 - a) electronic devices (mobile phones, smart phones, laptops, tablets, iPod, etc.) or any other electronic means, with or without access to the internet; these will be turned off and left outside the examination room;
 - b) conventional means of information (textbooks, grammar books, exam preparing volumes, dictionaries, etc.);
 - c) bags, nontransparent pencil boxes, papers of any kind.
- 2) The invigilators will decide themselves with regard to other objects that could be introduced in the examination room;
- 3) The candidates can have on them water in plastic bottles in the examination room.

Do not forget!

The goods which the candidates are not allowed to have on them in the examination room (bags, laptops, mobile phones, tablets, etc.) must be stored in conditions of security during the whole written and oral examination period, and will be returned to the candidates once the examination is completed. If storage in the specified conditions cannot be assured, the candidates' goods will be stored in the examination room, if possible, in a locked-up cabinet, and if this is not possible, in a place that is out of the candidates' reach (for instance: in a corner of the room).

2.2.3 If candidates are late for the examination:

- 1) If one or more candidates are late on the day of the examination, they may be admitted to the examination room provided that they arrive in the room before the examination starts, more exactly, before the beginning of the *Listening* part;
- 2) The candidate who is late will be placed in the remainder of the seats occupied by the candidates already present in the examination room.

2.2.4 Communication of information on the conduct of the examination

The invigilators will read for the candidates **Form H** – *What we tell the candidates on exam day*.

They will communicate the information in a clear and explicit manner, with an attitude of sympathy and support.

2.2.5 Distribution of exam papers

- 1) After all the information related to the examination was communicated to the candidates and their questions were answered, the invigilators will give the candidates the papers for drafts and the candidates will write their names on them; the candidates cannot use other papers for drafts than the ones provided by MEC (the main center of examination).
- 2) The invigilators will give the candidates the exam papers and the candidates will write their family name and first name in capitals, the same as they are written in their identity card; they

will also write their date of birth and their country; the candidates will be instructed not to open the exam papers before they are instructed to do so.

3) After the candidates wrote their name on the cover of the exam and on the paper for drafts, the invigilators will verify, for each candidate, the correspondence between the name on the exam paper and on the paper for drafts, the name on the attendance list and the candidate's identity card; while this procedure is performed, the invigilators will make sure that none of the candidates opens their exam paper.

Do not forget!

The invigilator will make sure that the name written on the exam cover is the same with the one on the identity card the candidate presented and with the one in the attendance list. The form in which the name is written on the exam paper, on the attendance list and the identity card is the one in which the name will be written on the issued certificate. The candidates will be informed about this.

2.2.6 Start of exam

1) The invigilators will check the time and will write the start and end time of the examination in a place visible to all the candidates.

2) The invigilators will write the exact time when the exam started on the attendance list.

3) The candidates will be instructed to open the exam papers and the administration of the exam will start with the *Listening* part.

4) During the *Listening* component, the CD/USB, once started, will only be stopped in emergency situations; noise outside the exam room does not represent a solid reason for stopping the CD/USB unless it affects understanding the recording; if the *Listening* part is stopped because of an emergency situation, the recording will be played at the exact place where it was interrupted; if emergency situations occur, RSE will write a report which will be sent at the e-mail address office@roexam.com (**Form J**).

2.2.7 Conduct of exam

- 1) The invigilators supervise the candidates during the entire time allotted for the examination, without talking to their colleagues or doing activities which might distract the candidates;
- 2) The invigilators do not have on them means of communication (laptops, tablets, etc.) except a mobile phone which they will use in case they need to ask for assistance; they will not communicate with persons from outside the examination; they will not read the candidates' exam papers;
- 3) The invigilators will not take exam papers, filled out or not by the candidates out of the exam room;
- 4) The invigilators will give the candidates pens, erasers, extra paper for drafts, if they need them; the candidates will not borrow this type of supplies from colleagues;
- 5) The invigilators will give the candidates information related to the exam administration exclusively and they will not explain or translate words and will not help with solving the exam tasks;
- 6) The invigilators are careful to prevent any attempted fraud and warn the candidates who do not comply with the exam regulations;
- 7) If during the examination unauthorized materials are found on a candidate, the candidate will have to leave the exam room; he/she can take the exam in another session, by registering again and paying the examination fee again;
- 8) The candidates who distract their colleagues will be warned to stop this behavior; if there are enough seats in the room, a candidate who distracts his/her colleagues can be moved into another part of the exam room; in case their behavior does not change, they can be excluded from the exam room;
- 9) The invigilators will check that the time allocated for the examination is not exceeded by any of the candidates; they will have clocks/watches and will communicate the candidate how much time they still have (initially once every hour and during the last hour of the exam every 15 minutes and 5 minutes before the time of the examination is up);

10) The invigilators accompany the candidates who need to leave the exam room during the exam; only one candidate can leave the exam room at one time; the candidates can leave the room to use the restroom; the invigilator will accompany the candidate to the restroom door, will wait for the candidate there and will accompany him/her back to the examination room;

11) Another reason for which a candidate can leave the room is related to health; if a candidate needs a short break, he/she will be accompanied outside the exam room by an invigilator who will stay with the candidate throughout the break, then he/she will accompany the candidate back into the exam room; the candidate who needed the break will be given extra time at the end of the exam (the number of minutes they spent for the break).

2.2.8 Emergency situations

In case of an emergency situation (e.g. fire alarm), the candidates' and EC personnel's **safety** is the **priority**. The personnel will act as follows:

- 1) They will evacuate the room, taking the candidates to a safe place;
- 2) They will make sure the candidates are supervised all the time the exam is interrupted;
- 3) They will make sure that all the examination papers remained in the exam room, which is locked;
- 4) They will make sure that the candidates will return to the examination room only after the danger has been removed; if this is not possible, the exam will be cancelled and reorganized at a later date, with different exam tasks;
- 5) If the exam can be resumed, the duration of the break will be recorded and the corresponding number of minutes will be added at the end of the exam;
- 6) If the number of candidates is a small one, they can be moved together with the exam papers (which will be transported from one room to another only by the invigilators) in a different room, on condition that this is out of any danger for the candidates and for the EC personnel;
- 7) A report on the emergency situation and the way it was addressed will be written and the report will be sent to the MEC right after the exam finished (**Form K**).

2.3. At the end of the exam

When a candidate wants to leave the exam room, once he/she considers that he/she finalized solving the tasks, the invigilator will do the following:

- 1) Takes from the candidate the exam papers and the papers for drafts and writes the exact time when the candidate gave in the exam paper on the attendance list, in the specific column; the candidates will not take out of the exam room any materials related to the exam (e.g. parts of the exam paper, papers for drafts):
- 2) Collects the papers for drafts and arranges them in the same order as the exam papers; they will be sent, together with the exam papers, at the Main Centre of Examination (MEC), where the marking is performed;
- 3) If a candidate used the paper for drafts in order to continue their answer for the writing part (when the available space was not enough), this will be added to the exam paper and it will be indicated: “continuation on the paper for drafts” in the exam paper, by the invigilator; when the paper is graded and marked, the continuation will be attached to the exam paper.

2.4. After the exam was finalized

- 1) They check if the number of papers which had been handed in corresponds to the number of participants in the examination; they also check the correspondence between the name of the participants registered in the list and the names on the exam papers;

Do not forget!

The exam papers will not be photographed, copied or read by anyone else except the team at the main examination center.

- 2) They introduce the exam papers in the envelope sent from the main center of examination, which will be marked with the corresponding level (if exams in different levels were administered); the operation will be performed in the presence of at least two candidates who took the exam; if there had been only one participant in the exam, he/she will remain in the room until the exam paper, the paper for drafts and the material for the listening part were packed and the envelope closed;

- 3) They also introduce all the copies of exam papers and papers for drafts which have not been used in the envelope;
- 4) They seal the envelope by closing it and applying the stamp of the examination center, which will cover both parts which have been glued together; the responsible for the exam session will also sign the envelope, next to the stamp; if the exam center does not have a stamp, the signature will be applied on the indicated area;
- 5) They sign the attendance list for the oral part of the exam and transfer it to the room where the oral exam will be held;
- 6) If all the candidates registered for one exam session are absent, the attendance list will be filled out with this piece of information, will be signed by the invigilators, scanned and sent to the e-mail address of the main examination center.

Do not forget!

The envelopes with the exam papers will be deposited in conditions of security until the oral part of the exam is finalised. After that, all the papers will be included in the expedition envelope, which will be kept in conditions of security until it is sent to the main center of examination.