

Invigilator Observation Report

- New Invigilators must be observed conducting their first live test session
- Thereafter, all active Invigilators must be observed annually
- Observations must be conducted by a BCS registered member of staff
- This report must be signed by all named on the report on the day of the observation, stored electronically and made available to BCS upon request

Centre Name:			
Number of Learners present:		Centre ID No:	
Name of Invigilator:			
Name of Observer:			
Date of Observation:		Time:	

	Y/N/Na		Y/N/Na
Is the Invigilator registered with BCS?		Did the Invigilator inform the Learners of the required test procedures?	
Have the Learner IDs been checked and verified?		Did the Learners log into the test system with their own secure passwords?	
If an Invigilator key was used, was this created by the Invigilator?		Are Learners aware of the appeals procedure?	
Did the Invigilator check the Learners are registered with BCS for the qualification for which they are taking a test?		Has the Invigilator ensured there was no outside assistance during the test?	
Did the Invigilator take account of any previous tests taken?		Was the Invigilator present throughout the test?	
Is the environment for testing quiet and safe?		If a Learner left, and then returned to the test area, were they accompanied throughout this time?	
In the case of Learners with approved Reasonable Adjustments, were all requirements catered for?		Have all test files/printouts/disks (removable storage devices) been submitted to the Invigilator?	
Where applicable, has the use of headphones been offered?		In the case of a test interruption / incident, was it recorded on the Test Incident Log?	

Use this space to record any comments or feedback to the Invigilator, including areas for improvement:

Signature of Invigilator:		Date:
Signature of Observer:		Date: