

Invigilator training record template

Fill in one template for each invigilator to record when they complete the training modules listed below. Keep a signed copy for your records. If you are training more than 40 invigilators for an exam series use our 'large number of invigilators training record' template.


Centre number: ----- **Exam series:** ----- **Invigilator name:** -----

Training module	Date completed
Invigilator role and responsibilities	
Key Times and Full Centre Supervision	
Understanding and preventing malpractice	
Special instructions for invigilating particular exams	
Starting the exam	
During the exam	
Ending the exam	

I confirm that I have completed the training modules listed above.

Invigilator signature: -----

Date: -----



Exams officer signature:

Date: