



GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION AND SPORT
DEPARTMENT OF EXAMINATIONS



INVIGILATORS HANDBOOK

Table of Contents

1. Introduction	3
1.1 Purpose of this Handbook	3
1.2 Role of the Invigilator	3
1.3 Professional Standards and Code of Conduct	3
2. Before the Examination	3
3. During the Examination	4
4. After the Examination	4
5. Corridor Invigilators	5
6. Remuneration	5
7. Quick Reference Checklist	6

1. Introduction

This handbook contains the official duties and responsibilities of Invigilators as provided by the Department of Examinations. However, the official regulation provided by the examination board should be taken as the main directive.

1.1 Purpose of this Handbook

To provide a concise reference guide for Invigilators during examination sessions.

1.2 Role of the Invigilator

Invigilators play an essential role in ensuring the integrity, security and smooth administration of examinations.

1.3 Professional Standards and Code of Conduct

Invigilators are expected to act professionally, maintain confidentiality, remain vigilant and uphold examination regulations at all times.

2. Before the Examination

The duties below for the Invigilator are to be considered as the general duties that need to be carried out by the individuals taking the role. However, the official regulation provided by the examination board should be taken as the main directive.

The invigilator is requested to:

- be at the Examination Centre within a stipulated timeframe (*i.e., one hour-1 hr*) before the commencement of the examination
- collect the pack with the examination papers for the room assigned by the Supervisor
- ensure that the examination room is in order regarding desks, the supply of the correct number of answer booklets, and supplementary stationery if applicable
- report any unsatisfactory matter (such as missing stationery) to the Supervisor

- check that a working clock is available and visible in the classroom
- ensure that candidates' bags and other belongings are deposited under the chair or in an area determined by the Supervisor
- ensure that candidates have not brought into the room any notes, books or any other aid, except those allowed for the specific examination
- ensure that all mobile phones and/or other electronic devices are switched off and put in bags or placed under the chair in case the candidate does not have a bag
- check ID Cards/Passport and timetables of candidates; ensure that candidates sit according to their index number by checking that the index number on the timetable and the index number on the desk tally
- compile the Seating Plan after candidates are settled in class
- read out instructions found on the back of the seating plan to candidates
- distribute examination papers once the Supervisor gives the signal to start
- instruct candidates to carefully read the instructions on the front of the answer booklet(s) and/or examination paper and to write the Index Number clearly on the answer booklet at the start of the exam
- announce the period of time allocated for the examination, and formally give permission to candidates to commence writing when instructed by the Supervisor.

3. During the Examination

The invigilators should:

- be vigilant and make their presence felt throughout the entire duration of the examination
- not allowed to read, make use of mobiles or speak unnecessarily to corridor invigilators
- never read from scripts handed to them by candidates
- ensure that strict silence is observed while the examination is in progress

- communication between invigilators and candidates is to be kept to a minimum and only when necessary
- avoid noisy shoes
- ensure adherence to the guidance provided by the Supervisor/Assistant Supervisor in the case of an unexpected event, such as a fire alarm
- inform the Supervisor in case a candidate feels sick during an examination.
- take note of the Index Number/s of candidate/s requesting a second booklet. This information will be communicated to the Supervisor during script collection.

4. After the Examination

Towards the end of the examination, the invigilator should:

- announce the time remaining to the candidates fifteen minutes before the examination is over, if and when applicable
- inform candidates to stop writing and formally conclude the examination when instructed by the Supervisor
- instruct candidates to remain seated until all scripts have been collected and accounted for
- collect examination scripts in index number order
- reconcile the number of scripts and any other unused material
- instruct candidates to leave the room and walk out of the Examination Centre quietly.

After the examination session, the Invigilator is requested to sign the attendance sheet.

5. Corridor Invigilators

Corridor invigilators are assigned to invigilate the corridor area and to assist and relieve the invigilators inside the examination rooms/halls whenever the latter need to leave the room. They are also requested to ensure that candidates requesting toilet breaks do so quietly and diligently. Corridor invigilators must

ensure that candidates leaving the examination room do not loiter in the corridor and do not stop to talk to each other.

It is important that corridor invigilators are vigilant and make their presence felt throughout the corridor area during the entire duration of the examination. Furthermore, corridor invigilators should refrain from using mobile phones and/or other digital devices, reading any book/magazine or examination paper or speaking to other invigilators/individuals in the corridor. Invigilators must ensure that strict silence in the corridor area is observed during the whole examination. Communication between Corridor invigilators and candidates is to be kept to a minimum and only when necessary. Corridor Invigilators are requested to avoid noisy shoes.

6. Remuneration

Role	Hourly Rate	Minimum Rate
Invigilator	€8	€12

* Minimum rate only applies when an invigilator is requested to provide a service for less than 1 hour.

7. Quick Reference Checklist

- ☐ Arrive one hour before examination
- ☐ Switch off the mobile phone (not on mute or airplane mode)
- ☐ Verify IDs and seating
- ☐ Maintain silence and vigilance
- ☐ Report incidents to Supervisor
- ☐ Collect and reconcile scripts
- ☐ Sign attendance sheet