OCR
RECOGNISING ACHIEVEMENT

Certificates of Professional Competence
Invigilation Certificate
All units

At the end of each examination:

1. Complete one invigilation certificate per unit, per room
2. Mark all absent candidates' multiple choice answer sheets with black or blue ink in the 'Absent' box, at the bottom of the sheet.
3. Insert inside the 'Answer Sheet Security Return Envelope':
   - The completed invigilation certificate for the unit
   - All multiple choice answer sheets, including those for absent candidates (units 1-3) **OR** case study answer booklets (units 4-7).
   - All multiple choice question papers

   Do not fold the answer sheets/booklets
4. Immediately seal the envelopes.
5. After the last examination and on the day of that examination, despatch;
   - All multiple choice unit envelopes to OCR using the label provided
   - All case study unit envelopes direct to the examiner specified for that specific unit using the label provided.

Centre Name: .....

Centre Number: | | | | | | Unit: |

Start Time: | | | | | Finish Time: | | | | |

No. of candidates who attended: | | | | No. of candidates absent: | | |

I certify that the regulations *were/were not observed (report any breaches below)

Signature of invigilator(s): .....

Date: ..... (*delete as appropriate)

Invigilators Report (breach of regulations/disturbance/other)