

Certificates of Professional Competence (for Transport Managers)

OCR Level 3 Certificate in National Road Haulage

OCR Level 3 Certificate in National Passenger Transport

OCR Level 3 Certificate in International Road Haulage

OCR Level 3 Certificate in International Passenger Transport

Instructions to Invigilators

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1 General

An invigilator must be appointed for each examination. There must be at least one invigilator to every 30 candidates. If there are more than 40 candidates in one room and more than one room is used, an assistant invigilator must be appointed for each additional room, in the ratio of one invigilator per 30 candidates.

The Examinations Officer or Head of Centre may act as invigilator or appoint other suitable people. It is the responsibility of the Head of Centre to ensure that the invigilator is fully briefed on the invigilation procedures.

Tutors who have taught candidates on the unit being tested **must not** be appointed as the sole invigilator at any time during that examination, if theirs is the only group being invigilated.

OCR does not pay any fees or expenses to invigilators.

Throughout the examination an additional invigilator, or other authorised person, must be within immediate reach of all invigilators in all examination rooms, in case of emergency (eg if a candidate is taken ill).

When only one invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates. *(Centres are advised that there is a variety of acceptable ways to meet this requirement, including the use of a mobile phone or two-way radio. Mobile phones are only permitted in the examination room for this purpose. Any mobile phone used in this context should be switched off to prevent any incoming calls or messages which may disturb candidates. A mobile phone should only be switched on and used if there is a need to summon assistance. Where a number of examination rooms open off the same corridor, it may be possible to have a person stationed in the corridor to give or to summon assistance).*

All premises used for the examination must be open to inspection by OCR. Inspectors appointed by OCR may visit examination Centres, without prior notice, before the scheduled examination time or any time when OCR examiners are in progress. They will identify themselves on arrival with proof of identification and will ask to see the person in charge.

During the visit, the inspector must be given access to the rooms where the examinations are being held.

In good time before the day of the examination, all invigilators must be fully familiar with OCR's Instructions to Invigilators (below) and the JCQ Instructions for Conducting Examinations document.

The invigilator must conduct the examinations in accordance with the arrangements set out in the following paragraphs.

2 Preparation for the Examination:

- as invigilator you must arrive at the centre at least 30 minutes before the starting time of the examination and collect from the Examinations Officer or Head of Centre the sealed pack of examination papers/answer sheets, the invigilation certificate, attendance list and a copy of these instructions. You must be in the examination room at least 20 minutes before the start of the examination
- you must give your entire attention to the work of the invigilation and must not bring into the examination room any books, papers, etc other than those relating to the conduct of the examination
- whilst strict supervision of candidates and examination materials must be maintained at all times, you must take care not to worry candidates unduly or to hinder them in their work
- you must ensure that the examination room arrangements conform to OCR and JCQ's requirements
- about 15 minutes before the examination is due to start, when you are satisfied that everything is ready and in good time to complete the examination preliminaries the candidates should be admitted to the examination room. This should allow sufficient time to:
 - read out the instructions to candidates
 - carry out centre security procedures
 - check that all candidate names appear on the attendance list.
- no-one else is to enter the room without the permission of the Examinations Officer or Head of Centre, other than authorised representatives of OCR or of QCA
- ensure that candidates leave any bags or unauthorised belongings in your care, eg at the front of the room
- no items are to be given to candidates other than those specified in the rubric of the paper
- about 10 minutes before the start of the examination, open the sealed pack of examination papers in front of the candidates. Put an examination paper on each candidate's desk with instructions not to open it until you give the instruction to do so
- immediately before the start of the examination, read **OCR's Instructions to Candidates** aloud to the candidates
- at the prescribed time, tell the candidates to open their examination papers and start work on the examination and tell them the time at which it will finish. Write this time on the board and ensure that a clock displaying this time is visible to all candidates
- any candidate arriving after the commencement of the examination **must not** be allowed to enter the examination room and to sit the examination.

3 Checks – All units

As invigilator you must check that:

- all names of candidates present appear on the attendance list
- you must verify the identity of candidates taking OCR examinations and must be satisfied that the candidate actually taking the examination is the one whose name has been submitted to OCR. (The candidate identity form must be used)
- the candidates do not have any unauthorised materials in the examination room (eg rough paper or anything which might be passed between them)
- candidates take into the examination room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper, stationery list or in the syllabus for the subject being examined. Any pencil cases taken into the examination room must be transparent. (The rubric of the question paper will state if calculators are expressly prohibited, or if they are expected to be used in the examination. In the absence of either of these statements, calculators are regarded as standard equipment and may be used by candidates)
- if unauthorised items have been taken into the examination room, such items are placed out of reach of the candidates before the examination commences. Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the current examination
- dictionaries do not contain written notes of any description
- the question paper and answer book packs have not been opened or tampered with
- calculators are non-programmable
- seating is at least 1.25 metres apart
- personal electronic organisers are not used and handed in
- mobile phones are switched off and handed in
- the examination room is free of any notices that could assist the candidates in answering the paper
- the clock is correct.

4 Instructions to be read out to the candidates by the invigilator immediately before the examination

Before the start of the examination:

You must hand to me any books, notes or blank scribbling paper you have in your possession. Please hand to me any electronic organisers and mobile phones you have in your possession.

(collect all such items before continuing with the instructions)

The answer sheets must be completed using a pen with black or blue ink.

The answers you submit must be entirely your own work, without assistance from any other person or materials other than:

- A non-programmable calculator
- An English/mother tongue dictionary.

You must not speak to one another until the examination is completed and answer sheets or booklets have been collected. If you wish to ask a question please hold up your hand. No query on the meaning of an examination question may be asked or answered.

You will not be allowed to leave the examination room until the finish time for this examination, as stated on the front of the question paper.

I will inform you when half the time allowed has elapsed, and again five minutes before the end of the examination.

When I have called the examination finish time, you must stop work and remain seated until all of the question papers and answer sheets have been collected. Papers not handed in at the close of the examination cannot be accepted later.

Time allowed: **(read out the times appropriate for this unit):**

Unit 1	Understanding the Legal and Business Context for Road Transport Operations (multiple choice)	9.30 – 10.15 am
Unit 2	Understanding National Road Haulage Transport Operations (multiple choice)	10.45 – 11.45 am
Unit 3	Understanding National Road Passenger Transport Operations (multiple choice)	10.45 – 11.45 am
Unit 4	Managing National Road Haulage Transport Operations (case study)	12.45 – 2.45 pm
Unit 5	Managing National Road Passenger Transport Operations (case study)	12.45 – 2.45 pm
Unit 6	Managing International Road Haulage Transport Operations (extended answer)	3.15 – 4.15 pm

Unit 7	Managing International Road Passenger Transport Operations (extended answer)	3.15 – 4.15 pm
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UNITS ONE, TWO AND THREE ONLY

(ensure that the candidates have their own personalised answer sheet for the unit)

Before the examination starts check that your personal details printed on the answer sheet are correct. If they are not, you must advise me.

(allow time for candidates to check their personal details)

Now sign your name on the line provided at the bottom of your answer sheet. It is important that all of your signature is on the line.

You must use the answer sheet or booklet provided. Do not fold this answer sheet.

I am now going to distribute the question papers. Do not open the question paper until you are told to do so.

(distribute the question papers)

You should now read the instructions on the front of the question paper.

UNITS FOUR, FIVE, SIX AND SEVEN

Fill in, very clearly, the details required on the front of the answer booklet.

If you are not sure how to complete the answer sheet or booklet please ask me for instructions.

Northern Ireland candidates only: Candidates who have been taught the CPC syllabus in relation to Northern Ireland legislation should tick the box marked “Northern Ireland, please tick this box” on the front of the question paper.

Remember you must use a pen with black or blue ink only:

Ensure that details of any erratum notices are brought to the notice of candidates (the invigilator must not give any information to candidates about suspected errors in the question paper unless an erratum notice has been received)

All breaches of regulations will be reported to OCR and could result in disqualification.

At the time specified for the start of the examination

You may now open your question paper/answer book and start the examination.

When half the allowed time has elapsed

Half of the allowed time has now elapsed.

Five minutes before the end of the examination

You now have 5 minutes to go before the end of the examination.

At the end of the examination:

You must now stop writing. Your question paper and answer sheet will now be collected. If you fail to hand in your answer sheet or booklet at this time it cannot be accepted later.

You must submit your examination material in accordance with the instructions provided. Where loose sheets are submitted, these should not be pinned or stapled.

(collect all question papers and answer sheets and booklets)

5 During the examination

As invigilator you must:

- watch the candidates during the entire examination and ensure that OCR and JCQ's regulations are observed
- avoid disturbing or embarrassing candidates by unnecessarily moving about, looking at their work, talking to them or distracting them in any other way.

6 Leaving the examination room

Candidates are only permitted to leave the examination room **temporarily**, but they must be accompanied by a member of staff. Such candidates may be allowed extra time to compensate for their temporary absence. (Candidates remaining in the room must be supervised at all times).

A candidate who has finished his/her work is **not** allowed to leave the examination room early.

No question paper may be removed by any person from the examination room. CPC question papers must be returned to OCR by the centre after the examination.

7 Emergencies

You must take the following action in the event of an emergency such as a fire alarm or bomb alert:

- evacuate the examination room in accordance with the instructions given by the appropriate authority or Head of Centre

- ensure that all question papers and scripts are left in the examination room
- ensure that the candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion
- note the time and duration of the interruption
- allow the candidates the full working time prescribed for the examination
- in the event of there being only a small number of candidates, consideration should be given to the possibility of taking the candidates, with question papers and scripts, to another place in order to complete the examination
- make a full report of the incident and of the action taken for direct submission to OCR, not to the Examiner.

8 At the end of the examination

Arrangements must be made for all scripts to be collected, and checked to ensure that all scripts are present, and that candidates have used their correct centre and candidate numbers. (Centres are advised to ensure that all scripts are collected before candidates are allowed to leave the examination room).

Candidates may be allowed to leave the examination room once all the candidates' scripts have been collected. Papers not handed in at the close of the examination cannot be accepted later.

9 Irregular conduct

Wherever practicable, the invigilator should remove and retain any unauthorised material discovered in the possession of a candidate during the examination.

10 Completing the invigilation certificate and returning scripts to OCR

Please follow the instructions detailed on the invigilation certificate, ensuring that all the fields are completed.