

Exam Room Incident Log

This log is for exams officer and invigilator use to record any irregularities¹ that may take place in the exam room at the point of occurrence.

| Day | Date | | | Session <input checked="" type="checkbox"/> | | Exam room |
|-----|------|----|------|---|----|-----------|
| | DD | MM | YYYY | AM | PM | |

Exam(s) taking place in this room

| Paper code | Awarding body and Subject title | Start time | Finish time |
|------------|---------------------------------|------------|-------------|
| | | | |

| | |
|---------------------------------------|---|
| <input type="checkbox"/> ² | Incident description and any actions (taken by exams officer and/or invigilator) at the point of occurrence |
| <input type="checkbox"/> | TIME: INCIDENT RECORDED BY (Name, signature, role): |
| <input type="checkbox"/> | TIME: INCIDENT RECORDED BY (Name, signature, role): |
| <input type="checkbox"/> | TIME: INCIDENT RECORDED BY (Name, signature, role): |

After the exam(s) in this room has (have) concluded, incidents recorded here will inform any required follow-up actions/reports to awarding bodies. This log will be affixed to signed copies of the **seating plan**, **attendance register(s)** and **exam room checklist** for this exam room session and retained on file (until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later).

¹ Irregularities are unplanned incidents that could impact on the integrity and security of the exam, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress/need to leave the exam room temporarily (e.g. requiring a toilet break); disturbance inside/outside the exam room; unauthorised persons entering the exam room, etc.

² Column FOR EXAMS OFFICER USE ONLY: If an incident relates to a matter that must be reported as follow up to the awarding body (e.g. very late arrival, suspected malpractice, special consideration) tick/initial box in relevant row to confirm submission of report/request to awarding body