



Teaching
Agency

Exam room checklist

Exam room

No. of candidates

Date

Check:

Access to the exam room	
Clocks (working, accessible and accurate)	
Seating: correct number of desks	
1.25 metres apart	
Lighting	
Heating	
Windows/ventilation	
Clean	
Invigilators' table	
Mains electricity supply is available for any word processors	
Stationery lists and any subject-specific instructions issued by the awarding organisation	
Centre number on display	
JCQ <i>Warning to candidates</i> poster outside the exam room, either in hard copy A3 format or projected onto a wall or screen for all candidates to see	
JCQ <i>No mobile phones</i> poster outside the exam room, either in hard copy A3 format or projected onto a wall or screen for all candidates to see	
JCQ <i>Instructions for conducting examinations</i> inside the exam room, either in printed hard copy or electronic copy accessible on a laptop	
Access arrangements (specialist equipment, for example computer) Refer to the JCQ <i>Access arrangements, reasonable adjustments and special consideration booklet</i>	

Please refer to the JCQ *Instructions for conducting examinations* booklet for more information.