

Exams Room Incident Log

Overton School

Approved by:	Omar Salahuddin, Principal
Last reviewed on:	26/08/20
Next review due by:	25/08/21

This incident log is used by the exams officer or invigilator(s) to record any irregularities¹ that may happen in the exam room at the point of occurrence.

Exam date and session	Exam(s) Awarding body Paper code Paper title
AM/PM	
Exam room	

Time	Incident description
	Recorded by: Name & signature
	Recorded by: Name & signature
	Recorded by: Name & signature
	Recorded by: Name & signature

¹ Irregularities are unplanned incidents that could impact on the integrity and security of the examination, 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; disturbance inside/outside the exam room; unauthorised persons entering the exam room etc. After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to awarding bodies. The incident log will be affixed to the *seating plan*, copy of the *attendance register(s)*, and *exam room checklist* for this exam room session.