



Invigilator Report Form National Qualifications 2025

All fields are mandatory and must be completed according to section 9 of the *Handbook for Invigilators*.

You must ensure that details reported are factual and do not express any personal opinion.

Centre name	Centre code
Full name of candidate involved (Use Appx 1 where you have multiple candidates)	SCN of candidate involved

Date of exam	Start time	Subject name	Level	Paper	Subject code

Click on the grey box to populate an (x) next to the relevant field(s).

Prohibited item (please state) _____	<input type="checkbox"/>	Please select Yes or No for the question below Was the reminder given to the candidate(s) to undertake a final check to ensure they were not in possession of any prohibited items before the start of the exam?	Yes	<input type="checkbox"/>
Other possible malpractice	<input type="checkbox"/>		No	<input type="checkbox"/>

Issue with the content of the exam material	<input type="checkbox"/>	Disruption	<input type="checkbox"/>	Centre/Invigilator Oversight	<input type="checkbox"/>
ICT/Technical Issue	<input type="checkbox"/>	Invigilator Misconduct	<input type="checkbox"/>	All other incidents or interruptions	<input type="checkbox"/>

Start time of incident or interruption:

End time of incident or interruption:

Full details of incident or interruption:

What actions were taken?

Was this an AA candidate?

Yes

No

Were the correct Assessment Arrangements provided

Yes

No

N/A

Was the candidate provided with the full exam time entitlement?

Yes

No

Additional comments:

I confirm that the above information is factually accurate and that a copy of the report has been passed to the head of centre or their delegate.

Invigilator signature	Chief Invigilator signature	Date submitted to SQA

Reports must be submitted by email **within two days** of the exam to invigilator.enquiries@sqa.org.uk

A typed name is acceptable in place of a written signature.

Reports must not be enclosed in the script return envelopes or poly-envelope.

Where reports refer to any physical evidence - faulty QPs / faulty CDs / contaminated scripts - then **please use the return envelope** marked Faulty Question Papers/CDs/Contaminated Scripts and return with the completed report to SQA.

For SQA use only

Date Received	Actioned By	Date Added to Database

