

Responsible Adult invigilation form

This method of invigilation is permitted exceptionally due to the impact and disruption caused by the coronavirus (COVID-19) outbreak during the May 2020 examination session.

Candidate name										
Candidate number										
School name										
School number										
Responsible adult invigilator										
Relationship with the candidate										

Completion date of aural comprehension task			
Start time		End time	
Completion date of written comprehension task			
Start time		End time	
Completion date of writing task			
Start time		End time	

Candidate declaration			
<i>I confirm that I have completed the MYP Language Acquisition ePortfolio tasks, following the instructions of my teacher, and did not have access to unauthorized materials.</i>			
<i>All the materials I have received to complete these tasks will not be shared (electronically or otherwise) with any other person.</i>			
Candidate's signature		Date	
Responsible adult invigilator declaration			
<i>I confirm that, to the best of my knowledge, the MYP Language Acquisition ePortfolio tasks are the authentic work of the candidate and have been completed as per the guidelines of the IB.</i>			
Responsible adult invigilator's signature		Date	
Responsible teacher/MYP coordinator declaration			
<i>I confirm that, to the best of my knowledge, the MYP Language Acquisition ePortfolio tasks are the authentic work of the candidate and have been completed as per the guidelines on page 103 of the MYP Language Acquisition guide.</i>			
<i>The responsible adult invigilator was explained and understood the expectations of the IB for the completion of these tasks, which have now been satisfactorily completed.</i>			
Responsible teacher/MYP coordinator's signature		Date	

Checklist of the essential actions for invigilating MYP Language Acquisition tasks

Before the examination

- Teachers are responsible for ensuring candidates are made aware of the date and time of each assessment. Teachers must ensure candidates have electronic access to the assessment tasks at the specified time.
- The responsible adult invigilator is responsible for ensuring the environment is free from any unauthorized material. Unauthorized material includes written notes, text books, dictionaries, mobile phones, posters on the wall or any other material that may assist the candidate during the assessment.
- The use of dictionaries or digital aids is not permitted in any task. If the assessment is word processed spellcheckers must be disabled.

During the examination

- The responsible adult invigilator must ensure that the candidate does not access any unauthorized material during the assessment.
- If the assessment is word processed the responsible adult invigilator must ensure the candidate does not have access to the internet.

After the examination

- The candidate and responsible adult invigilator must electronically sign and date this form. The candidate and responsible adult invigilator must return this form electronically to the responsible teacher on completion of all three tasks.
- The responsible teacher must upload this form as a cover page to the candidate's ePortfolio.