



## **Notes for Supervisors and Invigilators and Instructions to Contestants**

### **Before the contest**

Please check that you have the correct material for your venue. Apart from these notes for supervisors/invigilators, you will need the following:

- An attendance list with the names and levels for your venue.
- Question papers and answer sheets for each level
- Invigilators Report Form
- Supervision Statement which must be signed and returned with contestants papers

### **Getting ready for the contest**

Before contestants enter the room place the pre-printed answer sheet (with the contestants name and candidate number) on the desk – ensuring that **different levels** are next to each other. When two contestants are seated at one desk it is essential that they have different level tests.

Spacing needs to ensure that there is sufficient room for the invigilator to move freely – longitudinally- between rows of seats.

Contestants must not sit with their backs to the invigilator.

**Check that there is a clock for all contestants to see during the test.**

### **When contestants enter the room**

Contestants are asked to arrive at the test venue 20 minutes prior to the commencement of the test. Ask contestants to enter the room and guide them in order to locate the answer sheet with their name and level. When contestants are seated please check their identification. If there are any problems with identification please allow the contestant to take the test as normal and tell them not to worry and they will have an opportunity to confirm their identity later.

(Please make a note of any ID issues on the report form).

**When all contestants are seated please read aloud the following instructions overleaf.**

**Please remember that question papers must remain confidential at all times.**

**Beginning the Test- Instructions to Contestants**  
**Read out the following. This may also be read out in your local language.**

*Welcome to the KGL Contest in English. This is stage 1 of the Contest.*

*We want you to enjoy the experience and we want you all to succeed so relax and we are here to make sure you understand exactly what to do.*

*I will now give you some instructions so please listen carefully and then ask any questions you have before we start the test.*

**Do you have anything electronic, including mobile phones with you? If you do, switch them off now.**

- You have 60 minutes to complete the test. **(45 minutes for Pre A1)**
- At the end of the test I will collect the question papers and the Answer Sheets.
- You cannot leave the room until the end of the test.
- You cannot communicate with other contestants during the test.
- I will tell you when you have 10 minutes left and 5 minutes left.
- You must **write on the question paper** first and at the end I will give you time to transfer your answers to the Answer Sheet.

**Explain to contestants how important it is to fill in the answers (the lozenges) correctly.**

**Use a black ball-point pen.**



Correct: ● Incorrect: ✓ ✗ ✎

**This is to make sure that the marking system picks up the answer. Refer them to the example on the Answer Sheet. Younger contestants may need additional reassurance when completing their Answer Sheet and please check that they have understood correctly how to do this.**

**Remind contestants that they must not make any other marks on the Answer Sheet as the system will not be able to read their answers.**

**I will now hand out the question papers. Do not open them until I tell you.**

Hand out question papers according to the following procedure.

*'All contestants taking (A1) please raise your hands. Do not open the question paper until I tell you.*

*Now all contestants taking (A2) please raise your hands.'*

*Continue the procedure for the remaining levels in your room. Please check when handing over the question paper that it agrees with the level on the Statement of Entry.*

*Read/translate the instructions on the front of the questions paper and ask if there are any questions.*

**Good luck and we hope to see you all in Stage 2 of the contest.**

**You can open the question papers now and begin the test.**

**Write the start time and finish time on the board.**

During the test you may provide clarification as to what the contestants need to do in order to complete the test but **do not answer any questions which provide answers to any of the items on the test.** Instead encourage them to do their best.

If you detect cheating, take away any unauthorised materials but allow the contestant to continue. Please make a note under the heading '**Comments**' on the attendance list next to the contestant's name. You may also complete the Supervisor/Invigilator form with details.

**Please complete and sign the Attendance List. Mark 'A' for absent. Blank is the default for present.**

**Contestants receive a 10 minute and a 5 minute reminder.** At the end of the test ask all contestants to remain seated and to check that the question paper has been completed with their name and number.

Ask the contestants to put the answer sheet **inside** the question paper and collect all papers. Count the papers to ensure they match the original number of contestants present on the attendance list. Once all the papers have been collected and counted contestants should take all their personal belongings.

For return of materials to your KGL Country Partner please place the following in the relevant envelope for each level:

- Question paper (with answer sheet inside) for each contestant
- Completed attendance list with your signature
- Absent Answer Sheets – marked absent on attendance list.
- Invigilators report form (this can be included in any one of the envelopes)
- Supervision Statement

**Do not keep or copy question papers or other test materials**

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Thank you for agreeing to invigilate the KGL Contest. Your role is extremely important for the success of the contest and ensuring that all contestants have **an enjoyable and positive experience**. One of the aims of the contest is to demonstrate that language learning can be an enjoyable and rewarding experience without the stress which is often related to examinations. The contest is meant to encourage healthy competition and motivate students, irrespective of their level, but at the same time a number of guidelines need to be followed by contestants to ensure it is fair for all.

Once again thank you for your commitment to the KGL contest.

If you have any serious issues on the day and need assistance you may contact your local KGL Country Partner.