

### Guidance Notes for Non-Examiner Observers

Approval to observe an Examination must be sought from the Lead Examiner and the relevant Examinations Manager of the host College. The Observer is responsible for his/her own travel and accommodation expenses. Observers are required to sign a Confidentiality Declaration (attached) before attending the examination and observe the conditions laid down in these Guidance Notes.

1. Observers must not, under any circumstances, take part in the examination process, be involved in any discussion or try to influence the examiners during the marking process. Details of any discussion and marks awarded must be treated in the strictest of confidence. Discussion with the examiners after the marks have been awarded is permitted.
2. Observers must not make any written notes or attempt to record any part of the examination.
3. No more than one Observer is permitted with examiners in an examination bay (this includes an ICBSE Assessor).
4. Priority must be given to an ICBSE appointed Assessor (as applicable).
5. Observers are requested to comply with all reasonable requests of the Examinations Staff / Lead Examiner on the day of the examination.
6. The Lead Examiner reserves the right to ask any Observer to leave the examination if it is felt the Observer's attendance were to jeopardise the conduct of the examination in any way.

**ICBSE – IMRCS & IDO-HNS Examinations**

**Confidentiality Declaration**

Examination:

Venue:

Date:

In which capacity do you wish to observe the examination (please state):

I agree to observe the conditions laid down in the Guidance Notes for Non-Examiner Observers approved by ICBSE.

The copyright on all examination material is held by ICBSE and unauthorised use of any of the questions and material is prohibited. In the event of contravention of this copyright, legal action may be taken.

Signed: .....

Date: .....

Name: .....

*(Please print)*