

Second pair of eyes check form

Two individuals **must** check the day, date, time, subject, unit/component and tier of entry, if appropriate, **immediately** before a question paper packet is opened.

Venue of check (secure room or exam room)	Date	Awarding Body and unit/component code	First individual – name, signature and role	Second individual – name, signature and role

The exam date (Column 2) and exam details (Column 3) may be inserted ahead of the examinations. This will help to minimise the information to be completed on the day of the examination(s). This form **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. It may be inspected by a JCQ Centre Inspector and/or awarding body staff, and might be requested in the event of concerns being reported to an awarding body.