

APPENDIX H: INSTRUCTIONS FOR INVIGILATORS

INSTRUCTIONS TO INVIGILATORS

General invigilating instructions

- Admit the candidates to the examination room ten (10) minutes before the examination start time. Candidates must leave all bags, coats and mobile phones at the back or the front of the exam room (whichever is nearer the exit). Candidates may not keep mobile phones on their person and must switch them off.
- Internal candidates should show their College ID card. Any external candidates should be able to show their own university ID card or some other form of photo ID. Ask the candidates to place their ID badges on their desks, clearly visible to you. If candidates do not have their ID badges, they must provide some other form of photo ID. But the Examinations and Assessment Office will provide an attendance list with photos you can check if no other photo ID is provided.
- Candidates may have a bottle of drink on their desk, but are not allowed food, such as chocolate bars, crisps or fruit, unless previously agreed for medical reasons.
- For an on-site exam, refer to the Examinations and Assessment Office any candidates who are not shown on the attendance list. If the exam is off-site, phone the Examinations and Assessment Office immediately.
- Ensure the exam's start and finish times are shown clearly to candidates by a notice in the exam room.
- Write candidates' names or numbers on the seating plan before they enter the exam room. Those who are absent from the exam should be crossed off later.
- Mark candidates present on the named attendance list once they have taken their seats. Do not mark absentees until the exam has been in progress for one (1) hour.
- Some candidates may be in separate rooms to use a word processor, scribe or reader or to have rest breaks. Mark them as being in a separate room on the main named attendance list. Do not mark them as absent.
- Admit late arrivals within thirty (30) minutes of the timetabled start. Do not allow them any extra time at the end of the exam to compensate for late arrival.
- Refer to the Examinations and Assessment Office any candidates who arrive later than thirty (30) minutes after the start. They may not sit the exam.
- A candidate who has begun the exam may not leave the exam room in the first hour except for a temporary absence when they must be accompanied by an invigilator.
- A candidate may not to leave the exam room in the final thirty (30) minutes of the exam.
- If there are exams of mixed duration in the same room, a candidate may not leave during the final thirty (30) minutes of any exam in that room, except for a temporary absence when they must be accompanied by an invigilator.
- You should patrol occasionally to make candidates aware of your presence, but without causing a disturbance.
- During the exam, you may not engage in other activities such as marking, reading, crosswords, knitting. To avoid disturbance, you may not consume food during the exam but may have a drink.
- You are responsible for ensuring that silence is maintained throughout the exam; this includes ensuring quiet outside the exam room as well as within. Take extra care to ensure exam conditions are maintained when there are exams of mixed durations and for any candidates with additional time.
- If you suspect a candidate of breaching examination room rules (e.g. cheating), you should take the following actions, if possible in the presence of another invigilator or other member of staff who can act as witness to the action taken:

- (a) Confiscate any unauthorised material in the candidate's possession.
- (b) Endorse the candidate's script on the front cover with a note of the time you discovered the alleged breach. If you suspect collusion, you should endorse the script of each candidate involved. Wherever possible, you should require another invigilator or other member of staff to act as witness by countersigning your endorsement.
- (c) Where relevant, issue a new exam answer booklet to the candidate(s) in question, clearly instructing them to continue (not to restart) the exam.
- (d) Inform the candidate(s) in question, at the end of the exam, that you will submit a report of the incident to the Chair of the relevant Board of Examiners.
- (e) Give brief details of the incident on an invigilator's report.

If in doubt about what to do, contact the Examinations and Assessment Office immediately.

- When an exam is finished, candidates must remain seated until you have checked their answer booklet to ensure they have filled in the front page correctly and attached any supplementary sheets. You must collect all answer booklets and question papers before any candidate leaves the exam room.
- Candidates may not remove question papers from the room.
- At the end of the exam, check the collected scripts against the attendance lists. Arrange scripts in ascending numerical order by student ID code and mark them off on the unnamed attendance list. Check to ensure you have a script for every candidate marked as present on the named attendance list. Once you have checked these things, sign the cover sheet and return everything to the Examinations and Assessment Office.

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Additional invigilating instructions for exam concessions

- If a candidate has exam concessions that require a separate room, for example to use a word processor, reader or scribe, you and the candidate must both sign the study support form provided in the exam pack.

Using a word processor

- Candidates who have been allowed the use of a word processor will sit their examinations in a specific computer room. For each such candidate, an answer booklet folder will be provided for them to place their printed work. They should complete the front of the answer booklet folder as usual.
- Candidates will be logged into the computer using an individual exam user ID and password. They should not log in using their own ID. Remind candidates to save their work as they go along and to put their student code only on their typed work as a header or footer. Also ask them to include page numbers.
- At the end of the exam, the candidate must print their work. They must check their printed work to ensure all answers have printed fully. They should then place their completed work in the answer booklet folder provided. They may not submit it electronically.
- All other examination rules and regulations apply.

Readers

- Invigilators who are acting as readers may have to read the whole paper to the candidate, or the candidate may request only occasional words to be read.
- Readers must read accurately and only read the instructions on the question paper and the questions. They must not give additional explanation or clarification. They should repeat-read instructions or questions only when specifically asked by the candidate.
- Readers must not advise the candidate about which questions to do, when to move on to the next question or the order in which to answer questions.
- On request, readers may read back the candidate's answers written in the answer booklet. They may not comment on or offer advice as to the appropriateness or correctness of any part of the answers.
- On request, readers may give the spelling of words that appear on the question paper. No other spellings may be given.

Scribes

- Invigilators who are acting as scribes must write down exactly what the candidate has said. They must not correct syntax or spellings.
- Scribes may ask the candidate to spell any words that may reasonably be regarded as technical or subject-specific, for example medical terms.
- Scribes may be requested to draw or add to maps, diagrams and graphs and must do so strictly in line with the candidate's instructions.
- Scribes must not give factual help to the candidate or indicate when the answer is complete. They should not advise the candidate about which questions to do, when to move on to the next question or the order in which to answer questions.
- On request, scribes may read back what has been written but may not comment on or offer advice as to the appropriateness or correctness of any part of the answer.
- Candidates may at any point during the exam write all or any part of an answer themselves.

Use of dictionaries

- Candidates may use a dictionary if this has been agreed beforehand with their course leader. The dictionary must have been submitted to the Examinations and Assessment Office before the examination. It will be placed on the candidate's desk on the day of the exam.
- The dictionary is for the candidate's own personal use and must not be used by any other person in the examination room. If the candidate is using a reader or scribe (or both), they must not use the dictionary on the candidate's behalf.

Discounted rest breaks

- Candidates with discounted rest breaks should tell you when they are on a rest break, put down their pen and stop working. You should tally the amount of rest breaks taken and end the exam at the appropriate time.

INSTRUCTIONS TO INVIGILATORS

Actions in the event of an emergency

Fire alarms will not be tested during exams.

In the event of an emergency such as the fire alarm sounding or a bomb alert, you must take the following actions:

- Evacuate the exam room in line with the instructions given by the health and safety officer responsible for the building.
- Ensure that all question papers and scripts are left in the exam room.
- Supervise candidates as closely as possible while they are out of the exam room to ensure they do not collude.
- After the candidates return to the exam room and before the exam resumes, indicate on the candidates' work the point at which the interruption occurred, if this is feasible.
- Note the time and duration of the interruption in the comments box on the exam pack cover sheet.
- Allow the candidates the working time prescribed for the exam that remained at the point of interruption.
- If there are only a few candidates, liaise with the Examinations and Assessment Office to consider taking the candidates with question papers and scripts to another place to complete the exam.

INSTRUCTIONS TO INVIGILATORS

Instructions for the day of the examination

- Collect the exam box from the Examinations and Assessment Office about forty-five (45) minutes before the exam is due to start. This will normally be at:
8.45am for morning exams (9.30am start); and
1.15pm for afternoon exams (2pm start).
- The box should include:
exam question papers;
answer booklets and continuation sheets;
attendance lists: one (1) set will have candidate names and ID codes; one (1) set will have student ID codes only; and the final set will show photos of the candidates;
desk cards: each exam has a different-colour desk card showing the candidate's name, ID code and module;
a seating plan;
'Quiet Please' notice(s);
stationery, e.g. pens, treasury tags.
- Check that the exam papers are for the correct day, time and room. Take note of any instructions on the cover sheet/attendance list, e.g. open-book exam, candidates with extra time.
- Each exam has a different-colour desk card. This enables candidates to find their seats quickly and you to easily differentiate between exams.
- When setting out the desk cards and answer booklets for each exam, pay particular attention to finishing times. The College suggests you place candidates taking the shortest exams in rows nearest the exit, which minimises disturbance to others on leaving.
- Candidates with extra time should be placed furthest from the door. You need to agree before the start of the exam which invigilator(s) will remain to cover the extra time.
- Check you have set out desk cards for all candidates shown on the named attendance list. If there is a discrepancy, contact the Examinations and Assessment Office immediately.
- Place the question papers, face up, on the exam desks to enable candidates to quickly check they have the correct paper for the exam they are sitting and to read the instructions.
- You must complete a seating plan: you can start this before allowing the candidates into the exam room. Later you can mark on the seating plans which candidates are absent from the exam.
- Write clearly on the whiteboard or flip-chart provided the title and start-and-finish times of each exam.
- Display the 'Quiet Please' signs on the door of the exam room and on the doors of the corridor outside the room, if applicable.
- Before starting the exam, please read in a clear and carrying voice the attached 'Announcement to Examination Candidates'.
- You will have three (3) attendance lists, one (1) showing candidate names and ID codes, one (1) showing ID codes only and one (1) showing photos of the candidates. Use the named attendance list to mark candidates as present during the exam. Use the unnamed list to mark off collected scripts. Use the photo list for reference when verifying candidates' ID.
- At the end of the exam, check all exam answer books against the unnamed attendance list. Sort the answer books in ascending numerical order. Ensure you have a script for

all candidates marked as present on the named attendance list. If there is a discrepancy, please inform the Examinations and Assessment Office immediately.

- Candidates may not take question papers from the exam room.
- Please return all papers to the Examinations and Assessment Office at the end of each exam session.

INSTRUCTIONS TO INVIGILATORS

Announcement to examination candidates

- This room is now subject to exam conditions.
- You should not communicate in any way with any other candidate in the exam room until I have collected all answer booklets and question papers at the end.
- On your desk you may have only those materials allowed for the exam.
- Dictionaries or other books are not allowed on your desk while the exam is in progress, unless this is an open-book exam or your request to use a dictionary for this exam has already been approved.
- You must leave all bags at the front or the back of the room.
- You must switch off watches with 'bleeping alarms' and mobile phones so that other candidates are not disturbed. Your mobile phone must be kept in your bag; you are not allowed to have it on your person.
- To identify yourself on your answer booklet and any continuation sheets, you must write only your student code. You must NOT write your name on any part of your answer booklet or continuation sheets.
- Please check that the number on your desk card and the number you write on the front of your answer booklet match exactly what is shown on your ID badge. Tell me now if it isn't.
- For written papers you should use black or dark blue ink or ballpoint pen.
- Rough calculations must be done in the answer booklet and then crossed through to show they are not part of your answer.
- You are particularly reminded to read the instructions before answering the questions.
- Put your hand up if you need extra paper or have any queries.
- Once the exam has begun, you may not leave the exam room during the first hour except for a temporary absence, when must be accompanied by me or another invigilator.
- You may not leave the exam room in the final thirty (30) minutes of the exam.
- If you finish early, put your hand up and – once your paper has been checked and collected by me or another invigilator – you will normally be allowed to leave, provided it is not within the first hour or final thirty (30) minutes. If you are allowed to leave, please do so quietly to avoid disturbing the other candidates.
- You must leave all question papers and exam stationery in the exam room.
- I will make an announcement to inform you that ten (10) minutes remain before the end of the exam.
- Finally, by sitting this exam you are declaring yourself fit to do so.
- Have you any questions, please?