



**Northumbria
University**
NEWCASTLE

Examination & Invigilation Procedures

November 2018

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University of Northumbria at Newcastle

Examination & Invigilation Procedures Issued November 2018

[Note: This issue supersedes all previous documents. Collaborative Institutions are required to adhere to these procedures wherever possible.]

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EXAMINATION PROCEDURES

1 Role and Responsibilities of Invigilators

- 1.1 The Academic Registry will be responsible for the appointment and training of Examination Invigilators. Invigilators will act in accordance with this Handbook of Exam & Invigilation Procedures.
- 1.2 Invigilators are responsible, under the guidance of relevant University staff, for ensuring that examinations are properly conducted in accordance with University procedures.
- 1.3 At least two Invigilators will normally be on duty in each examination; one of whom is designated the Co-ordinating Invigilator. Where more than 50 students are sitting an examination in one venue, an extra Invigilator will normally be present for each 25 students (or part of this number). Wherever possible, both a male and a female Invigilator will be appointed. In exceptional circumstances, (e.g. where the Invigilators are all either female or male) an appropriate member of administrative staff may be able to accompany any students needing to leave the examination room temporarily. In circumstances where examinations are taking place simultaneously in a group of adjacent rooms and there are less than 25 students in each room, one Co-ordinating Invigilator only need be present in each room with one Invigilator circulating between the groups of rooms.

2 Preparation of Examination Venues

- 2.1 If a room is found to be unacceptably cold, the Co-ordinating Invigilator should report this to the Examinations & Awards Team, which in turn should contact Facilities asking for action to remedy the position. Where an external venue is involved, the Examinations & Awards Team should also be advised so those suppliers of venues can be contacted to provide a solution.

If an acceptable temperature cannot be quickly achieved or restored, then the examination should proceed with a written report to be submitted by the Co-ordinating Invigilator using the Invigilator's Report Form (IRF).

- 2.2 **Room Layout/Preparation:** All accommodation allocated for examination purposes must be in a satisfactory state of readiness. Before the start of each examination in a Northumbria University venue, Facilities staff are to ensure that desks are spaced evenly to the distributed seating plans, and that the venue is in a general state of tidiness.

Facilities are to ensure that all lighting is working, no windows require repair, and ventilation is satisfactory and that the heating is operating in accordance with the weather conditions on the day of examinations. Academic Registry staff will ensure that external venues are prepared.

- 2.3 **Provision of Clocks:** The Examinations & Awards Team will ensure that a clock is included in the materials pack for the examination.
- 2.4 **Capacity of Venues:** A maximum number of students has been determined for those rooms considered suitably equipped for use as examination venues.

3 Collection of Examination Materials and Stationery

3.1 Appointed Invigilators should report to the designated collection and distribution point 30 minutes (45 minutes for an external/large internal venue over 100 students and 60 minutes for over 200 students) before the examination is due to commence in order to collect the following examination stationery items:

- Exam Paper Front Sheet.
- Sealed envelope(s) containing the examination papers
- Examination answer books
- Register of Students
- Certificate of attendance slips
- Logarithm or other tables (where appropriate)
- Treasury tags and any other special materials specified for the particular examination(s)
- Seating plan (where appropriate)
- Name plates (where appropriate)

Invigilators should bring with them their personal “Invigilation Pack” containing:

- Invigilator’s Report Form
- Invigilator’s Announcement
- Invigilator’s Verification Form
- Leaving Venue Due to Illness Form
- Academic Misconduct Form
- Plastic Phone bags, Blu Tack, Ear Plugs, Stationery items, etc
- Individual Examination Arrangements – Useful Information
- Spare attendance slips
- Spare blank OMR Forms and exam booklets

3.2 Invigilators will be responsible for all examination materials until their return to the same collection and distribution point where the Co-ordinating Invigilator will sign the scripts progress log to acknowledge submission of all scripts and attendance slips.

4 Identification of Students

4.1.1 Before the commencement of each examination, the Co-ordinating Invigilator will ensure that an attendance slip is placed on the desk of each student. The student must fill in both their name and their student registration number to accommodate the University’s anonymous marking policy. The Co-ordinating Invigilator is to ensure that the completed slips are collected at the start of the examination and checked against the attendance register, thus indicating clearly whether a student is present or absent.

4.1.2 For identification purposes, each student is required to fill in this slip before starting the examination. In addition, the student should have been instructed to bring to the examination a smart card (or equivalent form of identification) which carries the student’s photograph, this must be placed on the desk and the Invigilators should have a quick check that all cards are visible on desks and if time allows to check ID’s randomly. A head-count should also be carried out to agree the total numbers.

- 4.2 In the event of any irregularity, such as an individual presenting him/herself for an examination whose name is not listed on the register of students or the student does not have any photographic ID, the individual will be permitted to take the examination. In such circumstances, the student is to be informed by the Co-ordinating Invigilator that he/she is not on the register, a report will be made and that subsequent to the examination an investigation will be carried out, and if it is found that he/she is not eligible to take the examination, the paper will not be marked.
- 4.3 If a female student is wearing headwear that prevents a clear ID, a female Invigilator must accompany the student to the toilet to check the student's ID.
- 4.4 If it is found that the photographic ID on the desk does not match the student that is presenting it, contact the Examinations & Awards Team immediately.

5 Conduct of Students before & during Examinations

- 5.1 Students may not enter the examination:
- until 10 minutes before the scheduled commencement time for the examination, 15 minutes in the case of a large examination venue;
 - until instructed to do so by an Invigilator.
- 5.2 On entry to the room, students should leave all baggage and materials not specifically required for the examination in an area well away from the examination desks, designated for this purpose by the Co-ordinating Invigilator. Violation of this regulation will be defined as cheating.
- 5.3 Students are not permitted to bring with them to their desk any written information, material or equipment which may give them unfair advantage. Mobile phones and watches must be switched off, placed in a coat, bag or plastic bag and not be accessed at any point during the exam. Non-Hearing Enhancement earpieces (headphones) should be removed. Any student wearing 'headwear' may be asked to prove they are not wearing a non-hearing enhancement earpiece by the Invigilator. Any student found to be using a mobile phone or other electronic device to gain unfair advantage will be dealt with under the Academic Misconduct procedures (pg 8). The use of calculators is allowed only where clearly marked on the examination paper.
- 5.3.1 Students are permitted to bring a paper copy dictionary into an examination, unless this has been specifically precluded on the examination paper. Students whose first language is not English are also permitted to bring an approved paper copy translation dictionary except where language translation is being assessed.
- Conditions of use:
- Small pocket sized paper copy only.
 - Should be a clean copy and not contain any written or typed notes, additional pages or annotations of any kind.
 - May not be loaned to other students in the exam venue.

- English dictionaries should have words and meanings only. Encyclopaedic, specialist or scientific dictionaries are not allowed unless stated on the examination rubric.
 - Bilingual or Translation dictionaries should be word to word only (should give equivalent words or phrases in two languages without further text or explanation)
 - Any dictionary brought into an examination venue will be considered to be the property of the student intending to use it and they will be responsible for ensuring that it meets conditions of use if permitted.
- 5.4 Students should complete the certificate of attendance slip on their desk and the front page of their answer booklet. Students should not turn over the examination paper and start the examination until instructed to do so by the Co-ordinating Invigilator.
- 5.5 The Co-ordinating Invigilator will draw the attention of students to the instructions given on the front of the answer book relating to the use of official stationery (via the official examination announcement). Students should be instructed to fill in the examination numbers on the front of the answer book as they write the answers to the examinations and to raise their hand if they require extra booklets during the examination. Students should be reminded to read the instructions at the top of the examination question paper (the rubric) carefully and of the procedures which govern students leaving an examination venue. This rule applies to the actual start of the examination and does not include any reading time that may be stipulated on the rubric.
- 5.6 No student, having commenced the examination, may leave the examination room during the first hour of the examination or during the final 20 minutes, other than for temporary absence. An Invigilator may permit a student to leave the examination room during an examination, for a brief period, if he/she is satisfied that there is a good reason for so doing. In such circumstances, the student will be accompanied by an Invigilator or other responsible person. Students wishing to leave the room should raise their hand to request permission to do so. A student who completes the examination before the end of the time allocated, or who does not wish to proceed with the examination, may leave the examination room early provided that:
- a student who has left the examination venue (other than in an accompanied, temporary absence) will not ordinarily be re-admitted
 - no student may leave in the first hour or last 20 minutes of the examination (this does not include reading time)
 - before leaving, a student must have handed in his/her script and all other examination material
- 5.7 Examinations will be conducted in a manner conducive to maximum performance by each student. The Co-ordinating Invigilator may order from the examination room any student who unreasonably disturbs the examination and thereby prejudices the performance of other students. Students are not permitted to smoke or consume food during an examination (although bottled water (no label) and sweets/mints/small piece of fruit are allowed).
- 5.8 Students arriving late for an examination may be permitted to enter the examination room and proceed with the examination up to **ONE HOUR** from

the start of the examination (with no extension to the examination period). Students will not normally be admitted after one hour from the start of the examination.

- 5.9 Students sitting a one hour exam who finish the exam early must remain for the full one hour, the only exception being if all students taking the exam have fully completed and the Co-ordinating Invigilator is satisfied that this is the case.
- 5.10 Exams less than one hour duration – students completing early must be kept for the duration of the exam. Late students will be allowed to enter up to the duration of the exam, e.g. 50 minutes.
- 5.11 For examinations with rest breaks – students are only permitted a break during the ‘working part’ of the examination, i.e. students completing the exam before the first hour are not allowed to take further rest breaks before being allowed to leave after one hour.
- 5.12 If students have announced they have completed the paper earlier than they are allowed to leave the exam and then take rest/toilet breaks, turn over the paper prior to the break. Students are not allowed to turn the paper back over.
- 5.13 If the exam includes reading time, note the following:
- exam conditions must still apply
 - students **may write** on the **question paper** to underline/make brief notes/plan/structure – but absolutely no writing in answer booklets until reading time is ended
 - If students have to answer questions on the exam paper – they can only read it – not writing allowed.
 - if the exam is an open book/notes, these cannot be read during reading time, only the exam paper
 - procedures such as not being allowed to leave the exam in the first hour will apply (other than for a temporary absence) once the reading time is finished and the exam has started i.e. 9.30am - 9.40am reading time, exam commences at 9.40am students’ cannot leave until 10.40am
- 5.14 If a student arrives at a venue and the venue is already full, the Co-ordinator or an Invigilator should check the register provided to see if there is another venue and direct the student as appropriate. If no other venue is available, contact the Examinations & Awards Team.
- 5.15 **If a student becomes ill DURING an assessment**, they must immediately inform the invigilator of their circumstances and ask them to make a record of it. Please issue a “Pink Leaving Venue due to Illness Form” if they leave the venue permanently. You must ask them to do the following:
- Decide whether or not they wish to continue the exam
 - If they decide to continue the exam, this may be taken into account when any Personal Extenuating Circumstance (PEC) Claim is considered
 - If they choose to discontinue the exam and leave the examination room, they may not re-enter. The coordinating invigilator should complete and sign the Leaving Venue Due to Illness Form. Pink Copy Student, White copy to be returned to the Examinations & Awards Team.

On leaving the exam, they must:

- Seek urgent medical attention (if appropriate) if they have not done so already
- Submit a PEC form either immediately or within a number of days as specified by the Faculty and provide the supporting medical evidence (or other relevant evidence)

NB A note that the student has left the examination should also be made on the Invigilators Report Form by the Co-ordinating Invigilator. The Leaving Venue Due to Illness Form will be forwarded to the appropriate staff by the Examinations & Awards Team.

6 Problems with Examination Papers

Where difficulties arise with examinations the Co-ordinating Invigilator must contact the Examinations & Awards Team immediately for clarification and follow the advice given. If it is not possible to get timely clarification the examination should be sat as presented and the difficulty noted by the co-ordinating Invigilators to be dealt with through the technical extenuating circumstances procedure. The Co-ordinating Invigilator should then make sure a full report is fully completed.

Any difficulties arising should be noted by the Co-ordinating Invigilator and dealt with as Technical extenuating circumstances where appropriate.

7 Students Suspected of Cheating

(Note: full regulations for Academic misconduct are given in the Academic Regulations for Taught Awards/Academic Misconduct Policy)

Any student will be suspected of seeking an unfair advantage if observed to be undertaking any of the following or similar actions:

- communicating with or copying from any other student during an examination except insofar as the examination procedures may specifically permit this e.g. group assessments;
- communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff;
- introducing any written or printed materials into the examination room unless expressly permitted by the examination or programme procedures;
- gaining access to an unauthorised material relating to an assessment;
- accessing unauthorised material during the exam via an electronic device.

Where an academic irregularity is suspected in an examination, the Invigilator concerned should inform the Co-ordinating Invigilator, and in the presence of that colleague will inform the student of his/her suspicions and clearly annotate the student's script.

The Co-Invigilator will seek to confiscate any relevant evidence (for example, any unauthorised material) and allow the student to continue with the examination. However, if the student persists with the irregularity he/she will

be expelled from the room. The student will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.

Part A of the Academic Misconduct Form should be completed fully by the Co-ordinating Invigilator during the exam.

The student can sign the form, at Part B and should be given the yellow copy – the top white copy should be handed in to the Examinations & Awards Team. If the student refuses to sign the form or does not wait to see the Co-ordinator then the full form, (Part A fully completed) should be handed in to the Examinations & Awards Team with the completed exam papers etc. It must be stressed that that the signing of this document by the student is completely voluntary.

The Examinations & Awards Team staff will then ensure that the report is immediately sent to the appropriate staff. The Academic Misconduct Form should be accompanied by any relevant evidence.

If a student believes academic misconduct to be taking place during an examination, it is the responsibility of the student to bring this to the attention of the Invigilator. However, no action can be taken unless the suspected academic misconduct is subsequently verified by the Invigilator.

8 External Disturbances

- 8.1 In the event of building/maintenance noise or disturbance affecting the examination venue, if the disturbance is general noise the Co-ordinating Invigilator will attempt for it to be stopped, if this cannot be achieved immediately the Co-ordinating Invigilator must contact the Examinations & Awards Team who will try to resolve the problem.
- 8.2 Whether or not the Invigilator is successful in ending the external disturbance or noise, the time and duration of the disturbance should be noted. The Co-ordinating Invigilator will submit a written report immediately following the examination using the Invigilators Report Form to the Examinations & Awards Team. This will be forwarded to the Chair of the Examination Board for consideration as a Technical Extenuating Circumstance (TEC) at the meeting.
- 8.3 If the disturbance will affect future examinations in that venue, the Examinations & Awards Team have the authority to change the timetabled venue and will advise students accordingly.

9 Emergency Evacuation of Examination Room

- 9.1 In the event of an emergency evacuation of the examination room (e.g. fire alarm or bomb alert), the Co-ordinating Invigilator will instruct students to evacuate the room quietly, leaving all examination materials in the room. Students will be instructed that they remain subject to examination rules during the evacuation. *[Note: Evacuation points for buildings in the event of an emergency are posted in the foyer of each university building and all Invigilators should have a copy of the 'Fire Assembly Point' map and Invigilators should ensure they are fully aware of the location.]*

- 9.2 The Invigilators will lead students to the designated assembly area and remain with them at all times until instructed by the appropriate authorities that it is safe to return to the building, or until a decision is taken by the Co-ordinating Invigilator after appropriate consultation with the Examination & Awards Team to abandon the examination. Where an examination is abandoned, students will either be required to sit a new examination paper at a future date or the procedures for assessing students where the full marks are not available will be applied by the Examination Board.
- 9.3 If it is possible to resume the examination, the Invigilators will instruct students to endorse their scripts with the words 'examination interrupted' at the appropriate place. Compensatory time will be allowed to student's equivalent to the period from the time the emergency arose to the resumption. Students will be informed of the revised finishing time for the examination and that a report of the interruption will be made to the Chair of the Examination Board.
- 9.4 A full report of the circumstances, including the time of interruption, its duration and compensatory time allowed will be made by the Co-ordinating Invigilator using the Invigilators Report Form immediately following the examination. This will be forwarded to the appropriate staff by the Examinations & Awards Team.

10 Conduct of Students at the End of the Examination

- 10.1 The Co-ordinating Invigilator will advise students 20 minutes and 5 minutes before the end of the examination that they have this time remaining to complete the paper.
- 10.2 The Co-ordinating Invigilator will signal the end of the examination at which point all students will immediately stop writing and remain seated and silent.
- 10.3 The students should be reminded that they must have entered their student registration number, module number, course and year, module title on the top left-hand side of the answer book and their name in the box on the right hand side. They should also be instructed to attach any additional booklets they have used together using the treasury tags, which were issued at the start of the examination and in addition, indicate on the initial booklet the number of booklets that they have used. The students will then be instructed at this point to seal down the right hand flap to conceal their identity.
- 10.4 The Invigilators will collect all worked scripts, together with any surplus answer paper and any specialist requirements e.g. logarithm or other tables, which were issued to students.
- 10.5 All examination papers must be collected in; students may not leave the venue with examination papers.
- 10.6 Students may not leave the room at the end of an examination until given permission to do so. Before giving permission the Co-ordinating Invigilator will establish that the number of scripts collected matches the number of students

11 After the Students Have Left the Examination Room

- 11.1 The Co-ordinating Invigilator is responsible for ensuring that all examination material, worked scripts and completed attendance registers are returned to the designated collection and distribution point (normally the examinations base room B4 Pandon Building).
- 11.2 A nominated member of the Examinations & Awards Team will sign for the scripts and attendance sheets and check that the number handed in by the Co-ordinating Invigilator corresponds to the number of students marked as present on the attendance register.
- 11.3 The Co-ordinating Invigilator is responsible for the security of the scripts until they are signed for by the Examinations & Awards Team.
- 11.4 If any **untoward events** have occurred during the examination the Co-ordinating Invigilator should submit a written report immediately following the examination using the Invigilators Report Form to the Examinations & Awards Team.

Untoward events include the following:

- any cases of cheating or suspected cheating (see point 7 above);
- any cases of sickness
- any cases of students leaving the examination room as a result of misconduct;
- any noise or disturbance outside the room,
- any students arriving after the start of the examination;
- an emergency evacuation of the examination room (see 9 above);
- any other exceptional occurrence which, in the judgement of the Co-ordinating Invigilator, needs to be brought to the attention of University staff.
- any cases of the students not having any photographic ID.
- any reason for the Examinations & Awards Team to be contacted – query on exam paper etc.

INVIGILATION PROCEDURES

1 Invigilator Work Lists/Schedules

- 1.1 During main exam sessions Invigilators should receive their individual work list at least two weeks before the examinations are due to start (in some situations this may not be possible).
- 1.2 Invigilators should check their list and immediately contact the Examinations & Awards Team with any cancellations/queries. Invigilators must not 'swap' examinations informally. Invigilator Work schedules will be issued the week before the exams, giving full appropriate details.
- 1.3 Exams may be cancelled by the University. If an exam is cancelled and we are able to give 24 hours notice no payment will be made but if 24 hours notice cannot be given then full payment will be made.
- 1.4 Invigilators must arrive at the stated time on their individual schedule to the stated reporting room to collect examination materials. Reporting late causes problems and often delays exams.

- 1.5 Invigilators must wear their official smartcard at all times whilst invigilating.

2 Arriving at the Reporting Room

- 2.1 Invigilators must arrive at the reporting room stated on their schedule at the stated time. It is important you are on time as reporting late causes problems and often delays exams.
- 2.2 This may be a very busy area and you will need to report to the Administration staff and meet the other Invigilator(s) who you are working with.
- 2.3 The Administration staff will then provide the exam materials and advise of any specific instructions to the Co-ordinator of the exams (section 3 of the procedures contains a list of items that should be provided).
- 2.4 You will then all proceed to the exam venue with the rest of the team. If this is a large external venue, you must proceed to the advised location to be collected by university transport or taxi to be taken to the venue.

3 Arriving at the Exam Venue

- 3.1 Co-ordinating invigilators should 'scan' through the examination paper before the start of the exam to foresee any problems, e.g. graph paper required but not provided.
- 3.2 The examination venue should be properly laid out and adequately heated. If this is not the case then the Examinations & Awards Team should be contacted immediately.
- 3.3 The clock provided should be placed in a prominent position.
- 3.4 If whiteboards are in the venue, then they must be wiped clean before the students commence the exam.
- 3.5 Certificates of Attendance must be placed on each desk before the exam commences. These should be collected within 10 minutes of the start of the exam, collated in alphabetical order and the register marked accordingly.
- 3.6 All other materials should be distributed in the appropriate manner. If possible, all this should be done before the students enter the room.
- 3.7 As the students enter the venue they should be asked to:
 - Switch off mobile phones/other electronic devices/remove watches/remove any non-hearing enhancement earpieces and store in a bag/coat or request a storage bag from the invigilator to store on the desk.
 - Not bring in food or drink other than bottled water (no label) and /or sweets/mints/small piece of fruit.
 - To place all coats and bags at a specified location in the venue

- And, to find a seat, have all necessary/allowed materials on their desk (including photographic IDs) and remain quiet until instructions are given out.
- 3.8 Once everyone is seated instructions can now be given to the students, Certificates of Attendance completed and IDs checked by the Invigilators

4 Starting the Examination

- 4.1 Exams should always start promptly at the stated time, particularly when an exam is in an external/large venue – the exam should never be started early.
- 4.2 The Co-ordinator will now make the announcement; this gives students general instructions about the exam. There may be also specific instructions from the Module Tutor.

Please see Appendix C & D (page 23 & 25)

5 During the Exam

- 5.1 Invigilators should be placed at appropriate locations in the venue – making sure they can observe the students fully. This means where possible Invigilators should be at the front and back of the venue etc.
- 5.2 All Dictionaries must be checked by Invigilators (flicked through quickly and opened out to ensure no notes, loose pages etc); this must be done within the first 15 minutes of the exam and should be carried out as quietly & discreetly as possible. If anything is found in a dictionary the Examinations & Awards Team should be contacted immediately who will provide further advice.
- 5.2 If for any reason the start of the exam is delayed, exam papers must be collected in and students reminded they are still under exam conditions, once the situation is clear then the exam papers are to be redistributed, again if necessary, reminding students they are still under exam conditions.
- 5.3 Once dictionaries have been checked the Co-ordinator will instruct for the Certificates of Attendance to be collected, collated in alphabetical order and the register marked accordingly.
- 5.4 The Co-ordinating Invigilator should deal with any late arrivals according to the procedures (pg 7).
- 5.5 Please do not sit in a chair to observe the students for the entire exam, especially in large venues. It will be necessary from time to time during the exam for all Invigilators to walk around the venue to monitor students and to ensure no cheating or distraction is occurring. However, this must be done in an unobtrusive manner so as not to disturb the students. If cheating is suspected, please follow the appropriate procedures (Section 7) as an Academic Misconduct form may need to be completed by the Co-ordinator.
- 5.5.1 If you are working in a shared venue with another exam team, it is expected that Invigilators should assist the other team if required. Liaison may also be required between the Co-ordinators in regards to the announcements.

5.6 A student requiring assistance will raise their hand, Invigilators must deal with their issue as quickly and as quietly as possible, their issue may be:

- There is a problem with the exam paper, the co-ordinator must contact the Examinations & Awards Team immediately and follow appropriate procedures
- The student may wish to leave the venue to use the toilet, feeling sick etc. They must be accompanied by an Invigilator of the same sex (if possible), the toilet cubicle must be checked before the student enters and the student should also be reminded that they should not have their mobile phone on their person, etc., the Invigilator can then wait in an appropriate area before returning the student to the venue
- **If a student becomes ill DURING an assessment**, they must immediately inform the invigilator of their circumstances and ask them to make a record of it. Use the Leaving Venue Due to Illness Form and note on IVF if the student leaves the venue permanently. See Section 5.12 for more details.
 - If a student takes seriously ill during an exam security must be called immediately (0191 2273200) and they will send a first aider direct to the venue.
 - The student may want to leave the exam early, please follow appropriate procedures

5.7 Invigilators must conduct themselves in a professional but friendly manner at all times.

Invigilators should:

- Bring Personal Invigilator Pack to all examinations
- Not talk/whisper to each other when the exam has started (except necessary instructions)
- Not read-unless confirming something on the exam paper
- Not write-unless in relation to the examination (i.e. no crosswords etc.)
- Not listen to any personal audio devices
- Remain 'alert' at all times
- Take a 10-minute break only when the exam is 3 hours long or over and necessary cover is provided.
- Not disturb the students unnecessarily
- Not consume food and/or drinks (other than bottled water and sweets/mints)
- Switch mobile phones off
- Turn off watch alarms/bleepers
- Not assist the student to complete the examination.
- Deal with any exceptional or unusual occurrences in a calm and professional manner to minimise disturbance for students

- 5.8 There may be times during the exam where an untoward event occurs, i.e.
- External disturbance
 - Contacting the Examinations & Awards Team for any reason
 - Emergency evacuation of the exam venue
 - Any form of interruption/disruption which may disturb the student.
 - A student takes ill
 - A student arrives late

It is extremely important for the Co-ordinator to complete fully and accurately an Invigilator Report Form, as this form is returned to the Examinations & Awards Team and can be used at exam boards.

6 Ending the Examination

- 6.1 When approaching the end of the examination there are certain procedures the Co-ordinator needs to ensure happens, these are:
- Inform the students when 20 minutes are remaining (no students can now leave the room). After this announcement, Invigilators must be aware no papers should be collected in until the end of the exam, to ensure minimum disruption to students in their final stages of the exam.
 - Inform student when 5 minutes are remaining
 - Inform students the examination has now ended and everyone must stop writing.
 - Students are allowed to be accompanied by an Invigilator to the toilet once the 20 minutes announcement has been made.
- 6.2 After the examination has ended further instructions should be given by the Co-ordinator, including:
- Advise the students to remember they are still under exam conditions until all papers have been collected in.
 - Remind the students to ensure that the front of the answer booklet has been completed fully and the top right corner sealed etc.
 - Check that the number of completed answer/exam booklets collected in match the number of students on the register
 - Only then can the students be told they can leave the room
 - Ensure that all examination materials (including the clock and the examination papers) have been collected in and are ready to return to the reporting room.
 - Ensure that any Leaving Venue due to illness/Academic Misconduct forms are returned to the Examinations & Awards Team.
- 6.3 At the end of the exam, an Examination/Invigilator Verification form must be completed by the Co-ordinator. These forms are used to assist in the production of the Invigilators payment claim form and one is required for each location, therefore it must be signed by all Invigilators and must be accurate.

- 6.4 All Invigilators must then return to the reporting room, unless otherwise agreed with the Examinations & Awards Team, if they have exceptional circumstances.
- 6.5 Once all papers have been returned to the reporting room your Invigilation duties are now finished, however, at this point please check your schedule to ensure you will be reporting for your next exam on time and replace any missing items in your Personal Invigilation Pack.

7 **Examination Variations**

The following section will explain the types of exams you may be working on:

Classroom style written exam – This will be the most common exam on your schedule. As the title suggests it is a standard exam, which will take place in a classroom style situation where all standard procedures previously mentioned should be followed. There are different types of written exams; information is given at Appendix A.

Multiple choice (also known as OMR exams) - The only difference will be in the announcement that the Co-ordinator must make; the Examinations & Awards Team will provide the appropriate announcement.

OMR exams (pre-printed): the pre-printed OMR answer sheets must be given to the specific student whose name is stated on the sheet. At the reporting room, the Co-ordinator should receive the pre-printed OMR exam papers in alphabetical order from the Examinations & Awards Team, a set of numbers (students will have already been advised of their seat number). The instruction sheet is on the reverse of the pre-printed paper.

Once at the venue the pre-printed OMR exam papers, instructions and numbers should be put on the desks in a 'snake style format'. Coordinators should advise students to add their desk number to the Certificate of Attendance.

Do not collect in papers until the end of the exam – if OMR and written paper, turn over the completed OMR so other students can't see it.

Do not punch holes in the corners of OMR forms, i.e. through the bar code.

Disability Exams – some students are entitled to special requirements for their exams, it could be one of the following:

Extra time - additional time is added to the length of the exam, this should be on the information provided to the Co-ordinator by the Examinations & Awards Team. Extra time students always take their exam separately to their cohort; additional exam time should never be given to a student in a main venue.

Stop/start exam – (maximum of 25% of the standard exam time, including reading time)

This is where the student may need to take a short break(s) during this exam, The exam will still run as normal, i.e. the student will be given a start and end time and you will stop/start the clock for all rest breaks, however in addition you will be given a maximum amount of rest time that the student is allowed to take. You must keep a tally of this time to ensure the student does not exceed this allowance (using the form provided in the exam pack).

However, please note the break allowance is for Invigilator usage only. The stop/start allowance should only be disclosed to the student if they specifically ask. The reason for this is that the allowance is not to be abused as it is not to be considered as part of the exam, it is a maximum break allowance only.

For clarification, a rest break is any break a student wishes to take within the exam venue, designated restroom for groups of students or a toilet break. This does not include going for a coffee/ cigarette break etc., as these are not permitted. However if a student brings to the venue dietary supplements connected to their registered requirements, this is of course permitted. If you are unsure, please contact the Examinations & Awards Team for guidance.

If the exam has reading time and the student is not in an individual venue, the usual practice is to give the standard exam reading time, and then add the extra time to the length of the written exam so that students don't all start the written exam at different times.

Students are only entitled to rest breaks during the working part of the exam, i.e. if a student has completed the exam before the first hour, they are not entitled to further rest breaks.

PC provided – the Examinations & Awards Team should provide the Co-ordinator with a laptop and password (unless the venue already has an accessible pc), the exam should be saved onto the memory stick provided. This must be treated with the same security as a completed exam paper. The Co-ordinator should sit behind the student so the monitor screen is visible to the Co-ordinator.

(Please note, in the case of an online (eLP) exam, the student will need to use their own ID and password, log-on to the eLP and submit the exam online.)

Always make sure you check any instructions provided.

Scribe and /or Reader provided - the student will be accompanied by someone provided by Student Services. The scribe will write out the exam answers while the student dictates and the Reader will read out the questions for the student etc.

An Invigilator who is allocated to a one to one exam or the extra time room for disabled students, should not query a student's disability or ask questions of a personal nature to either the student or staff.

Invigilators must give the full allowance of time as instructed by the Examinations & Awards Team.

Lab Exams - these exams can be IT Lab based exams where the exam is completed using a pc, the Examinations & Awards Team will provide specific instructions. Students will need to use their own ID and Password, unless a special one is provided by the module tutor, the exam is submitted online. During the exam, Invigilators must position themselves to be able to see the pc screens.

It may also be a practical exam held in a scientific lab; again the Examinations & Awards Team will provide necessary instructions.

Always make sure you check any information sheet provided.

Laptops

Law examinations – laptops provided for Law exams will have no internet access and will have individual passwords provided.

General laptops – have internet access and a sheet will be provided with the user name and password to be used – this is changed regularly, so please ensure you are using the latest version – check dates on the information sheet provided.

8 Payment for Invigilating Examinations

- 8.1 Once all Examination/Invigilator Verification forms have been received and processed, claim forms are then issued, detailing all exams invigilated.
- 8.2 You will receive payment for the length of the examination plus an additional hour to cover reporting time and returning papers. An additional 15 minutes is also paid if asked to report earlier to invigilate a large (over 100 candidates) internal venue. An additional 30 minutes is paid if asked to report earlier to invigilate an exam over 200 candidates or an external venue. A payment of 1 hour (plus standard reporting time) will be paid for examinations that are scheduled for less than 1 hour.
- 8.3 If an examination is cancelled and the invigilator is informed within 24 hours, no payment will be made, but if 24 hours notice cannot be given full payment will be made.
- 8.4 On receipt of this claim form, please ensure you check the details and sign the form. Forms must be returned to the Examinations & Awards Team before the stated deadline. Payment is made on the 25th of each month, except for December when payment is made earlier.

9. Complaints Procedure

- 9.1 Should an Invigilator wish to make an official complaint about any matter, this must be done in writing (immediately after the incident) to the Examinations & Awards Team. This matter will be dealt with in the strictest confidence.
- 9.2 Should a matter arise in which Faculty staff/Students wish to make a complaint about an Invigilator they must contact the Examinations & Awards Team immediately after the incident, who will investigate the complaint fully, and take necessary action. This matter will be dealt with in the strictest confidence

APPENDIX A

General examination criteria definitions for written exams

(only to be used as 'general' guidelines, as always check with the Examinations & Awards Team if all students query the type of exam)

CLOSED BOOK/WRITTEN BOOK

No reading materials are allowed into the examination

OPEN BOOK

Any printed original material in the format of a book or other formal publication may be used.

No extract or copies may be used

No hand written notes may be used

No electronic device may be used

RESTRICTED OPEN BOOK

Only specified books or other formal publications - a list should be given to the co-ordinating invigilator with the exam stationery

RESTRICTED NOTES

Specified notes only (including previously issued case studies, handouts etc.)

These must be attached to the back of the students answer booklet

OPEN NOTES

Student's handwritten notes only

COURSE FILE

Course file i.e. hand written notes, printed notes, handouts, photocopies etc.

No books or other formal publications

UNRESTRICTED

Open Book and Course File

OPEN BOOK/OPEN NOTES

Any printed material in the format of a book or other formal publications may be used

Student's handwritten notes may also be used

No extracts, photocopies, handouts etc. may be used

PRE-WORK

Pre-set work must be handed in with the exam paper

SEEN

Students have already seen the examination paper

ST GEORGES EXAMS

St Georges University currently have a partnership with Northumbria, their exams are different to Northumbria's. You may be asked to sequester students or Invigilate for an electronic exam.

Role of an Invigilator for St George's exams

1. Report to the stated room on your schedule at the stated reporting. This will be 15 minutes before the download start time and 45 minutes before the official exam start time.
2. Examinees are expected to assemble outside their assigned venue and be ready to enter by the time stated.
3. Students will have downloaded the exam before arriving. The password will be announced once all examinees are seated.
4. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.
5. Examinees are required to enter their assigned venue only.
6. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/battery charger), for use on examination day.
7. All examinees who present themselves to sit a University examination are required to display a current student identification card in order to access the examination venue. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government-issued photo ID in order to access the examination venue.
8. Permitted items - only the following items are allowed in the examination venue:
 - Laptop and accessories
 - SGU ID
 - Completely clear (see-through) bottle of plain water, which has to be placed outside the examination venue for all examinations
 - Items explicitly permitted for a specific examination (see announcement), or approved by the Dean of Students (DOS) office
9. Items that are explicitly NOT permitted inside the examination venues include:
 - Cell phones
 - iPods/ iPads
 - Wrist watches
 - Calculators
 - Paging devices
 - Recording/filming devices
 - Reference materials (book, notes, papers)
 - Backpacks, briefcases, or luggage
 - Beverages or food of any type
 - Coats, outer jackets, headwear

Please note: When choosing layers for warmth, students should avoid jackets with pockets or hooded items, as they may be considered outer jackets

10. Examinees need to be prepared to turn their pockets inside out for inspection.
11. Any prohibited items found inside the examination venue will be confiscated.
12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.
13. No examinee is permitted to enter the examination venue after the doors have been closed (in preparation of the password announcement; see notification prior to examination day above).
14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination.
18. A bathroom break is the only allowed break during an examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
23. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of ExamSoft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
24. It is the responsibility of every examinee who downloaded an ExamSoft examination, but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.

STANDARD WRITTEN EXAM ANNOUNCEMENT – Invigilator Information

1. Before the main announcement as students are entering the room all invigilators should be mentioning the following to students:

- You are now under examination conditions – there should be **No Talking**
 - **Switch off** mobile phones, **remove** watches –
 - Put them in your bag or coat – if you do not have a bag/coat – request a storage bag from the invigilator. You must not store devices on your person
 - You must ensure you do not access them during the exam as these items are not permitted under any circumstance
 - Put all bags and coats into the designated area
-

2. Before main announcement as students are finding their seats the coordinator should be addressing students in relation to the following:

- Please find your seats as quickly as possible
 - Please fill in the certificate of attendance slip on your desk
 - Place your smart card on your desk
 - Read through the instructions on the front of the booklet and fill in sections 1 – 7
 - Do not turn over your exam paper until instructed to do so
 - Mobile phones and watches are not permitted under any circumstances and must be switched off and locked away in your coat or bag (or switched off and placed face down in a storage bag on your desk)
 - You are under examination conditions - there should be **No Talking**
-

3. Items to include in a closing statement at the end of the exam:

- The exam is now finished please stop writing
 - Remember **talking or communicating** is not allowed you are still **under exam conditions** until all exam materials have been collected and you have been permitted to leave the venue
 - Ensure the front of the answer booklet has been completed fully and the top right corner sealed
 - Ensure all booklets are secured together by a treasury tag
 - Please note: Examination papers must not be removed from the venue
 - If you have used a storage bag, please leave this on the desk
-

The main announcement is overleaf.

Main Announcement:

May I please have your attention?

Please remember upon entering the room you are under examination conditions. You must not talk or communicate with anyone except an invigilator at any time until all exam materials have been collected and you have left the venue.

Before attending the exam it is expected that you have all read the 'examinations guidelines and information' on the Exam web pages and have also made yourselves aware of regulation and procedure in relation to the avoidance of Academic Misconduct. If academic misconduct is suspected you will be advised accordingly.

If you need to ask any questions or wish to leave the room for a toilet break, please raise your hand to speak to an invigilator. Please note however that you **will not be allowed** to permanently leave the room **during the first hour or the last 20 minutes**.

If you become ill DURING an assessment, you must immediately inform the invigilator of your circumstances and ask them to make a record of it.

For your information, I will announce to the room when there are **20 minutes** and again when there are **5 minutes** remaining.

Pause....

- The module code and title for the exam today is:.....
- Please ensure you complete all the detail required at the top of the booklet in sections 1 -7
- If you have not already done so, read through the instructions on the front cover of the booklet.
- Calculators are only permitted if this is stated on the exam rubric and you must reset them before the start of the exam by pressing the relevant reset button
- If you are using a dictionary this must be a clean copy and have no amendments of any kind. All dictionaries will be checked by an invigilator throughout the exam
- Any rough work must be done in the back of a booklet and clearly marked as rough work

Pause....

Finally before you begin your exam, **can I please remind you that Mobile Phones or Watches are not permitted under any circumstances and must be switched off and locked away in your coat, bag or storage bag**. It is your responsibility to ensure you do not have access to 'any' device that has communication or storage capability until the exam has ended and you have left the venue. Communicating or accessing information on 'any' unauthorised device will be regarded as Academic Misconduct.

Pause....

- The duration of this exam is
- The amount of reading time is (if stated on exam rubric)
- The time is now..... (According to the exam room clock)

You may begin the exam

STANDARD OMR EXAM ANNOUNCEMENT – Invigilator Information

1. **Before the main announcement as students are entering the room all invigilators should be mentioning the following to students:**
 - You are now under examination conditions – there should be **No Talking**
 - **Switch off** mobile phones, **remove** watches –
 - Put them in your bag or coat – if you do not have a bag/coat – request a storage bag from the invigilator. You must not store devices on your person
 - You must ensure you do not access them during the exam as these items are not permitted under any circumstances
 - Put all bags and coats into the designated area

2. **Before main announcement as students are finding their seats the coordinator should be addressing students in relation to the following:**
 - Please find your seats as quickly as possible
 - Please fill in the certificate of attendance slip on your desk
 - Write your desk number on your certificate of attendance
 - Place you smart card on your desk
 - Read through the OMR instructions provided
 - Do not turn over your exam paper until instructed to do so
 - Mobile phones and watches are not permitted under any circumstances and must be switched off and locked away in your coat or bag (or switched off and placed face down in a storage bag on your desk)
 - You are under examination conditions - there should be **No Talking**

3. **Items to include in a closing statement at the end of the exam:**
 - The exam is now finished please put down your pen
 - Remember **talking or communicating** is not allowed you are still **under exam conditions** until all exam materials have been collected and you have been permitted to leave the venue.
 - Ensure the answer sheet contains your name and your student ID
 - Please note: Examination papers must not be removed from the venue
 - If you have used a storage bag, please leave this on the desk

The main announcement is overleaf.

Main Announcement:

May I have your attention?

Please remember upon entering the room you are under examination conditions. You must not talk or communicate with anyone except an invigilator at any time until all exam materials have been collected and you have left the venue.

Before attending the exam it is expected that you have all read the 'examinations guidelines and information' on the Exam web pages and have also made yourselves aware of regulation and procedure in relation to the avoidance of Academic Misconduct. If academic misconduct is suspected you will be advised accordingly.

If you need to ask any questions or wish to leave the room for a toilet break, please raise your hand to speak to an invigilator. Please note however that you **will not be allowed** to permanently leave the room **during the first hour or the last 20 minutes**.

If you become ill DURING an assessment, you must immediately inform the invigilator of your circumstances and ask them to make a record of it.

For your information I will announce to the room when there are **20 minutes** and again when there are **5 minutes** remaining.

Pause....

- The module code and title for the exam today is:.....
This is a pre-printed OMR examination, please note the following instructions:
- Make sure the answer sheet contains **your name** and **your student ID**
- If you have not already done so please write your desk number on your certificate of attendance
- Please ensure you have read the instructions provided on how to complete an OMR exam
- Please complete the answer sheet preferably in black pen
- Do not write anywhere on the answer sheet other than where indicated to do so, as this may mean your exam paper cannot be marked
- Calculators are only permitted if this is stated on the exam rubric and you must reset them before the start of the exam by pressing the relevant reset button
- If you are using a dictionary this must be a clean copy and have no amendments of any kind. All dictionaries will be checked by an invigilator throughout the exam
- Any rough work must be done in the back of a booklet and clearly marked as rough work.

Pause....

Finally before you begin your exam, **can I please remind you that Mobile Phones or Watches are not permitted under any circumstances and must be switched off and locked away in your coat, bag or storage bag**. It is your responsibility to ensure you do not have access to 'any' device that has communication or storage capability until the exam has ended and you have left the venue. Communicating or accessing information on 'any' unauthorised device will be regarded as Academic Misconduct.

Pause....

- The duration of this exam is
- The amount of reading time is (if stated on exam rubric)
- The time is now..... (According to the exam room clock) –

You may begin the exam

NOTES