



**Northumbria
University**
NEWCASTLE

Student, Library and Academic Services

Invigilation Handbook

November 2024

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Exams And Awards Team

Examination and Awards are a professional support team who manage the university examinations. We are also responsible for organising the graduation ceremonies, producing official parchments, and verifying awards.

The exams run during 3 main examination periods, the Semester 1 exams run for two weeks in January, Semester 2 exams run for three weeks in May (this is the main exam period) and the resits run for one week in mid-August.

In between the main periods, there are a significant number of inter-semester exams which run between these 3 main periods also.

We have a pool of externally recruited and experienced invigilators to assist with these examinations. The nature of the exams is quite diverse, some exams run onsite in very large venues, many exams have run online since the pandemic, others run with smaller numbers in smaller venues, or in individual rooms depending on examination arrangements specific to the student. Some exams may be running concurrently with exams overseas.

We are here to help with your enquiries or queries. The Exams Coordinators are aligned to and work with particular faculties.

Caroline Holt	Invigilation Queries
Becki Grogan / Helen Bull	Health and Life Sciences
Emma Oliver / Russell Lomas	Arts, Design and Social Sciences Engineering and Environment
Sharon Warham / Darin Simpson	Business and Law

Contact Numbers

**IN AN EMERGENCY, PLEASE CALL
FIRST AIDERS & SECURITY**

0191 227 3200

SECURITY (ALARMS/LOCKED ROOMS)

0191 227 3999

EXAMINATION & AWARDS TEAM
During Exams only Mobile Number

07564 839587

ST GEORGES – Drill Hall DH013

0191 227 4854 / 0191 227 3626

EXAM BASE ROOM – CITY CAMPUS

Pandon Building Basement

EXAM BASE ROOM – Coach Lane Campus

CLC G202

Role and Responsibilities of Invigilators

The position of an Invigilator at Northumbria University is one of responsibility and high standards and professionalism are expected at all times.

Our invigilators are a very important part of the student experience and their journey through their study with us and as such will work with internal service and faculty staff to make sure that examinations are organised smoothly.

By working together as a team our goal is to ensure that all students have an excellent examination experience.

Invigilators are responsible, under the guidance of relevant University staff, for ensuring that

- Examinations are properly conducted, and that rules and regulations are applied consistently in accordance with University procedures.
- the security and integrity of exams is maintained and that exams are conducted in a fair and appropriate manner.
- Any queries from students are addressed in a timely and calm manner
- Are familiar with the current examination regulations and processes for the main venues and SAP requirements

Reporting for Duty

Invigilators should report to the requested reporting venue at the time on their schedule. Please note that it is important you are on time as reporting late can cause problems and delay exams.

- The reporting time is 30 minutes before the start of the examination for individual rooms or small exam venues (up to 25)
- This increases to 45 minutes for a large venue over 25 students and small SAP venues
- And up to 60 minutes for a very large venue over 100 students

You are required to report so we can sign you in to confirm that you are present, and you will meet the other invigilators who you are working with.

The Exams team will provide the exam materials and advise the Coordinating Invigilator of any specific instructions for the exam.

The exam pack will normally contain the following

- The exam papers
- Examination answer books
- Register
- Attendance slips
- Any additional documentation specified on the exam paper
- Treasury tags and any other special materials specified for the particular examination(s)
- A clock
- Whiteboard marker and eraser

The Coordinating Invigilator should bring with them their personal "Invigilation Pack" containing:

- Invigilator's Announcement
- Leaving Venue Due to Illness Form
- Academic Misconduct Form
- Blu Tack, Ear Plugs, Stationery items, etc
- Individual Examination Arrangements – Useful Information
- Spare attendance slips
- Spare exam answer booklets

Invigilators are responsible for all examination materials until their return to the same collection and distribution point.

Arriving at the Exam Venue

The examination venue should be arranged in exam format and adequately heated. If this is not the case when you arrive, please contact the Examinations & Awards Team and they will act to resolve this.

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, please contact the Exams team via the Exams mobile phone number.

The clock provided should be placed in a prominent position.

If whiteboards are in the venue, then they must be wiped clean before the students commence the exam. It is helpful to write the module code, start time, 20 minutes and 5 minutes and end time on the whiteboard if available.

Attendance slips must be placed on each desk before the exam commences.

All other materials should be distributed in the appropriate manner

Exam papers should be placed face up as the front sheet should only contain the instructions.

Admitting the Students

Students may not enter the examination until instructed by an invigilator:

- until 10 minutes before the scheduled commencement time for a small examination (under 25).
- until 15 minutes for over 25 students.
- until 20 minutes in the case of a large examination venue (over 100)

As the students enter the venue they should be asked to:

- switch off mobile phones/other electronic devices/remove watches/Fitbits/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. In addition, a small piece of fruit is permitted during Ramadan only
- place all coats and bags and materials not specifically required at a specified location in the venue well away from the exam desks. Nothing should be placed on the back of the students' chair.
- find a seat, have all necessary/allowed materials on their desk (including photographic IDs) and remain quiet until instructions are given out.

Once everyone is seated instructions and the announcement can now be given to the students, attendance slips completed.

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.

Completion of Attendance Slips

The student must fill in both their name and their student registration number on the attendance slip before starting the exam, this is in relation to 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, indicating clearly whether a student is present or absent.

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. The invigilator should ensure that the ID is correctly recorded, and that the student looks like the photograph on their smartcard.

A headcount should also be carried out to agree the total numbers.

If a student attends the exam but is not listed on the register of students or they do not have any photographic ID, the student will be permitted to take the examination. However, if it is subsequently found that the student is not eligible to take the examination, the paper will not be marked.

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 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.

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.

If the student doesn't have any ID, the attendance slip should be completed with the student's registration number and marked with 'No ID' and this will be checked by Exams and Awards team following the exam.

What is Permitted in the Exam

Dictionaries

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 a paper copy translation dictionary except where language translation is being assessed.

- 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).
- Invigilators should have a quick check of the dictionary to ensure there is no other

Calculators - The use of calculators is allowed only where clearly marked on the examination paper. Calculators must not be programmable calculators.

Bottle of Water - This must be clear and have no label.

Boiled sweets or mints (a small piece of fruit is permitted only in Ramadan)

Not permitted to smoke

Pencil case – Clear

Currently anyone without a clear pencil will be allowed to remain, but maybe asked to show that there are only pens/pencils inside.

Snacks – Only SAP students may be able to bring in snacks, if so, this will be clearly identified on the front of the exam pack.

What is not permitted in the exam

Any written information, material or equipment which may give them unfair advantage.

Mobile phones, watches and Fitbits must be switched off, placed in a coat, 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. No headwear is permitted unless worn for religious purposes. Baseball hats are not permitted.

The use of correction tape or fluid is not allowed.

No outerwear on back of chairs.

Entry and Exit from the Exam Venue

No student, having commenced the examination, may leave the examination room during the first 30 minutes of the examination or during the final 20 minutes, except for a brief period, for example a toilet break, where the student will be accompanied by an Invigilator.

Students should be advised that if they leave the room, they will be asked to show the invigilator that their pockets are empty to demonstrate that they do not have any notes in their possession, the invigilator should not physically search or have any personal contact with the student.

Toilets should be checked after the examination starts. For students wishing to use the toilet, the cubicle should be checked to make sure it is clear. Accessible toilets should be used if these are nearby.

Once a student has left the venue (other than for a temporary absence) they will not be readmitted.

Students sitting a one-hour exam who finish the exam early can leave the venue after 30 minutes, but not within the last 20 minutes.

Exams less than one hour duration – students completing early must be kept for the duration of the exam.

Late Students

Students arriving late for an examination may be permitted to enter the examination room and proceed with the examination up to 30 MINUTES from the start of the examination (with no extension to the examination period). This is 30 minutes from the start of the exam regardless of any reading time i.e., exam start at 09:30am, students can enter up until 10am.

Reading Time (standard/by exception)

- exam conditions must still apply
- students may write on the exam question paper to underline/make brief notes/plan/structure – but absolutely no writing in answer booklets or type if a PC requirement until reading time is ended
- By exception, if students have to answer questions directly on the exam question paper – they can only read it – no writing allowed on the paper.
- if the exam is an open book/notes, these cannot be read during reading time, only the exam paper
- The use of calculators during reading time is not permitted

During the Exam

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.

All Dictionaries must be checked by Invigilators (flicked through quickly and opened out to ensure no notes, loose pages etc); this must be done before the examination starts and should be carried out as quietly & discreetly as possible.

The Co-ordinator will instruct for the Attendance slips to be collected, and the register marked accordingly.

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.

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

Illness during an Exam

If a student becomes ill during an examination, they must immediately inform the invigilator of their circumstances.

- If a student becomes seriously ill during an exam, the University Security team must be called immediately (0191 2273200), and a first aider will be sent directly to the venue.

The invigilator must ask the student to

- Decide whether or not they wish to continue the exam
- If they do 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. In this case, 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 should be advised to

- 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)

The incident should also be recorded on the online Invigilator Report Form by the Co-ordinating Invigilator

Problems with Examination Papers

If a query is raised by a student regarding the exam paper, the Coordinating Invigilator must contact the Examinations & Awards Team immediately for clarification and follow the advice given.

If it is not possible to get clarification, students should be told to make an appropriate assumption and the examination should be sat as presented and the issue noted by the co-ordinating Invigilators. Any errors on the papers would be considered at the marking stage and raised at the Programme Assessment Board.

Please note, the Examinations & Awards Team may respond to Co-ordinators via text message, so please leave mobile phones on silent mode.

Any difficulties arising should be noted by the Co-ordinating Invigilator on the Report form. Any technical issues will be taken into consideration, and a Technical Extenuating Circumstance can be raised and taken to the PAB.

All queries regarding the Examination papers must be directed to the Examination and Awards team.

Academic Misconduct

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
- communicating during an examination with any person other than an Invigilator or academic staff
- introducing any written or printed materials into the examination room unless expressly permitted by the examination paper
- gaining access to an unauthorised material relating to an assessment
- accessing unauthorised material during the exam via an electronic device.

For written papers, the Coordinating Invigilator will inform the student that they are being reported for suspected academic misconduct and clearly annotate the student's script. For online exams, the invigilator should make a note of the point in the exam where the student was suspected of misconduct.

The Co-ordinating Invigilator should confiscate any relevant evidence (for example, any unauthorised material) and allow the student to continue with the examination. The student will be asked to leave the venue, if they refuse to submit any suspected material to the invigilators or continue with the misconduct.

Part A of the Academic Misconduct Form should be completed fully by the Co-ordinating Invigilator. This can be either during the exam if there is time or following the examination.

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 the signing of this document by the student is completely voluntary.

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.

Full regulations for Academic misconduct are given in the Academic Regulations for Taught Awards/Academic Misconduct Policy.

External Disturbances

In the event of any building/maintenance noise or disturbance which is affecting the examination venue, the Co-ordinating Invigilator should try and stop this noise where possible, however, if this cannot be achieved immediately the Co-ordinating Invigilator must contact the Examinations & Awards Team who will try to resolve the problem.

For any external disturbance or noise must be noted on the Invigilator Report Form, this should include the time the noise started and the duration so that this can be taken into account by the Examination Board where appropriate.

Emergency Evacuation of Examination Room

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 and personal belongings in the room.

Students will be instructed that they remain subject to examination rules during the evacuation.

Evacuation points for buildings in the event of an emergency are posted in the foyer of each university building. All Invigilators should have a copy of the 'Fire Assembly Point' map and Invigilators should ensure they are fully aware of the location.]

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.

If the evacuation is lengthy, the Co-ordinating Invigilator should consult with the Exams and Awards team to consider whether the exam should be abandoned. 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.

If it is possible to resume the examination, students should be instructed 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.

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 Invigilator Report Form immediately following the examination.

Ending the Exam

Towards the end of the examination, the Co-ordinating Invigilator needs to ensure that they:

- 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 students when 5 minutes are remaining
- Students are allowed to be accompanied by an Invigilator to the toilet once the 20 minutes announcement has been made.
- Inform students the examination has now ended, and everyone must stop writing, and remain seated and silent

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 and students may not leave the room until all papers have been collected in
- Remind the students to ensure that all the details on the front of the answer booklet have been completed fully and the top right corner sealed to conceal their identity. Any additional booklets should be attached with treasury tags and indicate on the first booklet the number of booklets they have used.
- 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

After the Exam

Invigilators should

- 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

All Invigilators must then return to the reporting room, ensuring that all examination material, scripts and completed attendance slips are returned to the designated collection and distribution point (normally the examinations base room Pandon Building Basement).

Once all papers have been returned to the reporting room, these will be checked to ensure the numbers on the register tally. – invigilator should stay until the scripts are counted before leaving.

Any incidents must be reported on the online Invigilator Report form in the case of

- any cases of suspected or actual misconduct
- any cases of sickness
- any noise or disturbance outside the room
- any students arriving after the start of the examination
- an emergency evacuation of the examination room
- 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

Invigilator Report Form

All Co-ordinating Invigilators must complete the Invigilator Report Form, regardless of whether there was an incident during the examination. You can access the report from by keying into your web browser or access via the Exam Invigilation Blackboard Organisation site:

<https://forms.office.com/r/U5Z9r2HhAQ>

Or alternatively you may wish to use the QR Code, which will take you directly to the form



Conduct of Invigilators

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

Remember students can be extremely anxious about exams and many of our students may not have sat any formal exams for some time.

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 – no newspapers or books - 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)
- Coordinators should switch mobile phones to silent to allow for communication about changes to exam papers
- Turn off watch alarms/bleepers

- Not provide clarification or assistance with the exam paper except if there is a genuine query with the paper.
- Deal with any exceptional or unusual occurrences in a calm and professional manner to minimise disturbance for students
- Wear their official Northumbria University smartcard at all times whilst invigilating

Types of Exams

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 should be followed. There are different types of written exams; information is given at Appendix A.

SAP (formerly DSSR) 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, excluding 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).

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.

Laptop 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 USB 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. In the absence of an external Reader/Scribe, an invigilator may act in this capacity to read/clarify the exam paper and any answer the student has written or dictated. 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 – have internet access and a sheet will be provided with the username 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.

Payment for Invigilating Examinations

Allocation of Work

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).

Invigilators should check their list and immediately contact the Examinations & Awards Team with any cancellations/queries. Invigilators must not 'swap' examinations informally.

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. If 24 hours notice cannot be given, then full payment will be made.

Payment is made weekly by Blue Arrow Recruitment Agency.

No claim forms are produced, and no signatures are required. Please keep a note of your schedule to check payments. We will submit your hours on your behalf directly to Blue Arrow. If there are any issues with your pay, then please contact either us or the team at Blue Arrow to check any discrepancies which can be corrected, if applicable, in the next pay.

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 25 candidates) internal venue. An additional 30 minutes is paid if asked to report earlier to invigilate an exam over 100 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.

Complaints Procedure

If you 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.

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 exam

CLOSED BOOK

No reading materials are allowed into the examination

PERMITTED MATERIALS

Only specified documentation allowed. (i.e., Law Statute Book; a single A4 sheet of formulas). This will be specified on the front of the examination paper.

UNRESTRICTED

No restrictions on books or materials that can be used. Any printed original material in the format of a book or other formal publication. Handwritten notes, printed notes, hand-outs, photocopies etc.

ORAL

Spoken Examination

PRACTICAL

Spoken and written examination done in specialist labs

SINGLE DESKS

Normally used for closed book examinations, and some permitted material examinations (depending on how much permitted material allowed)

DOUBLE DESKS

Used for “**unrestricted**” examinations, or permitted materials (depending on how much permitted materials allowed)

APPENDIX B – 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.

APPENDIX C – NEBOSH exams, Police exams, BSB exams

NEBOSH Examinations

These external examinations are linked to the Faculty of Engineering and Environment and are usually inter-semester, normally taking place outside the main exam periods.

Invigilators must have completed the on-line NEBOSH invigilator training, should be aware of the NEBOSH regulations and should have read the latest version of the Instructions for Conducting Examinations. Examinations must be conducted strictly according to NEBOSH guidelines, including the production of a seating plan and the use of seat numbers. Reporting time is 45 minutes.

Police Exams

These are linked to all Faculties and are usually inter-semester, normally taking place outside the main exam periods. Many of the examinations will take place at Coach Lane Campus.

The examinations are all online/Blackboard Tests. These students are training police officers and will be allowed to sit their examinations on their own police laptop, which is secure.

Full instructions will be provided when reporting for the examinations.

Bar Standards Board (BSB) Exams

These external examinations are linked to the Faculty of Business and Law and are usually inter-semester, normally taking place outside the main examination periods.

Examinations must be conducted strictly in accordance with the BSB guidelines. Full instructions provided when reporting to the exams base room.

APPENDIX D – Standard Written Exam Announcement

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:**
 - This is the **MAIN VENUE**, if you have special examination arrangements in place e.g., Extra Time, your examination will be taken in a different location, please check your timetable or speak to an invigilator. (If applicable)
 - 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 fill in the 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 – 7
 - Do not turn over your exam paper until instructed to do so
-

- 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
-

The main announcement is overleaf.

Main Announcement:

May I please have your attention?

My name is ****, and together with my colleague(s) ****, we are responsible for running the exam today and we are here to support you during the session.

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.

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 30 minutes 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:.....
- 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.
- 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)

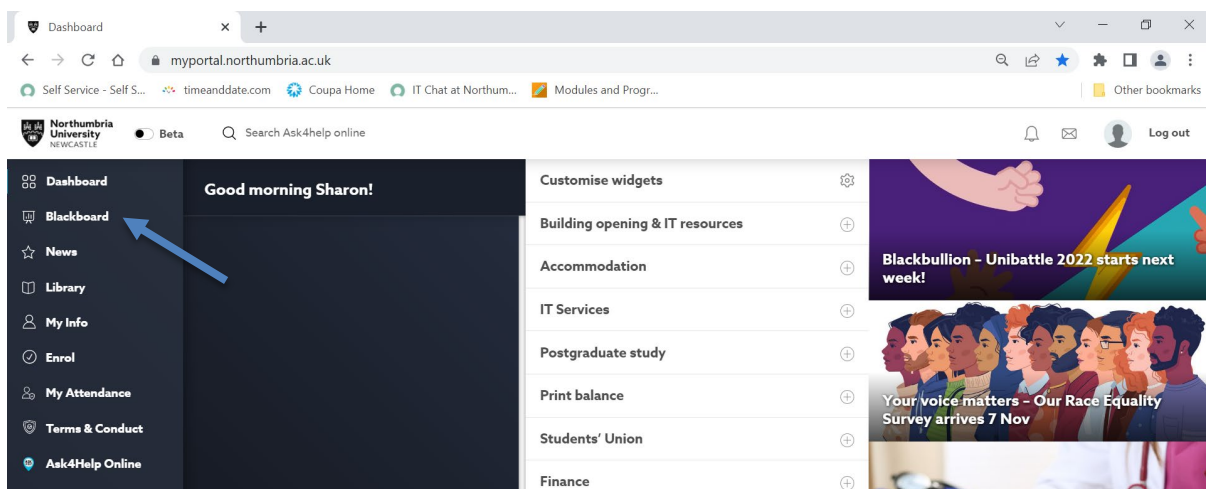
You may begin the exam

APPENDIX E – IT Support for Exams

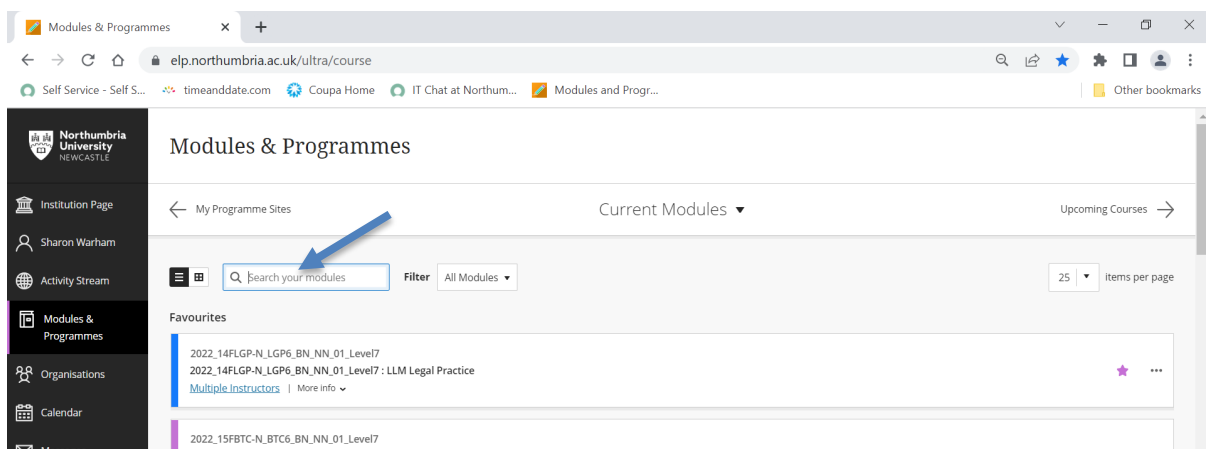
IT Exams (Blackboard Tests) done in an IT Lab

Students will be provided with instructions on how to enter the Blackboard Test (with or without access code). You will issue these out to the students alongside their attendance slip. Students **must log into the PC with their OWN username and password**. *Do not use the standard exams password BL106 or BL107. These are only used for students using a “Exams Laptops” or when students are in an IT Lab and only need to access Word or Excel.* You will be notified on which password to use when you collect your examination packs.

The 1st screen that the students should see, is their individual “student portal”, and all they need to do to enter the Blackboard site is click on the menu on the left, and select **Blackboard**.



The student should now be in the Blackboard site, and see all their modules and programmes that they are currently enrolled onto. It will be all the modules for the full academic year. The student will need to negotiate their way to the correct module site. The way in which they do this is **KEY-IN** the module code in the search box (see below)

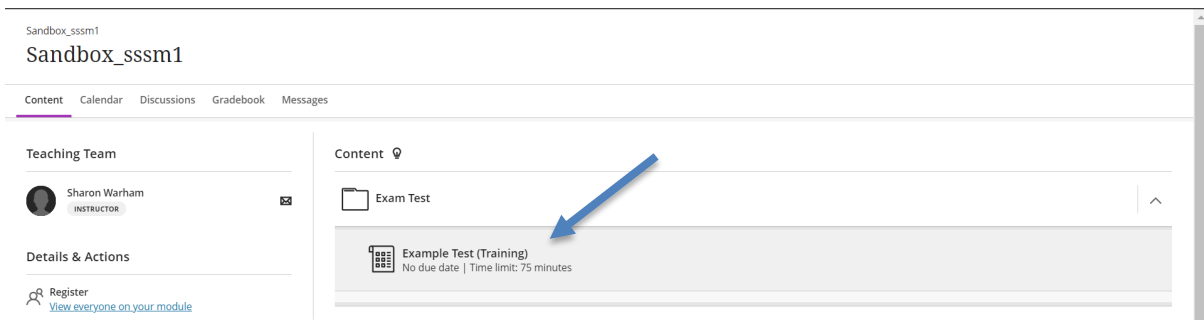


In this example, we are using a member of staff “sandbox module” – Module Code **SSSM1**. Students will see the same information when they key in any code, which is linked to their profile.

You can see that we are now in the module code (SSSM1). Students will be able to see all folders that have not been switch off by the module tutor. In this example, there is only one folder. In the instructions students will be asked to navigate their way to the correct folder and be informed on what the examination has been labelled.



The students would expand the “Exam Test” folder, to locate the examination that they need to take (example below)

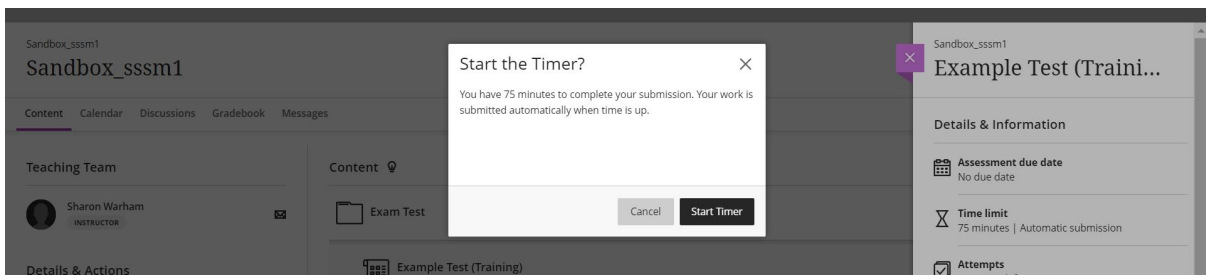


Once you are happy everyone is at the correct point, and ready to start, you can ask the students to enter the examination. It is better to try and get students to enter at similar times, as once the student enters the examination, the timer **cannot be STOPPED!**

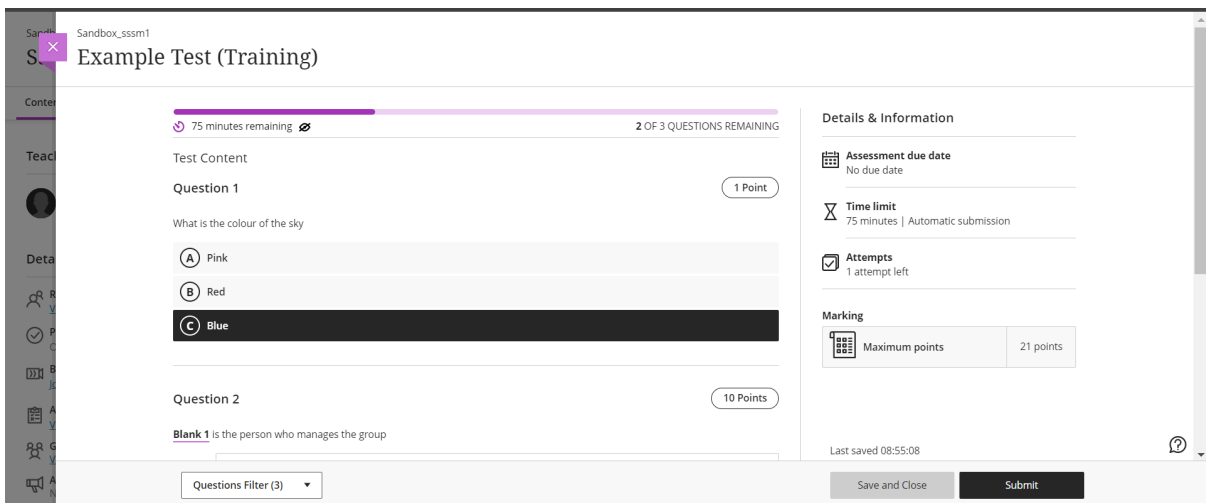
If an access code has been provided, it is at this point the students enter the code (see below), and then clicks on “**start attempt**”.



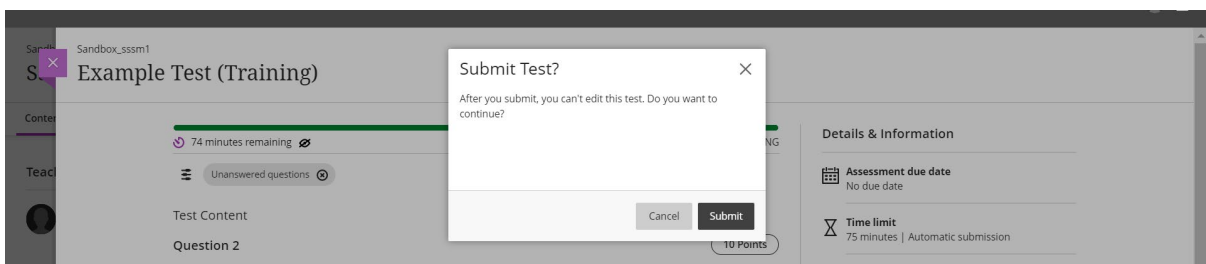
A pop-up menu should appear, and students would select **Start Timer**. The student has now entered the examination.



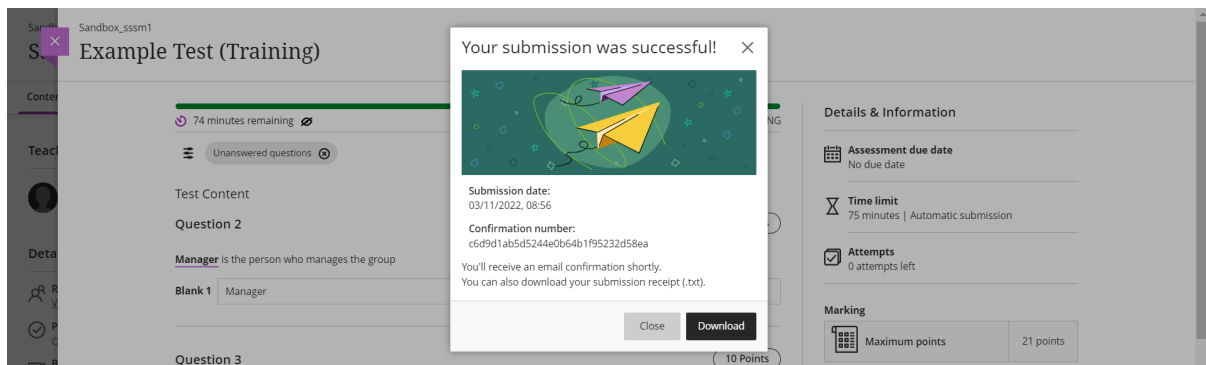
The example below, is the examination on which the student is attempting.




Once the student has completed the examination, they should click on **Submit**, and then they should receive a pop-up menu to confirm that they are **absolutely sure** that they wish to submit. They would then click on submit (see below)




If the submission has been successful, then they should receive a confirmation pop-up (see below)



However, invigilators need to be vigilant, as students will still have access to the Internet, so you need to ensure that they cannot use the search engine to locate the answers. Access to webpages can be done via

Google Chrome 

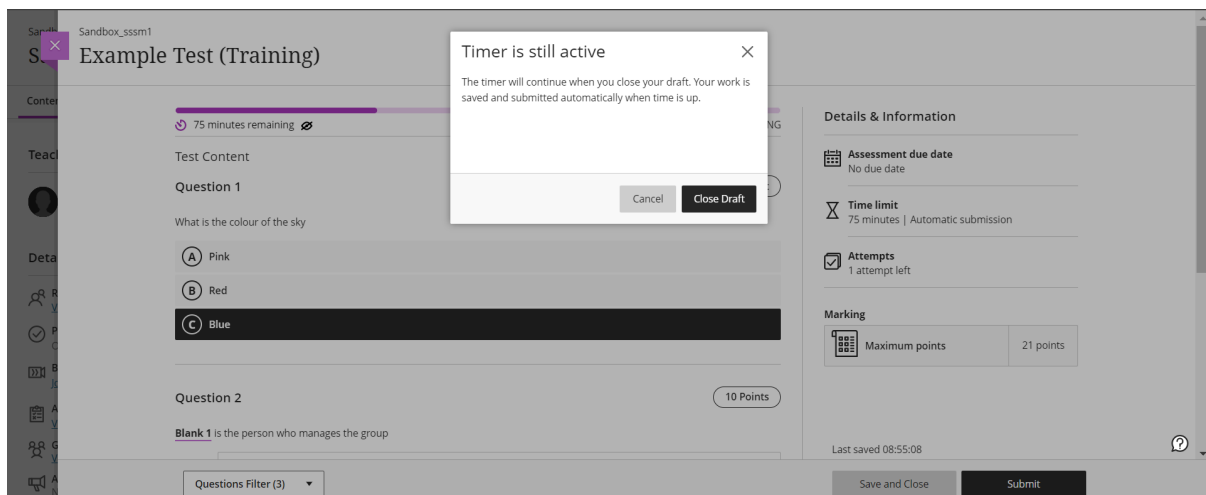
Microsoft Edge 

If in a Blackboard test, the students can still open an additional window.

It is good practice to have an invigilator located behind the students, to keep watch on the student screen, where possible.

Trouble shooting

If a student is unable to submit their examination, then ask the student to click on **SAVE and CLOSE**, this will then save their examination. A pop-up menu will appear to let them know that the timer is still running, which is fine, they would need to click on **CLOSE DRAFT**.



Once the student is back to the main screen, they will **NOW** need to re-enter the examination, by clicking on **Continue Attempt** (after they have entered any access code).

Sandbox_sssm1
Sandbox_sssm1

Content Calendar Discussions Gradebook Messages

Teaching Team

Sharon Warham
INSTRUCTOR

Details & Actions

Register
[View everyone on your module](#)

Progress Tracking [ⓘ]
Off

Blackboard Collaborate
[Join session](#)

Attendance
[View your Blackboard Collaborate attendance](#)

Groups
[View groups to join](#)

Announcements
No announcements

Content

Exam Test

Example Test (Training)
No due date | Time limit: 75 minutes

Example Test (Traini...)

Details & Information

Assessment due date
No due date

Time limit
75 minutes | Automatic submission

Attempts
1 attempt left

Marking

Maximum points
Draft saved on 03/11/2022, 08:54 21 points

Access code required [ⓘ]

Type 6-digit code

Continue attempt

Once they have entered the examination, they should be able to click on **SUBMIT** and their answers will be submitted.

If the above does not work contact the **Examination Team**, urgently for the issue to be resolved.

IT Exams (Blackboard Tests) done using the Exams Laptops

Students will be provided with instructions on how to enter the Blackboard Test (with or without access code). You will issue these out to the students alongside their attendance slip.

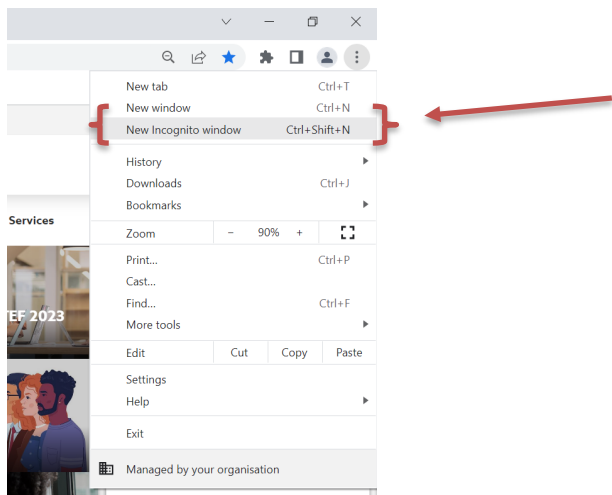
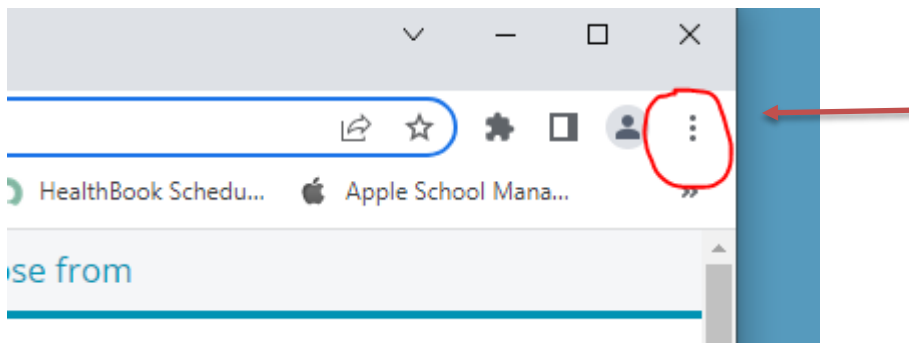
Students **must log into the Exams Laptop with the username and password** that is provided with the laptop. This will either be username **BL106** or **BL107**, depending on what is provided. Full instructions on how to log into Blackboard using an Exams Laptop will be provided in the pack. A copy of the additional instructions (extra steps) that need to be taken in the first instance.

Student will log into the laptop using the username and password provided.

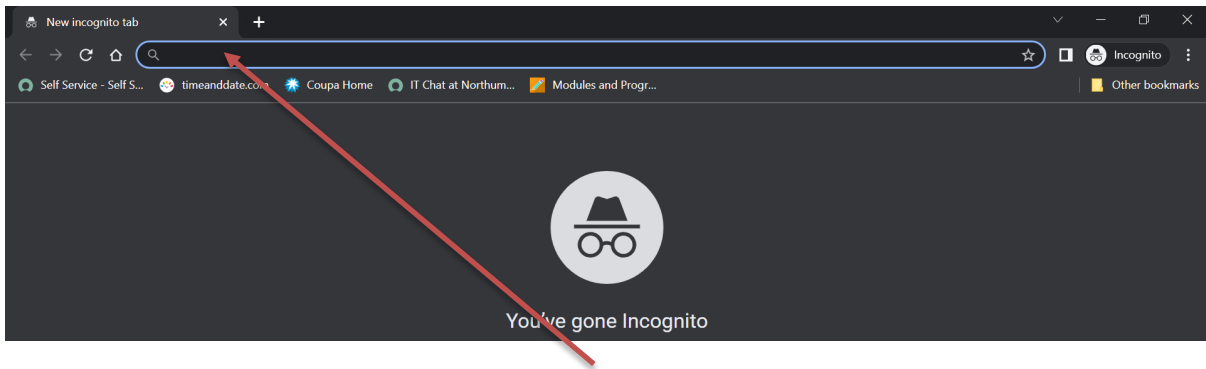
Once they have logged in, they need to open **Google Chrome**



At the right-hand side of the screen you will see **3 dots**, click on the dots to bring down the Chrome Setting menu

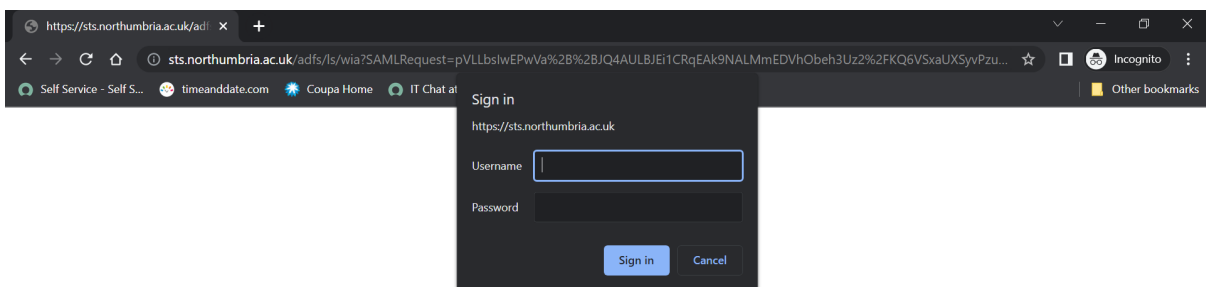


Select the option **New Incognito Window**, and the student should now see the following screen



In the top menu bar, you will need to enter the following URL
eLP.northumbria.ac.uk and press the Enter key

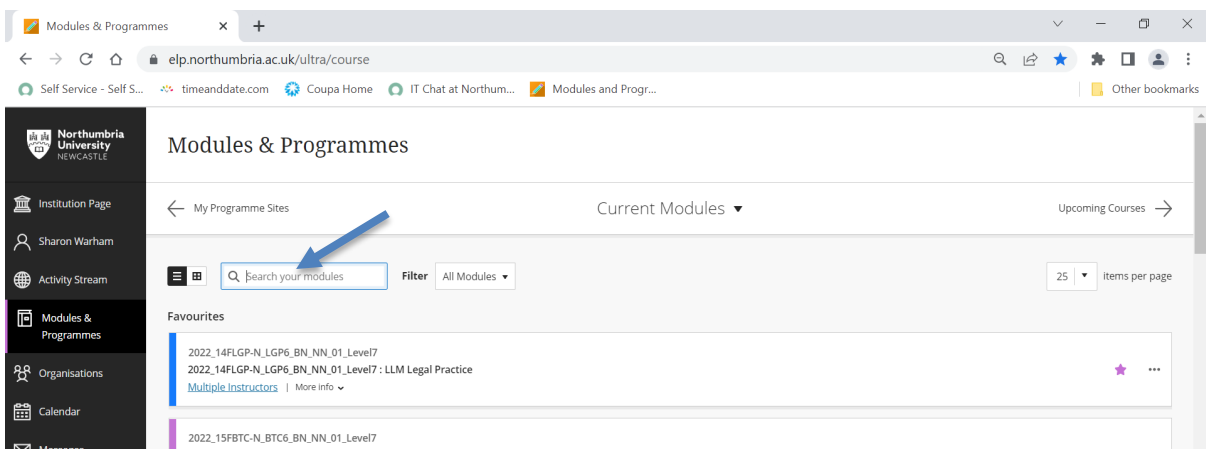
This will bring up a prompt for you to login to Blackboard with your University Credentials.



You will now need to enter your University ID and password into the prompt box.

Next you will need to locate your relevant module and start the examination (as per instructions provided in the exams pack).

The student should now be in the Blackboard site, and see all their modules and programmes that they are currently enrolled onto. It will be all the modules for the full academic year. The student will need to negotiate their way to the correct module site. The way in which they do this is **KEY-IN** the module code in the search box (see below)

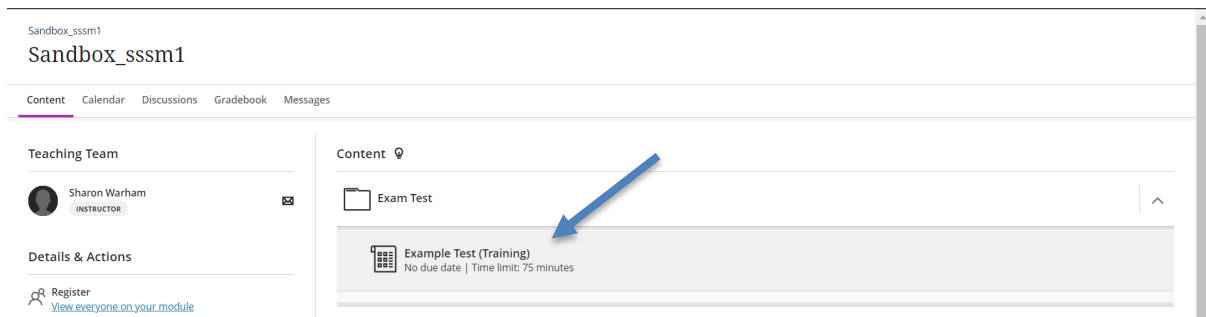


In this example, we are using a member of staff "sandbox module" – Module Code **SSSM1**. Students will see the same information when they key in any code, which is linked to their profile.

You can see that we are now in the module code (SSSM1). Students will be able to see all folders that have not been switched off by the module tutor. In this example, there is only one folder. In the instructions students will be asked to navigate their way to the correct folder and be informed on what the examination has been labelled.

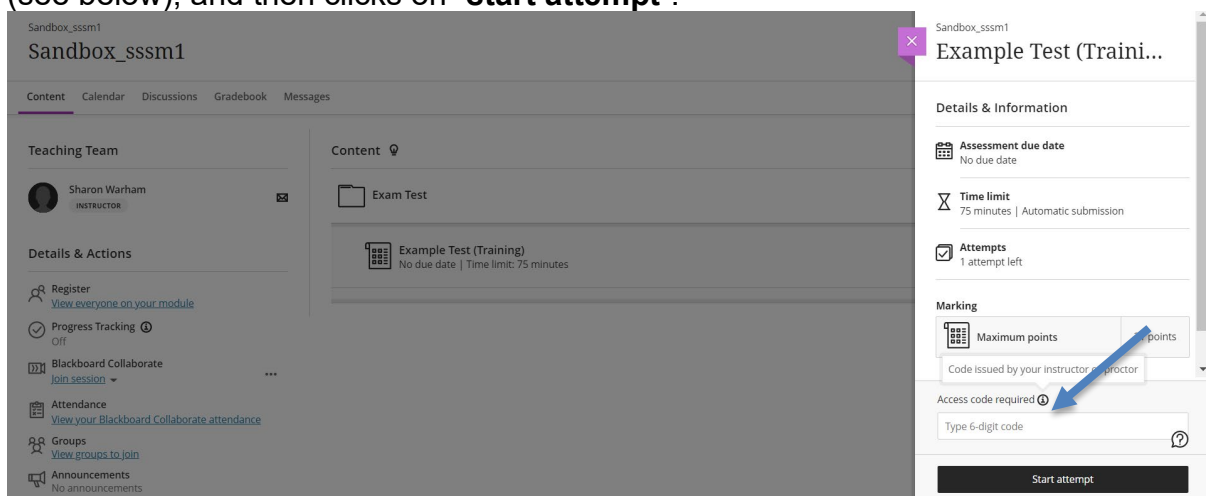


The students would expand the “Exam Test” folder, to locate the examination that they need to take (example below)

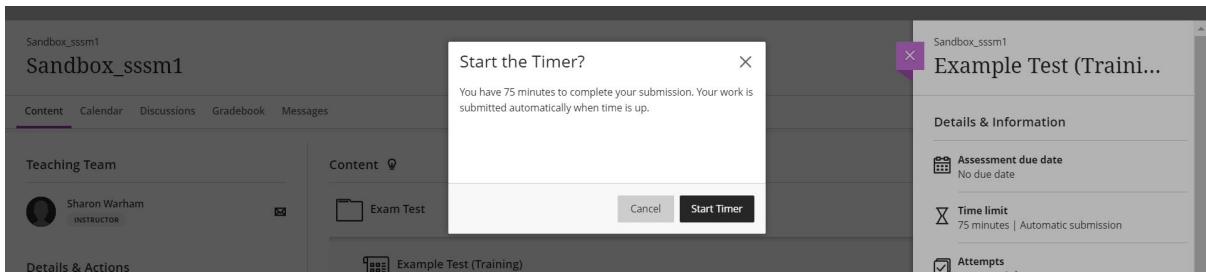


Once you are happy everyone is at the correct point, and ready to start, you can ask the students to enter the examination. It is better to try and get students to enter at similar times, as once the student enters the examination, the timer **cannot be STOPPED!**

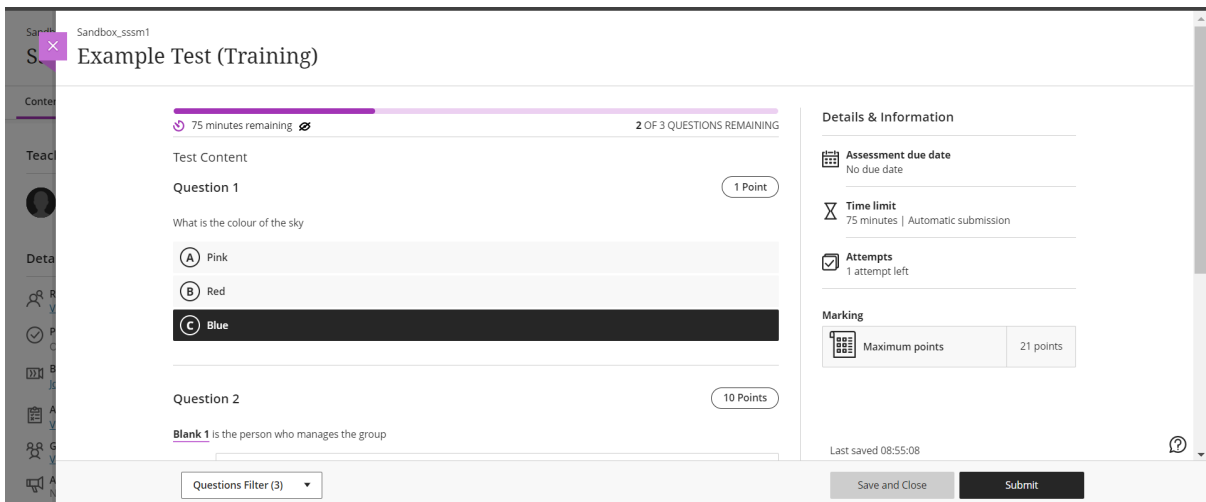
If an access code has been provided, it is at this point the students enter the code (see below), and then clicks on “start attempt”.



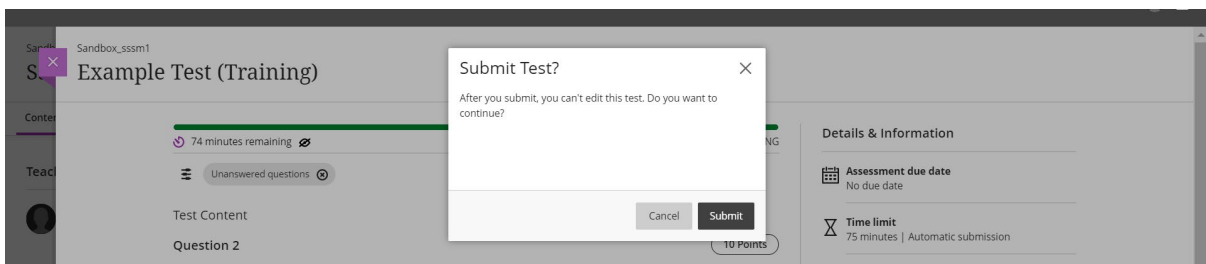
A pop-up menu should appear, and students would select **Start Timer**. The student has now entered the examination.



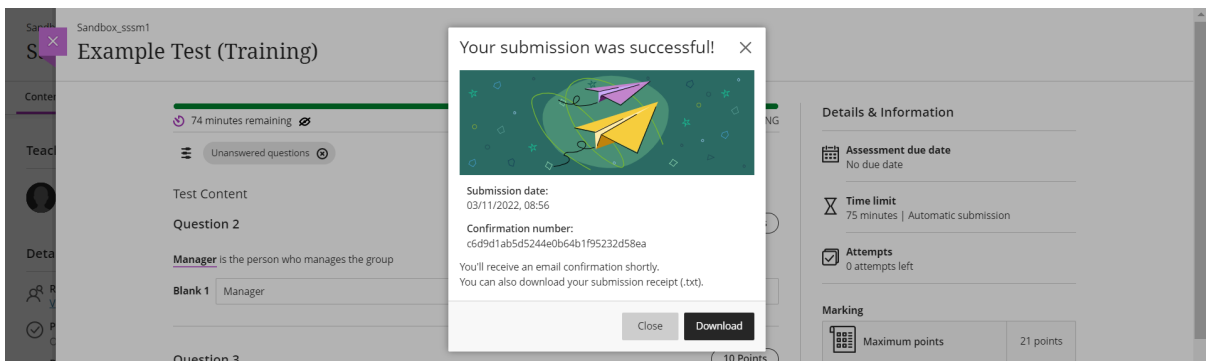
The example below, is the examination on which the student is attempting.



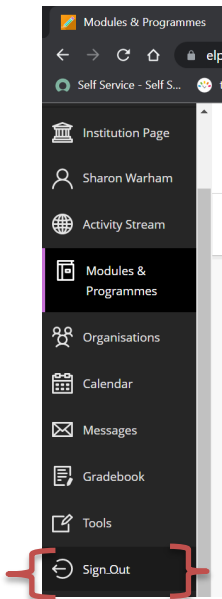
Once the student has completed the examination, they should click on **Submit**, and then they should receive a pop-up menu to confirm that they are **absolutely sure** that they wish to submit. They would then click on submit (see below)




If the submission has been successful, then they should receive a confirmation pop-up (see below)



When the student has completed their examination, they will need to log out of Blackboard. To do this, they need to select **sign out** on the left-hand side menu bar (see below) and then they will close the browser (Google Chrome) and sign out of the laptop as normal.



However, invigilators need to be vigilant, as students will still have access to the Internet, so you need to ensure that they cannot use the search engine to locate the answers. Access to webpages can be done via

Google Chrome 

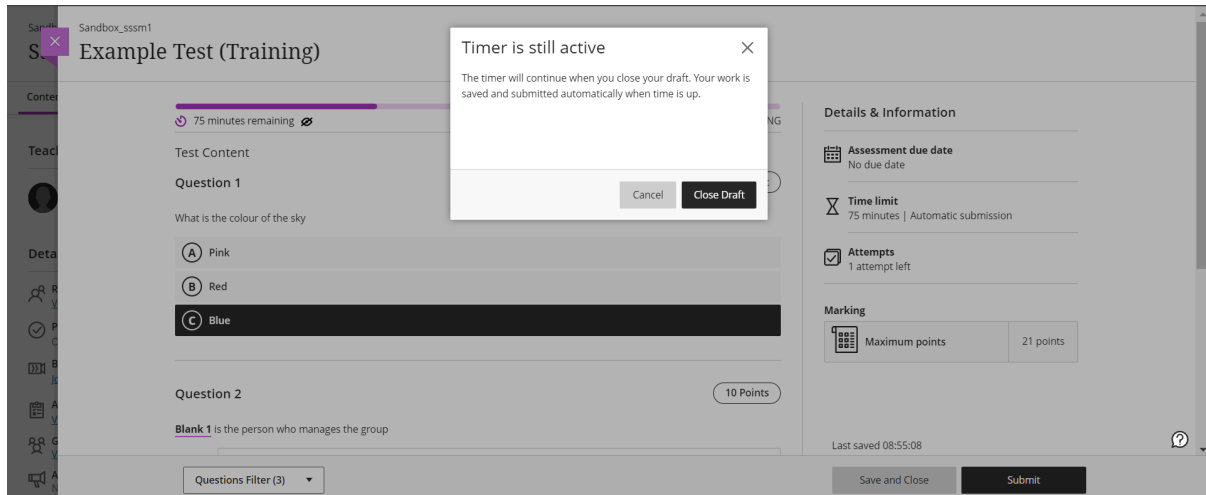
Microsoft Edge 

If in a Blackboard test, the students can still open an additional window.

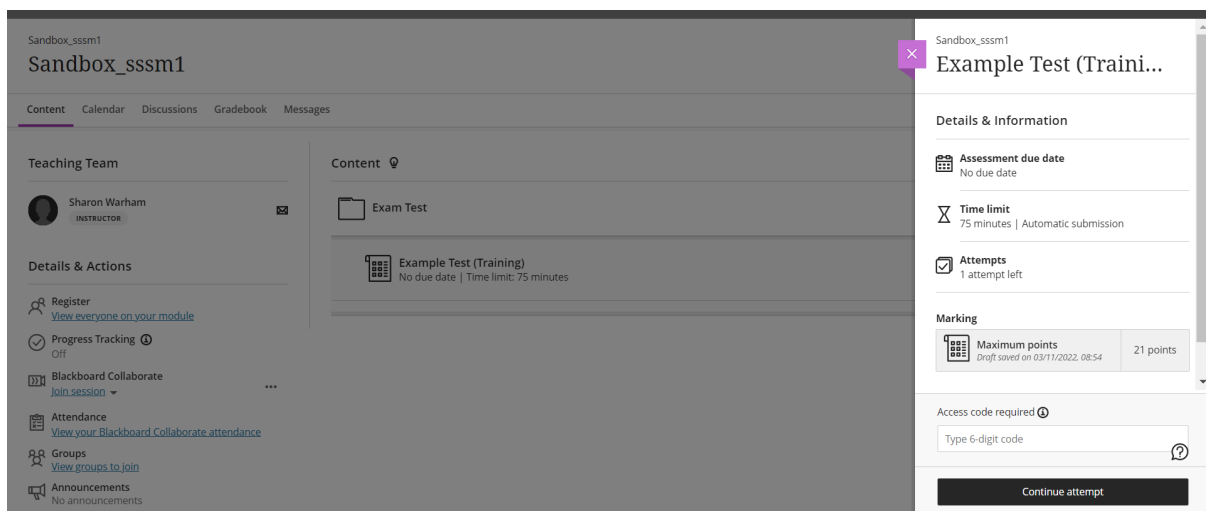
It is good practice to have an invigilator located behind the students, to keep watch on the student screen, where possible.

Trouble shooting

If a student is unable to submit their examination, then ask the student to click on **SAVE and CLOSE**, this will then save their examination. A pop-up menu will appear to let them know that the timer is still running, which is fine, they would need to click on **CLOSE DRAFT**.



Once the student is back to the main screen, they will **NOW** need to re-enter the examination, by clicking on **Continue Attempt** (after they have entered any access code).



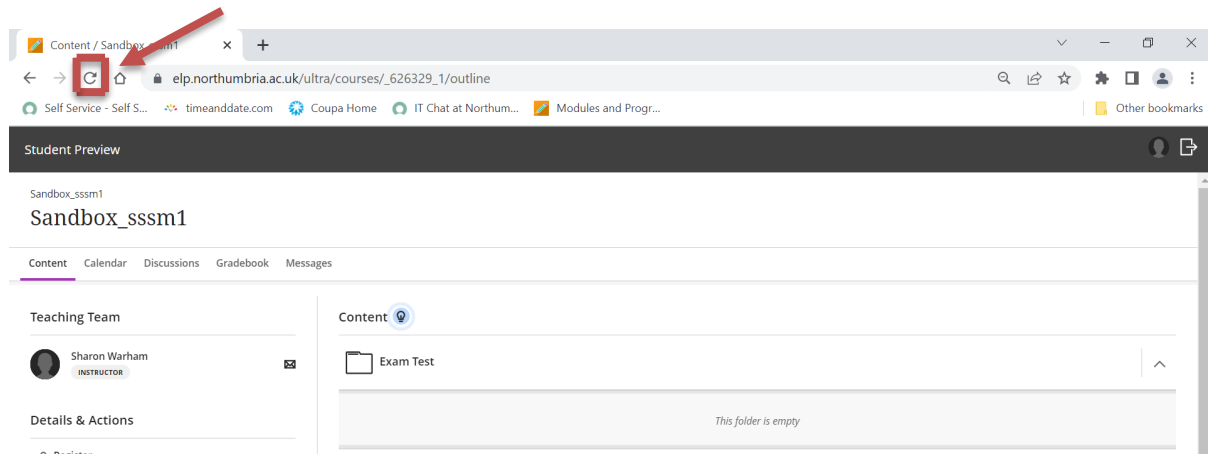
Once they have entered the examination, they should be able to click on **SUBMIT** and their answers will be submitted.

If the above does not work contact the **Examination Team**, urgently for the issue to be resolved.

FAQ


Q: The examination link is not showing in the folder.

A: You should have been informed that the link would become available at 09:25 AM or 13:55 PM depending on start of examination. If the student was already in the folder before 09:25 AM or 13:55 PM, then ask the student to refresh their page, this can be done by using the **refresh button** on the menu bar



If this still does not resolve the problem, contact the **Examination Team**, urgently, so that they can investigate and resolve the issue. While this is going on, please advise the students not to worry, and that they will still receive the full examination allowance, as the timer does not start until they enter the examination.

Q: Student unable to open “Student Portal” to click on the link to Blackboard.

A: Ask the student to open **Google Chrome** , and type in the following <http://elp.northumbria.ac.uk> this will take them straight into Blackboard.

Q: The student has forgotten their password.

A: The student **must contact IT** immediately, (0191) 227 4242, and IT will be able to advise on the password or reset their password. The student must telephone themselves, as IT will not be able to provide the password to 3rd party.

Q: The student is unable to log on to the Exams Laptop, obtaining an error message

A: Contact the **Examination Team**, urgently, as a member of the team will need to come across to sort out the issue. The laptop has a problem with Wi-Fi, and this can take a few attempts to get access back. The Examination Team may bring a replacement laptop. Inform the student that you will be submitting an Invigilator report for the issue, and that they will not be penalised, they will receive the full duration once the issue has been resolved.

Any other problems, please contact the **Examination Team**, on **07564 839587**

Points to note for students with Disabilities/Individual Requirements for IT Examinations (regardless of being in an IT Lab or using an Exams Laptop):

Extra Time: The examination on Blackboard will have the timer set accordingly with the extra time included. The timer will be correct. See scenario B below. Student will have 2 hours 30 minutes.

On rare occasions, (by exception) the timer will not be set, you will be notified that you will need to time the examination.

Stop-Start Allowance: If the student has stop-start allowance, then the invigilator will be timing the examination, due to the fact that we are unable to stop their timer when the student has a break, which is why additional time has been added to the examination for these types of students. Please advise the student accordingly, that the actual time on the timer does not reflect their actual exam duration, it includes their stop-start allowance. In scenario C below, this is when the invigilator must time the student to ensure that they receive the full duration of the student examination 2 hours 30 minutes, and not the full 3 hours as stated.

For Example:

Student A – has no DSSR requirements, therefore their examination duration is 2 hours. **Duration total: 2 hours**

Student B – has 25% Extra Time only, therefore their examination duration is 2 hours, plus an additional 30 minutes of extra time. **Duration total: 2 hours 30 minutes**

Student C – has 25% Extra Time and Stop-Start arrangements, therefore their examination duration is 2 hours plus an additional 30 minutes of extra time, and 30 minutes stop-start time (to be added – as we are unable to stop the timer – this gets added automatically to the length of exam). **Duration total: 3 hours**

DSSR Requirement	Exam Duration (1 hour)	Exam Duration (2 hours)	Exam Duration (3 hours)	Reading Time (15 minutes)	Reading Time (10 minutes)
25% Extra Time	15 minutes extra time	30 minutes extra time	45 minutes extra time	3.75 minutes (4mins)	2.5 minutes (3mins)
Stop-Start Allowance <i>(This is calculated on the standard examination duration.)</i>	15 minutes	30 minutes	45 minutes	N/A	N/A

Examinations – using a Laptop or IT Lab

This is where the **Standard Exams Usernames and Passwords** are used. These will be provided to you either in the Box File (IT Exams) or in the laptop case.

IT Labs will use the username **BL106 / BL107**

Laptops will use the username **BL106 / BL107**

The passwords change on a regular basis, so need to issue them here.

These usernames and password are used by students who only need access to either:



Microsoft Word or



Microsoft Excel.




The students are required to save their completed work to a USB stick


We use these exams IT accounts, so that the student cannot access to their



University OneDrive where they have saved notes etc. Any permitted materials **must be hard copy** (if allowed).

However, invigilators need to be vigilant, as students will still have access to the Internet, so you need to ensure that they cannot use the search engine to locate the answers. Access to webpages can be done via

Google Chrome 

Microsoft Edge 

It is good practice to have an invigilator located behind the student(s), to keep watch on the student screen, where possible.

APPENDIX F – Individual Examination Arrangements – Useful Information

Lab IT Exams/Laptop Exams

Students with special requirements who require a PC to complete their exam may be based in either an IT lab or an Individual Room with a laptop provided.


PLEASE NOTE: *If students are taking an on-line exam, or needs access to blackboard, none of the below applies – instructions will be provided in the exam pack, but generally in such cases, students will log on with their own ID, complete the test on-line and will not need to save to the memory stick.*

IT Lab - Please ask all students to log on using the username and password provided in the examination pack. Please write this information on the whiteboard.

Laptop – Please ask the student to log on using the password provided in the laptop bag.


Passwords are changed regularly, and the password sheet will be dated – please ensure you are using the latest version.

Invigilators should always be seated behind the students, to observe the monitor. The only packages that should be open are:

Microsoft Word 

Microsoft Excel 

Packages that should **not be open** include:

Google Chrome 

Microsoft Edge 

OneDrive 

USB Stick (Memory stick)



A brown envelope containing a USB stick will be provided for each student. **Please ensure students save their answers to the USB stick provided, **SAVE AS: Student number and module number.**** Ask them to re-open the document and check it is working before switching off the PC. Student details should be recorded on the envelope. Students will need to ensure that they eject the USB stick correctly. To do this, they need to look for the **Safely Remove Hardware** icon on the task bar. If they don't see it, select **Show hidden icons** which is represented by an **^**.

Students should also complete their details on the exam booklet provided (GREEN BOOKLET – for IT Exams) – this is so that we can print off their work and attach it to the booklet after the examination.

NB: In no circumstances ever let students save answers to the actual hard drive of the computer.

Extra Time Allowance

DSSR Requirement	Exam Duration (1 hour)	Exam Duration (2 hours)	Exam Duration (3 hours)	Reading Time (15 minutes)	Reading Time (10 minutes)
25% Extra Time	15 minutes extra time	30 minutes extra time	45 minutes extra time	3.75 minutes (4mins)	2.5 minutes (3mins)

Additional time added to the length of the exam, most commonly 25% extra time, and this is usually an additional 15 minutes per hour (see table above).

Length of Exam	Standard Examination		With 25 %extra time	
One Hour	Start Time	1400	Start Time	1400
	Finish Time	1500	Finish Time	1515**
Two Hour	Start Time	1400	Start Time	1400
	Finish Time	1600	Finish Time	1630**
Three Hour	Start Time	1400	Start Time	1400
	Finish Time	1700	Finish Time	1745**

**** The end time will change if reading time has been applied to the examination**

- If the exam has reading time and the student is not in an individual venue, the time is normally added to the written part of the exam to enable all students to start at the same time.

Stop/Start Allowance – maximum of 25% of the standard exam time, excluding reading time

DSSR Requirement	Exam Duration (1 hour)	Exam Duration (2 hours)	Exam Duration (3 hours)	Reading Time (15 minutes)	Reading Time (10 minutes)
25% Extra Time	15 minutes extra time	30 minutes extra time	45 minutes extra time	3.75 minutes (4mins)	2.5 minutes (3mins)
Stop-Start Allowance <i>(This is calculated on the standard examination duration.)</i>	15 minutes	30 minutes	45 minutes	N/A	N/A

Students may need to take a short break(s) during the exam. The exam runs as normal, the student is given a start and end time, but the timer is stopped/started for all rest breaks. You will be given a maximum amount of rest time that the student is

allowed to take. A rest break is any break a student wishes to take within the exam venue, designated rest room or a toilet break.

- The time allowance stated is provided for registered stop start exam requirements only.
- If a break is taken during the exam this will be timed and the end time of the exam and the 20 minute and 5-minute announcements adjusted accordingly – Stop/Start Grids normally provided to record this information
- Break time is **not** to be considered as an extension of the exam duration
- Break allowance is provided so that breaks can be taken if required
- It is a maximum that is allowed
- If a break is taken at a desk this must be in silence and exam materials will be removed for the duration of the break
- Further study and/or writing notes is not permitted during a break
- Rest breaks include any breaks taken within the exam venue or a toilet break
- Rest breaks do not include going for a coffee or cigarette etc. these are not permitted
- Dietary supplements connected to registered requirements are permitted in the venue or during a break
- If the exam has reading time and the student is not in an individual venue, the time is normally added to the written part of the exam to enable all students to start at the same time
- Students are only entitled to rest breaks during the working part of the exam, i.e. if the student completes before the first hour, they are not entitled to further accompanied rest breaks

Length of Exam	Standard Examination		With 25 %extra time		Maximum Stop/Start Break	Finish Time with Maximum Extra Time Allowance
One hour	Start Time	1400	Start Time	1400		
	Finish Time	1500	Finish Time	1515	15 Minutes	1530
Two hour	Start Time	1400	Start Time	1400		
	Finish Time	1600	Finish Time	1630	30 minutes	1700
Three Hour	Start Time	1400	Start Time	1400		
	Finish Time	1700	Finish Time	1745	45 Minutes	1830

Length of Exam	Standard Examination with 15 minutes reading time		With 25 %extra time with 15 minutes reading time		Maximum Stop/Start Break	Finish Time with Maximum Extra Time Allowance
	Start Time		Start Time			
One hour	Start Time	1400	Start Time	1400		
	Finish Time	1515	Finish Time	1534	15 Minutes	1549**
Two hour	Start Time	1400	Start Time	1400		
	Finish Time	1615	Finish Time	1649	30 minutes	1719**
Three Hour	Start Time	1400	Start Time	1400		
	Finish Time	1715	Finish Time	1804	45 Minutes	1849**

**** The end time will change if reading time has been applied to the examination**

Timers for Stop/Start Rooms

Timers are to be kept on the Invigilators desk.

- When a student indicates that they need to take a break, take the timer to the desk (switch on using the button at the back – if applicable)
- Press the 'start-stop button' to start the timer, leave the timer on the desk
- When the student returns, press the 'start-stop button' again, make a note of the time used on the students start/stop grid
- Switch off the timer (using the button at the back – if applicable)

Scribe and/or Reader

The student will be accompanied by someone provided by the Student Accessibility Team. The scribe will write out the exam answers while the student dictates and the Reader will read out the questions for the student.

APPENDIX G – IT Exams – What Password is required?

Type of Examination	Description	Venue (IT Lab)	Username/Password
Blackboard Exam	Students are required to answer the questions online	IT Labs	Student University ID and Password
Written Exam - using Microsoft word	Student has hard copy question paper, but is allowed to type answers into Microsoft word (no access to other software required)	IT Labs	BL106 or BL107
Written Exam - using Microsoft word	Student has hard copy question paper, but is allowed to type answers into Microsoft word, and then is required to upload this to the Module Blackboard site	IT Labs	Student University ID and Password
Written Exam - using Microsoft Excel	Student has hard copy question paper, but is allowed to type answers into Microsoft Excel (no access to other software required)	IT Labs	BL106 or BL107
Examination which requires access to specialist software and OneDrive	Students will be required to access their OneDrive, so will need access to DUO	IT Labs	Student University ID and Password

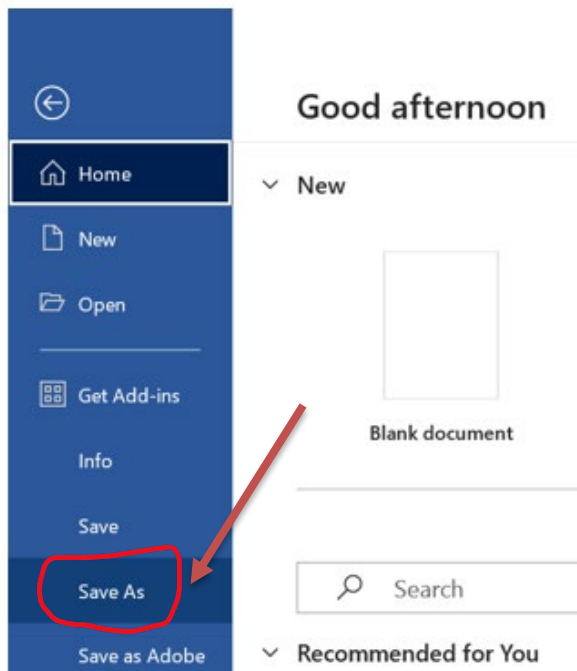
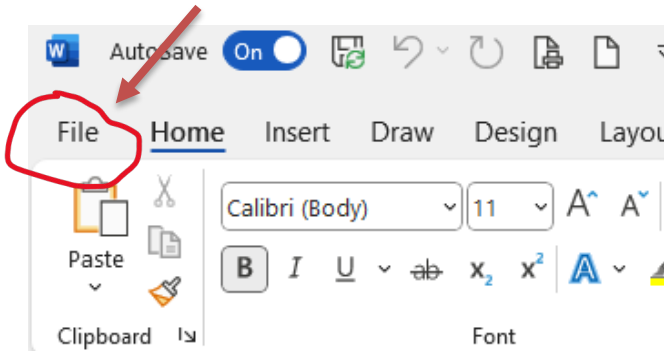
Remember if the student requires access to their OneDrive, they may need to access the DUO on their phone, it is best practice to get the students to log on, and then access their OneDrive, with the DUO code, and then ask them to switch off their phone, and place in their bag.

Type of Examination	Description	Venue (IT Lab)	Username/Password
Blackboard Exam	Students are required to answer the questions online	Exams Laptops	BL106 or BL107 with additional instructions provided on how to access Blackboard
Written Exam - using Microsoft word	Student has hard copy question paper, but is allowed to type answers into Microsoft word (no access to other software required)	Exams Laptops	BL106 or BL107
Written Exam - using Microsoft word	Student has hard copy question paper, but is allowed to type answers into Microsoft word, and then is required to upload this to the Module Blackboard site	Exams Laptops	BL106 or BL107 with additional instructions provided on how to access Blackboard
Written Exam - using Microsoft Excel	Student has hard copy question paper, but is allowed to type answers into Microsoft Excel (no access to other software required)	Exams Laptops	BL106 or BL107
Examination which requires access to specialist software and OneDrive	Students will be required to access their OneDrive, so will need access to DUO	Exams Laptops	Students will be placed in an IT Lab for this type of examination.

APPENDIX H – USB Memory Sticks for students using a PC (IT Lab) or Exams Laptop – how to save the document

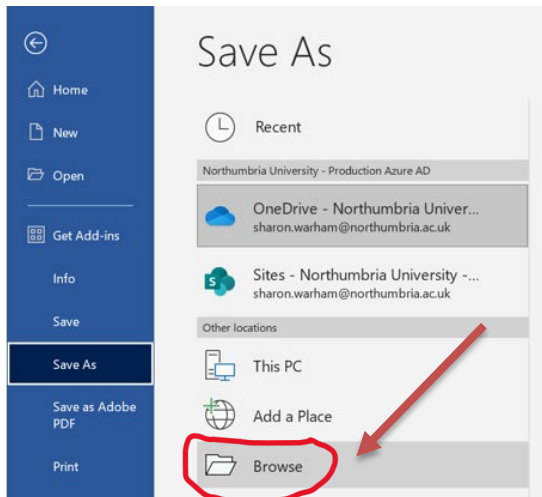
A brown envelope contains a memory stick is provide for each student (unless the exam is a Blackboard and directly submitted)

Please ensure students save their answers to the memory stick provided, by clicking on “File” (top right-hand corner) and then “Save As”

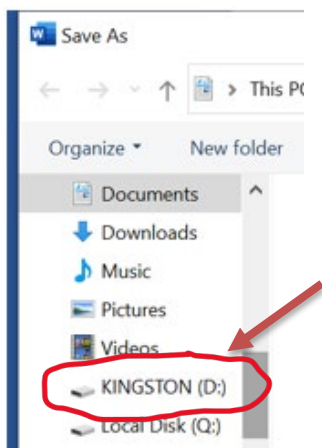


Continued next page

This should have a pop-out menu, and then select “Browse”



Locate the USB memory stick drive, this would normally be located/identified as “D” drive (see below (Kingston – is the USB memory stick) – please note that not all USB memory sticks will be labelled Kingston, but will show as (D:))



Student should be saving the file with their **Student ID and Module Code** onto the USB memory stick.

Please ask the student to re-open the document and check it is working before switching off the machine. Student details must be recorded on the green cover as this is what the printed answers will be submitted inside, and the brown envelop should also be completed with student details.

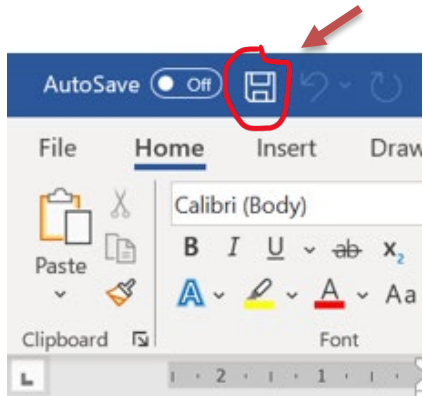
Please make sure work is saved to the USB memory stick and NOT the hard drive of the computer.

Please call the exams phone if you have any difficulty.

Continued next page

Good Practice

Ask the student before you start the examination to open Microsoft Word (blank document) and then save the blank file as above unto the USB memory stick. This way, the student will then just need to click on save. Remember they need to have the Student ID and Module Code as the file title.



Students will need to ensure that they eject the USB stick correctly. To do this, they need to look for the **Safely Remove Hardware** icon for the task bar. If they don't see it, select **Show hidden icons** which is represented by an **^**.

APPENDIX I – Small SAP venues – How to Organise / Good Practice

- Sort SAP packs into order
 - Shortest time to Longest time

- Check for anomalies on the SAP packs
 - Student to sit at back of room
 - Note: if this student has the shortest time, then they would need to be moved from the front to the back of the room*
 - Student requires toilet close by
 - Note: if this student has the longest time, then they would need to be moved from the back to the front of the room – so that they had easy access to the exit for the toilet break*

The reason why you need to do this, is so that there is less disturbance in the room, and students who have the shortest time, will be leaving earlier than those with the longest time. Therefore, it is easier for them to be at the front of the room, as they do not need to come passed other students. However, there will always be anomalies to this rule.

Once you are happy with the order of the SAP packs, allocate a seat number, and transfer the seat number to the register, and finally transfer the relevant data on to the A3 seating plan:

The image shows six identical empty forms for recording student data. Each form is a rectangular box containing the following elements:

- Top left: "Name:" followed by a blank space.
- Top right: "ID:" followed by a blank space.
- Below Name: "Start:" followed by a blank space.
- Below ID: "End:" followed by a blank space.
- A table with 5 columns and 4 rows. The header row is highlighted in yellow and contains: "Stop time on clock", "Stop Duration", "20 mins", "5 mins", and "End Time".
- Bottom right corner: "ET / SS" with a blank space for a tick or mark.

- Student name, ID
- Start time of exam (as specified on SAP pack)
- End time of the exam (as specified on SAP pack)
- Calculate the **20-minute** warning.
- Calculate the **5-minute** warning.
- Highlight whether the student has **SS** (Stop-Start) or **ET** (Extra Time) or both.

An example on how to do this is provided on the next few pages, it provides you with 6 SAP students to sort out.

FACULTY- BL

Module: KC4002 Exam	Date: 18/8/2023	Venue: CCE1-008
-------------------------------	---------------------------	---------------------------

Student Name & ID: Student One, 12345678
--

Start Time: 9:30:00 AM

End Time: 12:30:00

Requirements:

Stop/Start

Additional arrangements:

(blank)

FACULTY- BL

Module: LA0703 Exam	Date: 18/8/2023	Venue: CCE1-008
-------------------------------	---------------------------	---------------------------

Student Name & ID: Student Two, 12456789
--

Start Time: 9:30:00 AM

End Time: 13:15:00

Requirements:

Extra Time- 25%, Stop/Start

Additional arrangements:

FACULTY- BL

Module: SM9547 Exam	Date: 18/8/2023	Venue: CCE1-008
-------------------------------	---------------------------	---------------------------

Student Name & ID: Student Three, 12341123
--

Start Time: 9:30:00 AM

End Time: 10:45:00 AM

Requirements:

Extra Time- 25%, Stop/Start

Additional arrangements:

Coloured overlays, yellow or blue

FACULTY- BL

Module: BM4903 Exam	Date: 18/8/2023	Venue: CCE1-008
-------------------------------	---------------------------	---------------------------

Student Name & ID: Student Four, 12452234

Start Time: 9:30:00 AM

End Time: 12:00:00 PM

Requirements:

Extra Time- 25%

Additional arrangements:

(blank)

FACULTY- BL

Module: SM9547 Exam	Date: 18/8/2023	Venue: CCE1-008
-------------------------------	---------------------------	---------------------------

Student Name & ID: Student Five, 12341220

Start Time: 9:30:00 AM

End Time: 10:45:00 AM

Requirements:

Extra Time- 25%,

Additional arrangements:

Student to sit at back of room

FACULTY- BL

Module: LW7123 Exam	Date: 18/8/2023	Venue: CCE1-008
-------------------------------	---------------------------	---------------------------

Student Name & ID: Student Six, 12344423
--

Start Time: 9:30:00 AM

End Time: 14:30:00 PM

Requirements:

Extra Time- 25%,

Additional arrangements:

Student requires toilet close by

Think about how you would put the 6 SAP students identified on the previous page into order, using the suggested filters.

Firstly, put them in order of shortest to longest time:

1. Student Three
2. Student Five
3. Student One
4. Student Four
5. Student Two
6. Student Six

Next, check the additional comments, to see if any of the students need to be at the back of the room, or have a toilet close by. Does this change the order of the above?

Yes, it does as Student Five needs to sit at back of room, and Student Six needs to be close by a toilet. Therefore, the new order would be:

1. Student Six (toilet close by)
2. Student Three
3. Student One
4. Student Four
5. Student Two
6. Student Five (back of room)

Once you have the order, that you are happy with, allocate the seat number, by adding this to SAP Front Cover on the envelope and then transfer the seat number to the register that was provided with the pack.

Put the seat numbers, that have been provided in the box file, on to the desk, ensure sufficient space between the students.

Place the contents of the student pack on the allocated desk along with the Stop-Start sheet, if this is one of the requirements and retain all the SAP envelopes. (see example of individual stop-start sheet)

Stop/Start-Sheet¶



Student:α	α	Faculty:α	α
Exam:α	α	Date:α	α
Start-Time:α	α	End-Time:α	α
Location:α	α	Allowance:α	α



Student/Invigilator Information:¶



- → The time allowance stated is provided for registered stop-start exam requirements only¶
- → If a break is taken during the exam this will be timed and the end time of the exam adjusted accordingly¶
- → Break time is not to be considered as an extension of the exam duration¶
- → Break allowance is provided so that breaks can be taken if required¶
- → It is a maximum that is allowed (maximum of 25% of the standard exam time)¶
- → If a break is taken at a desk this must be in silence and exam materials will be removed for the duration of the break¶
- → Further study and/or writing notes is not permitted during a break¶
- → Rest breaks include any breaks taken within the exam venue's designated restroom (if available), or a toilet break¶
- → Rest breaks do not include going for a coffee or cigarette etc. . . . these are not permitted¶
- → Dietary supplements connected to registered requirements are permitted in the venue or during a break¶
- → Students are only allowed rest breaks during the working part of the exam¶
- → **Invigilator: Please keep a tally of the break time used in the box below for student reference¶**

Exam Start Time:α	α	α
α	α	α
Breakα	Break Durationα	New End Timeα
1α	α	α
2α	α	α

Next transfer the relevant data to the A3 seating plan (see next page)

FRONT OF ROOM

①

Name: Student Six ID: 12344423

Start: 9.30 End: 14.30

Stop time on clock	Stop Duration	20 mins	5 mins	End Time
		<u>14:10</u>	<u>14:25</u>	

ET / SS

②

Name: Student Three ID: 12341123

Start: 9.30 End: 10.45

Stop time on clock	Stop Duration	20 mins	5 mins	End Time
		<u>10:25</u>	<u>10:40</u>	

ET / SS

③

Name: Student One ID: 12345678

Start: 9.30 End: 12.30

Stop time on clock	Stop Duration	20 mins	5 mins	End Time
		<u>12:10</u>	<u>12:25</u>	

ET / SS

④

Name: Student Four ID: 123452234

Start: 9.30 End: 12.00

Stop time on clock	Stop Duration	20 mins	5 mins	End Time
		<u>11:40</u>	<u>11:55</u>	

ET / SS

⑤

Name: Student Two ID: 12456789

Start: 9.30 End: 13:15

Stop time on clock	Stop Duration	20 mins	5 mins	End Time
		<u>12:55</u>	<u>13:10</u>	

ET / SS

⑥

Name: Student Five ID: 12341220

Start: 9.30 End: 10.45

Stop time on clock	Stop Duration	20 mins	5 mins	End Time
		<u>10:25</u>	<u>10:40</u>	

ET / SS

When you have completed the A3 seating plan, place the SAP envelopes on the desk at the front. This will help you later.

Next you are ready to let the students into the venue. Please use the register, which has the allocated seat number on, and use this, to inform the students when they enter, on which seat they have been allocated to.

Make your relevant announcements to the room, (ask the room especially those students with stop-start arrangements, if they know how the arrangements work – if only one student, go to the student and explain, if a few students explain the process to the room). Also mention that when the student has 20-minutes or 5-minutes left, you will just place the card on the desk next to them identifying the time left, so that they are aware, that you will not be making an announcement to the room, due to the different durations of the examinations being held in the room.

When you collect the attendance slips, to mark against the register, do not keep them in a bundle, but place each student attendance slip on top of their individual envelope which you have on the front desk.

If a student with Stop-Start requires a break, take the timer to the student desk, and then start timer, once the student is back from their break, stop the timer, and make a note of the duration of the break on the sheet, and calculate the new end time. Ask the student quietly if they agree with how long they have had a break by showing the timer). So that the student is aware of the new finishing time. Next transfer this data to your A3 seating plan and amend the 20-minute and 5-minute warnings. Continue to do this when students take a break. Remember do not announce to the whole room, that they have 20-minutes or 5-minutes left, as each student will have a different durations – use the small 20-minutes and 5-minute warning cards from the box file, that you collected from the Base room, and just place the card on the desk next to the student, so that they are aware – you will already have made this announcement to the students before they started the examination.

If a student has finished, the exam, and wishes to leave collect the student paperwork, and add this with the attendance slip, and place in the students SAP envelope for returning to Exams base room.

Next you can either tick or put a line through the box on the A3 seating plan, so that you know which student(s) have left the venue.

**APPENDIX J – Campus Maps (City and Coach Lane) – including
Emergency Assembly Points**

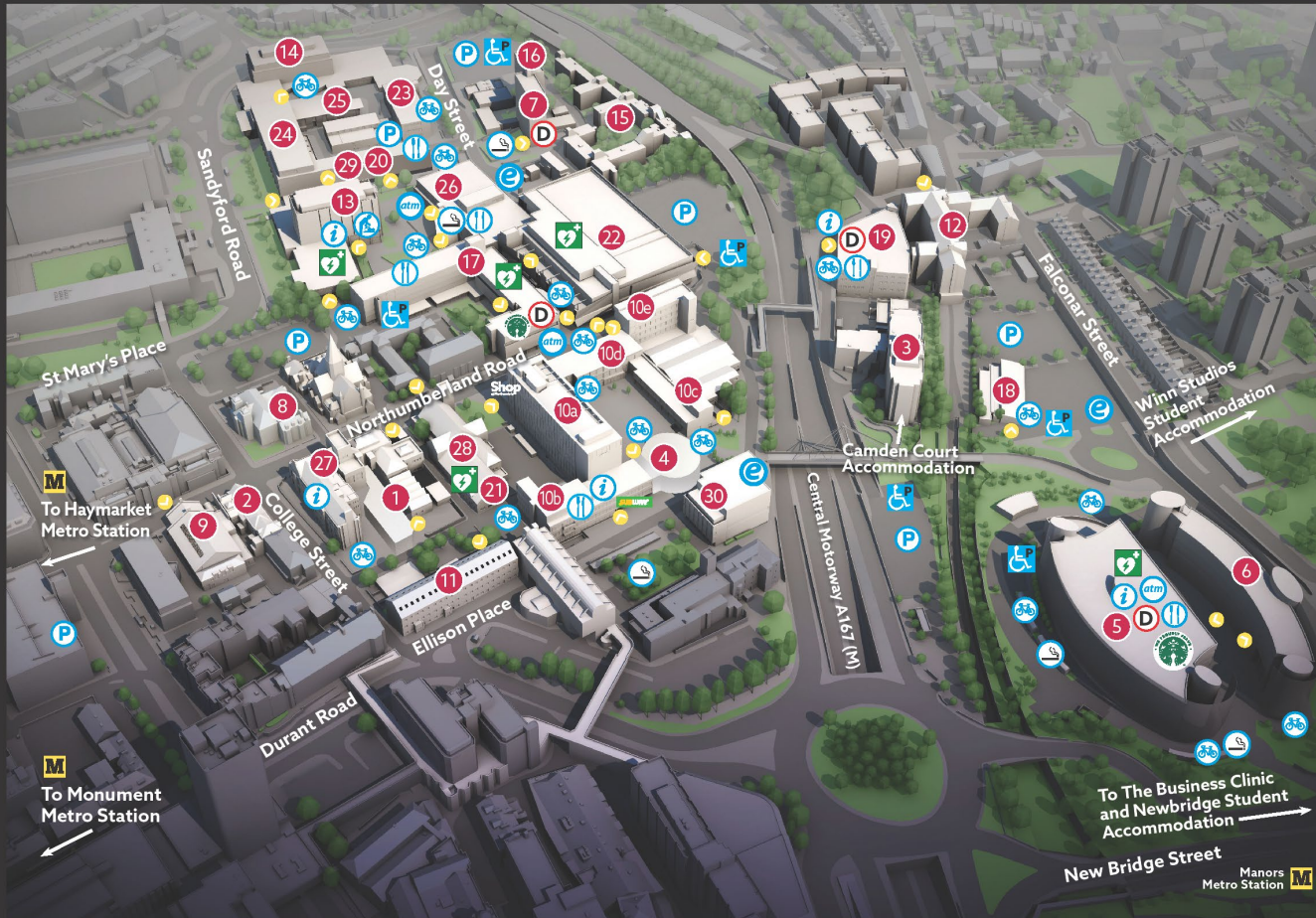
See next pages.



**Northumbria
University
NEWCASTLE**

City Campus

- Reception/Information
- Parking
- Cycle Parking
- Electric Vehicle Charge Point
- Food and Drink
- ATM Machine
- Starbucks
- Subway
- Smoking Area
- Shop
- Branded Merchandise
- Accessible Building Entrance
- Accessible Parking
- Automated External Defibrillator
- Parenting Room
- Uni Food App Delivery/Collection Points

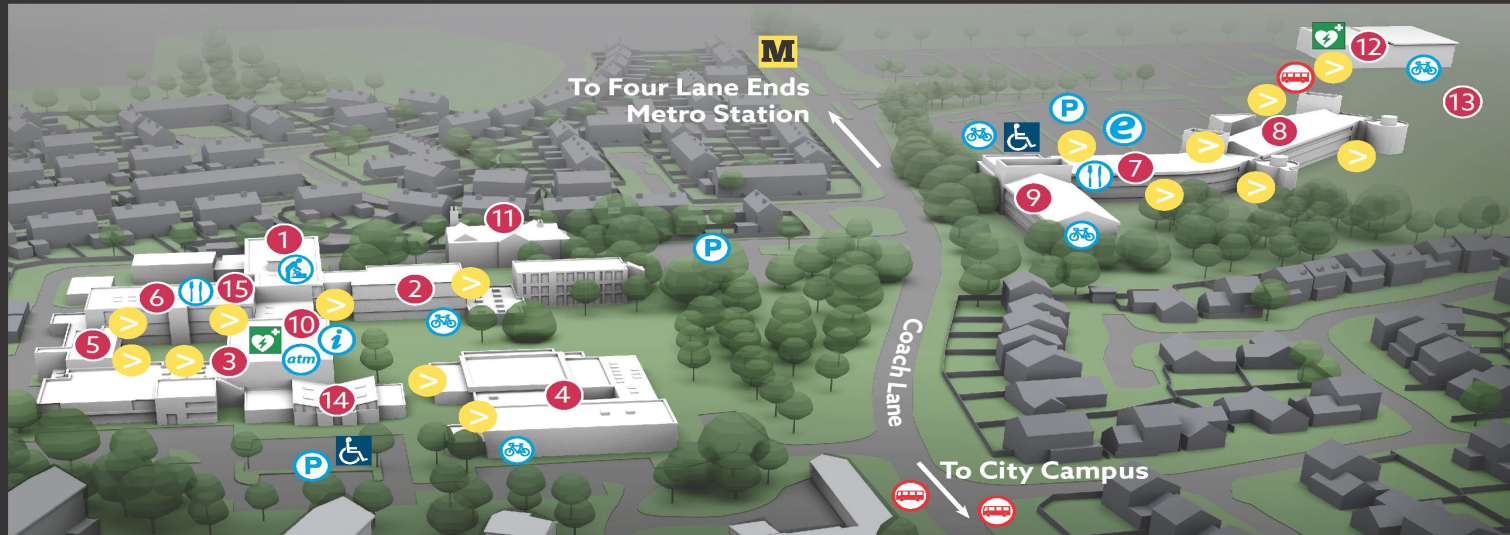


- 1 Architecture Studios
- 2 Burt Hall
- 3 Camden Court
- 4 CIS Building
- 5 City Campus East 1, Newcastle Business School and Northumbria Law School
CCE HUB & Starbucks Coffee Shop
- 6 City Campus East 2 - Design School
- 7 Claude Gibb
- 8 College House
- 9 Drill Hall
- 10a Ellison Building A Block
Shop at Northumbria Merchandise
- 10b Ellison Building B Block
Subway
- 10c Ellison Building C Block
- 10d Ellison Building D Block
The Zone
- 10e Ellison Building E Block
- 11 Ellison Terrace
Occupational Health
- 12 Glenamara House
- 13 Library
Student Central
Ask4Help
Student Support and Wellbeing
The IT Place
- 14 Lipman Building
- 15 Lovaine Halls
- 16 Muslim Prayer Facility
- 17 Northumberland Building
Café Central - Starbucks
Shop Central
University Library Digital Commons
- 18 Northumbria University Nursery
- 19 Pandon Building
Facilities & Estates
Grab & Go
- 20 Sandyford Building
Bamboo Café
Business Hub
- 21 Security, Mail and Transport
- 22 Sport Central
- 23 Squires Annexe
- 24 Squires Building
- 25 Squires Workshops
- 26 Students' Union
The Venue
- 27 Sutherland Building
- 28 Trinity Building
- 29 The University Gallery;
• Gallery North
• The University Collection
• The Woon Gallery of Asian Art
- 30 Wynne-Jones Building inc Chaplaincy and Faith Advice Centre
Nixon Hall



**Northumbria
University**
NEWCASTLE

Coach Lane Campus



Key

- | | | | | |
|--------------------------------------|--|--------------------------------------|-------------------------------|---|
| 1 A Block | 8 H Block | 11 Manor House | Reception/Information | Designated No.1 bus stop for free travel for students to and from City Campus |
| 2 B Block | 9 F Block | 12 Coach Lane Sports Centre | Parking | Café |
| 3 C Block | Library | 13 Sports Pitches | Cycle Parking | ATM Machine |
| 4 Clinical Skills Centre
Security | Student Central
Ask 4 Help
Communita | 14 Students' Union | Electric Vehicle Charge Point | Automated External Defibrillator |
| 5 D Block | 10 Main Reception | 15 NMC Competence Test Centre (OSCE) | Disabled Parking | Parenting Room |
| 6 E Block | Foragers | | Accessible Building Entrance | |
| 7 G Block | POD Hot Drinks and Snacks | | | |

If you require any out of hours assistance please contact Security on 0191 227 3999



Northumbria University
NEWCASTLE

City Campus



Building



Emergency Evacuation Assembly Point

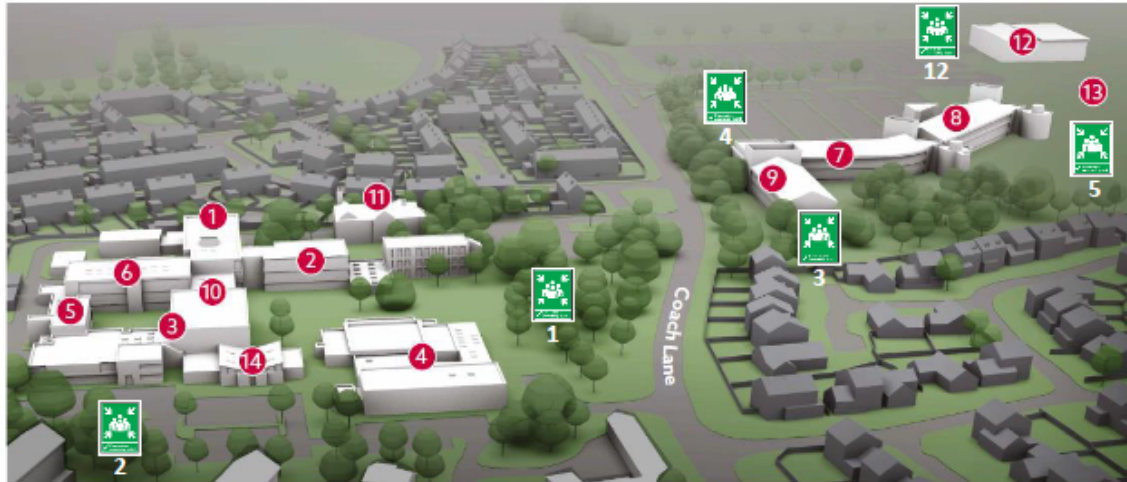


Building	Evacuation Assembly Point	
	Near	Far
1 Burt Hall	8	19
2 Facilities and Estates	12* *Working Hours ONLY 0700hrs - 1730hrs & 13	15
3 City Campus East 1 - Business and Law	15	12
4 City Campus East 2- Design School	15	12
5 Claude Gibb	3	3
6 Drill Hall	8	19
7a Ellison Building A Block	Elison Place Side Northumberland Road Side	1 & 7
7b Ellison Building B Block		
7c Ellison Building C Block		
7d Ellison Building D Block		
7e Ellison Building E Block		
9 Elison Terrace	9	
10 Glenamara	13	15
11 Library - Student Central	3 & 5	18
12 Lipman Building	16 & 17	3
13 Lovaine Halls and Flats	Flats Blocks 1-5 Halls	18 3
14 Muslim Prayer Facility	4	3
15 Nixon Hall	1	9
16 Northumberland Building	3 & 19	1
17 Northumbria Nursery	2	12
19 Randon Building	12* *Working Hours ONLY 0700hrs - 1730hrs & 13	15
20 Sandyford Building	3 & 18	5 & 17
21 Sport Central	3	7
22 Squires Annexe	18	4
23 Squires Building	3 & 5	4
24 Squires Workshop	5	4
25 Shop Central	3	1
26 Students Union	3	7
27 Sutherland Building	19	1
29 Trinity Building	19	7
30 Wynne Jones, Inc Chaplaincy and Faith Advice Centre	1	9
31 The Zone	1 & 7	3
32 Mail and Transport	19	1
33 CIS Building	1	3
34 Architect Building Sutherland	Northumberland Road Side Back Ellison Place	19 1



**Northumbria
University**
NEWCASTLE

Coach Lane Campus



Building	Evacuation Assembly Point	
	Near	Far
1 A Block	1	2
2 B Block	1	2
3 C Block	1	1
4 Clinical Skills Centre	1	3
5 D Block	2	1
6 E Block	2	1
7 G Block	4	1
8 H Block	4 & 5	1
9 Library (F Block)	3	1
10 Main Reception	1	2
11 Manor House	1	2
12 Sports Centre	12	4
13 Sports Pitches	12	4
14 Student Union	1	2

*NTS

APPENDIX K – Exam Room Identifications



Exam Room Identification

Newcastle City Campus - [map](#)

Room code prefix	Location	Campus map location number
CCE1	City Campus East 1 - Newcastle Business School and Northumbria Law School	5
CIS	CIS Building	4
ELA	Ellison Building, A Block	10a
ELB	Ellison Building, B Block	10b
ELC	Ellison Building, C Block	10c
ELD	Ellison Building, D Block	10d
ELE	Ellison Building, E Block	10e
LIP	Lipman Building	14
Lipman Gym	Lipman Building basement gym	14
NBD	Northumberland Building	17
SAN	Sandyford Building	20
SAN 401-405	Sandyford Building (Hedley Suite)	20
SPF 102	Sports Central (Upper Hall), 1 st floor	22
SPF 109	Sports Central (Sprint Track Laboratory)	22
Sport Central Main Arena	Sports Central, Ground Floor	22
SQB	Squires Building	24
SQX	Squires Annexe	23
STU 001 (Stage 002)	Student's Union Building, Ground Floor	26
STU-Domain	Student Union Building, 1 st Floor	26
SUB	Sutherland Building	27

Coach Lane Campus - [map](#)

Room code prefix	Location	Campus map location number
MBA	A Block	1
MBB	B Block	2
MBC	C Block	3
MBD	D Block	5
MBE	E Block	6
MBG	G Block	7
MBH	H Block	8
MBF	F Block	9

BLANK PAGE FOR INVIGILATOR NOTES: