



# Examination Invigilators' Procedures and Guidelines



Core Documentation Cover Page

## Examination Invigilators' Procedures and Guidelines

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V1.0	Sept 2013 Academic Council	To provide comprehensive guidance for Exam Invigilators to ensure that all Examinations are managed and proceed with due process and according to Examination Regulations.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sept 2015
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### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

X

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## EXAMINATION INVIGILATORS' PROCEDURES AND GUIDELINES

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## 1. SCOPE

- 1.1 These procedures and guidelines are intended to assist Examination Invigilators to carry out their duties according to due process and University College of Osteopathy (UCO) Examination Regulations. It contains guidance on:
- a) The Roles and Responsibilities of Invigilators
  - b) The Preparation of Examination Venues
  - c) The Identification of Candidates and Absentees
  - d) The Conduct of Candidates during Examinations
  - e) Problems with Examination Papers
  - f) Candidates Suspected of Cheating
  - g) External Disturbances
  - h) Emergency Evacuation of Examination Rooms
  - i) Conduct of Candidates at the end of the Examination
  - j) After the Candidates have left the Examination Room
  - k) Conduct of Invigilators during the Examination
  - l) Role and Responsibilities of Invigilators
- 1.2 The Academic Registry will be responsible for the appointment and training of Examination Invigilators. Invigilators will act in accordance with these procedures and guidelines.
- 1.3 Invigilators are responsible, under the supervision of relevant Registry staff, for ensuring that examinations are properly conducted in accordance with UCO regulations and procedures.
- 1.4 At least two Invigilators will normally be on duty in each examination, one of whom is designated the Lead Invigilator.

## 2. PREPARATION OF EXAMINATION VENUES

- 2.1 **Room Layout/Preparation:** All accommodation allocated for examination purposes must be in a satisfactory state of readiness. Before the start of each examination at the UCO caretaking staff are to ensure that desks/plinths and screens are spaced evenly to the distributed seating plans, and that the venue is in a general state of tidiness.
- 2.2 **Provision of Clocks:** Invigilation staff will ensure that a clock is visible to all examination candidates in written examinations.
- 2.3 **Capacity of Venues:** A maximum number of candidates has been determined for those rooms considered suitably equipped for use as examination venues.

### 3. IDENTIFICATION OF CANDIDATES AND ABSENTEES

- 3.1 Identification of candidates will be checked by a member of the invigilation staff who will also make a note of any absentees and late entries.
- 3.2 NOTE: Any student who cannot display a student identity card should be permitted to take the examination but a note should be put on the examination register that no identity card was displayed and the student should be warned that an identity card must be displayed at all examinations.

### 4. CONDUCT OF CANDIDATES DURING EXAMINATIONS

- 4.1 Candidates may not enter the examination:
- Until 10 minutes before the scheduled commencement time for the examination;
  - Until instructed to do so by an Invigilator.
- 4.2 On entry to the examination room, candidates should leave all baggage and materials not specifically required for the examination in an area of the room well away from the examination desks, designated for this purpose by the Lead Invigilator. No food or drink may be taken into the examination room by students, with the exception of sweets/fruit and water (this must be in a clear plastic bottle). Students must not take into the examination room any unauthorised materials or equipment (e.g. bags, pencil cases). All permitted material should preferably be carried in a transparent plastic bag. All materials will be checked by invigilators for any unauthorised entries or material. Violation of these rules will be defined as cheating.
- 4.3 Candidates should display their student identity card on the corner of their examination table in written examinations or have them to hand in practical examinations. Any candidate who cannot display a student identity card should be permitted to take the examination but a note should be put on the examination register that no identity card was displayed and the student should be warned that an identity card must be displayed at all future examinations.
- 4.4 Candidates are not permitted to bring with them into the examination room any written information, material or equipment which may give them an unfair advantage.
- 4.5 Candidates should not turn over the examination paper and start the examination until instructed to do so by the Lead Invigilator/assessor.
- 4.6 In written examinations, candidates should be instructed to fill in examination question numbers on each piece of paper that they use as they write the answers to the examinations and to raise their hand if they require more paper during the examination. Candidates should be reminded to read the instructions on the cover of the examination question paper (the rubric) carefully.

- 4.7 In written examination, no candidate, having commenced the examination, may leave the examination room during the first hour of the examination or during the final 15 minutes, other than for temporary absence. An Invigilator may permit a candidate 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 candidate will be accompanied by an Invigilator or other responsible person. Candidates wishing to leave the room should raise their hand to request permission to do so.
- 4.8 A candidate who completes a written 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:
- 4.9 They understand that other than for an accompanied, temporary absence they will not ordinarily be re-admitted;
- 4.10 No candidate may leave in the first hour or last 15 minutes of the examination;
- 4.11 Before leaving, a candidate must have handed in his/her script and all other examination material to an invigilator;
- 4.12 Any candidate departing early will have the time of leaving marked on the examination register.
- 4.13 It is not anticipated that any candidate will need to leave a practical examination before its end.
- 4.14 Examinations will be conducted in a manner conducive to maximum performance of each candidate. Invigilators may order from the examination room any candidate who unreasonably disturbs the examination and thereby prejudices the performance of other candidates. Candidates are not permitted to smoke or consume food during an examination (although water and sweets/fruit are allowed).
- 4.15 Students who arrive up to 30 MINUTES late for a written examination may normally be admitted unless the regulations for the examination specifically prohibit it. Details of the student's name, candidate number, time of arrival and reason for lateness will be entered on the invigilators report. No extra time will be given to students who arrive late. Candidates will not normally be admitted after 30 minutes from the start of the examination.
- 4.16 Students who arrive late for a practical examination will not normally be admitted.

## 5. PROBLEMS WITH EXAMINATION PAPERS

- 5.1 Students will be expected to sit the examination as presented. If there is a problem with an examination paper the Invigilators should contact the Registry staff on duty immediately and follow any advice given. Invigilators should make sure that a full report of the problem is made on the Exam Report Form (Appendix 1) in case the matter needs to be dealt with further.

## 6. CANDIDATES SUSPECTED OF CHEATING

- 6.1 Any candidate will be suspected of seeking an unfair advantage (i.e. cheating) if observed to be undertaking any of the following or similar actions:
- a) Communicating with or copying from any other student during an examination except insofar as the examination regulations may specifically permit this e.g. group assessments;
  - b) Communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff;
  - c) Introducing any written or printed materials into the examination room unless expressly permitted by the examination or course regulations;
  - d) Gaining access to unauthorised material relating to an assessment.
- 6.2 Where an academic irregularity is suspected during an examination, the Invigilators should inform the Registry staff on duty, and in the presence of that colleague inform the student of his/her suspicions and clearly annotate the student's script where applicable. The student should also be advised by the Invigilators that a full report will be submitted following the examination (the Exam Report Form (Appendix 1) should be used for this purpose).
- 6.3 The Invigilators 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.
- 6.4 Immediately following the examination the Invigilators will submit a full report of the matter using the Exam Report Form (Appendix 1). This form will be returned to the Academic Registrar. The Invigilators' report should be accompanied by any relevant evidence.
- 6.5 If a student believes academic misconduct to be taking place during an examination, it is their responsibility to bring this to the attention of an Invigilator. However, no action can be taken unless the suspected academic misconduct is subsequently verified by the Invigilator.

## 7. EXTERNAL DISTURBANCES

- 7.1 In the event of any building/maintenance noise or disturbance affecting the examination venue, the Invigilators will contact the Registry staff on duty who will try to resolve the problem. If the disturbance is general noise, the Invigilators will attempt to arrange for it to be stopped, if this cannot be achieved immediately the Registry staff on duty must be contacted.
- 7.2 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 Invigilators will submit a written report immediately following the examination using the Exam Report Form (Appendix 1).

## 8. EMERGENCY EVACUATION OF EXAMINATION ROOM

- 8.1 In the event of an emergency evacuation of the examination room (e.g. fire alarm or bomb alert) the Invigilators will instruct candidates to evacuate the room quietly, leaving all examination materials in the room. Candidates 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 around the building and the Lead Invigilator should ensure that all Invigilators in the room are fully aware of their locations.]
- 8.2 The Invigilators will lead candidates 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 Registry staff, after appropriate consultation, to abandon the examination. Where an examination is abandoned, candidates will either be required to sit a new examination paper at a future date or to adhere to alternative assessment arrangements decided on by the Board of Examiners.
- 8.3 If it is possible to resume the examination, the Invigilators will instruct candidates to endorse their scripts, where applicable, with the words 'examination interrupted' at the appropriate place. Compensatory time will be allowed to candidates equivalent to the period from the time the emergency arose to the resumption. Candidates will be informed of the revised finishing time for the examination and that a report of the interruption will be made using the Exam Report Form (Appendix 1).

## 9. CONDUCT OF CANDIDATES AT THE END OF A WRITTEN EXAMINATION

- 9.1 Invigilators will advise candidates 20 minutes and 10 minutes before the end of the examination that they have this time remaining to complete the examination paper.
- 9.2 Invigilators will signal the end of the examination at which point all candidates will immediately stop writing and remain seated.
- 9.3 The candidates should be reminded that they must have entered their candidate number on the top left-hand side of each piece of paper used. The candidates will then be instructed to place all answers and examination papers into the folder provided.
- 9.4 The Invigilators will collect all worked scripts, together with any surplus answer paper.
- 9.5 Candidates may not leave the room at the end of an examination until given permission to do so. Before giving permission, the Lead Invigilator will establish that the number of scripts collected matches the number of candidates.

## 10. AFTER THE CANDIDATES HAVE LEFT THE EXAMINATION ROOM

- 10.1 If any untoward events have occurred during the examination the Invigilators should submit a written report immediately following the examination using the Exam Report Form (Appendix 1).



10.2 Untoward events include the following:

- a) Any cases of cheating or suspected cheating;
- b) Any cases of illness;
- c) Any cases of students leaving the examination room as a result of misconduct;
- d) Any noise or disturbance outside the room,
- e) Any candidates arriving after the start of the examination;
- f) An emergency evacuation of the examination room;
- g) Any other exceptional occurrence which, in the judgement of the Lead Invigilator, needs to be brought to the attention of the Registrar.

## 11. CONDUCT OF INVIGILATORS DURING THE EXAMINATION

11.1 Invigilators should be placed at appropriate locations in the room - making sure they can observe the candidates fully.

11.2 Invigilators must wear soft-soled shoes, to avoid noise disturbance to exam candidates.

11.3 During the exam, invigilators must conduct themselves in a professional manner at all times.

11.4 Invigilators should:

- a) Not talk/whisper to each other when the exam has started (except necessary instructions);
- b) Not read - unless confirming something on the exam paper;
- c) Not write - unless in relation to the examination (i.e. no crosswords etc.);
- d) Remain alert at all times;
- e) Not disturb the candidates unnecessarily i.e. jangle loose change or keys in pockets or wear jewellery which jangles;
- f) Not smoke or consume food (other than drinks [not canned] and sweets/fruit);
- g) Turn watch alarms / beepers off;
- h) Turn mobile phones to silent;
- i) Deal with any exceptional or unusual circumstances in a calm and professional manner so as to minimise disturbance for candidates;
- j) Not assist candidates to complete the examination, i.e. the invigilator must not write the answers.

11.5 Unobtrusive patrolling should be undertaken from time to time during the examination to ensure that no cheating or distraction is occurring.

- 11.6 Any candidate requiring additional paper should be given this as quickly as possible.
- 11.7 The Invigilator should deal with any late arrivals according to the regulations.
- 11.8 Any candidate wishing to leave the room to use the toilet, feeling ill etc., must be accompanied by an invigilator. The invigilator must wait in the wash basins area (if available) and then return the candidate to the examination room.
- 11.9 Candidates leaving early should have their script endorsed with the time of leaving.
- 11.10 Exam Report Forms (Appendix 1) should be fully and accurately completed when necessary, e.g. for situations of:
- a) External disturbance;
  - b) Problem with the examination paper (remember that it must be taken as sat);
  - c) Emergency evacuation of the Examination Room;
  - d) Where an academic irregularity is suspected;
  - e) Where a candidate is ordered from the room by the Lead Invigilator if disturbing the other candidates;
  - f) Any form of interruption/disruption which may disturb the candidates;
  - g) Any 'untoward events' have occurred during the examination.
- 11.11 All Invigilators will be provided with a copy of the Examination Invigilator's Checklist (Appendix 2) to assist them in carrying out their duties according to UCO regulations and procedures.



## APPENDIX 1: EXAM REPORT FORM

This form must be completed after each examination and returned to Registry, together with the candidate's answer folders and/or assessors' folders.

Please report any incident whereby the normal conduct of the examination has been affected, for example: late arrivals, noise disturbances, suspected student malpractice, and any action taken, for example, extra time allowed.

In the event of suspected student malpractice, written evidence, for example, unauthorized notes etc. should be enclosed with this form. Please continue on additional sheet(s) and photocopy extra copies of this form if necessary.

If no such disturbances have occurred, please tick the 'Nothing to Report' section and sign and date the form.

Exam: (Year and title)	
Date:	
Time:	
Place:	
Pre-exam announcements read out <input type="checkbox"/> (tick to confirm)	Nothing to report <input type="checkbox"/> (tick to confirm)

DETAILS OF INCIDENT (continue on a separate sheet in necessary)	
Time of incident:	
Candidate/s affected (Name/candidate number):	
Additional material/evidence attached (please specify):	
Signed:	Print name:
Date:	



Exam Report Form Early Leavers List

<b>CANDIDATE NUMBER</b>	<b>TIME</b>	<b>REASON FOR LEAVING</b>



## APPENDIX 2: EXAMINATION INVIGILATORS' CHECKLIST

### 1. At the start of the Examination:

- a) Open the room five to ten minutes before the exam is due to start. Candidates should enter the room in silence.
- b) Ensure that all bags and coats are stored at the edge of the room, well away from the candidates.
- c) Remind candidates of the strict no talking policy in examinations.
- d) Check all candidates have appropriate identification displayed on desks.
- e) Make a note of any absentees on the list provided.
- f) Introduce the exam by stating what it is (details on whiteboard) and noting the start and finish times.
- g) State that each question should be answered on a separate piece of paper with its respective number clearly written at the top.
- h) State that candidate numbers must be written on each piece of paper used, including multiple response answer book (if applicable), and that this must be completed within the time of the examination.
- i) State that if a candidate needs extra paper, they should raise their hand and an invigilator will bring them some.
- j) State that if a candidate needs to go to the toilet, they should raise their hand and ask to do so.
- k) Start the exam by saying, 'You may start writing now' at the appropriate time.

### 2. During the Examination:

- a) No candidate may leave the examination room during the first hour of the examination or during the final 15 minutes, other than for temporary absence.
- b) Candidates arriving late for an examination will be permitted to enter the examination room and proceed with the examination up to 30 minutes from the start of the examination.
- c) Invigilators should be placed at appropriate locations in the room - making sure they can observe the candidates fully.
- d) Unobtrusive patrolling should be undertaken from time to time during the examination to ensure that no cheating or distraction is occurring.

### 3. At the end of the Examination:

- a) Remind candidates of how long there is to go 20 and 10 minutes before the end.



- b) End the exam by saying, 'Stop writing now.'
  - c) Instruct candidates to put all of their answers into the folders provided, together with the question paper, any rough notes they have made and any unused paper, and to remain seated until they are told they can go.
  - d) Collect all folders. At this point there should be no papers left on the desks.
  - e) Once all folders are collected, tell candidates that they may leave the room in silence.
  - f) Once the room is empty, collect candidate numbers cards.
  - g) Put candidate number cards into order and check that they are all there using the list provided.
  - h) Return all exam material to Registry.
4. If you need to contact a member of Registry staff for any reason, please use one of the numbers below:
- |                        |           |
|------------------------|-----------|
| Academic Registrar     | ext. 5353 |
| Deputy Registrar       | ext. 5306 |
| Registry Administrator | ext. 5315 |