Examination Procedures and Guidelines for Assistant Invigilators

Examinations and Awards
Last updated December 2016
Examination Office Contact Numbers

Please ring the following immediately if you experience a problem regarding: (If outside the University or using a mobile, prefix number with 0191 20…)

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<tr>
<th>Issue</th>
<th>Contact Numbers</th>
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<tr>
<td>Examination paper or venue</td>
<td>86149 or 86926 or 85261 or 86225 or 86084</td>
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<tr>
<td>Invigilation</td>
<td>86926</td>
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<tr>
<td>Students with alternative arrangements</td>
<td>85261</td>
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Other emergency or query -
Examinations and Awards Manager          86084
Examinations and Awards Officer           86225
Senior Examinations and Awards Assistant  86149
Examinations and Awards Assistants        86926 or 85261

Email address:

All examinations related matters          exams@ncl.ac.uk
GUIDELINES FOR ASSISTANT INVIGILATORS

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Appendix 1 Exam Rules and Related Policies
Appendix 2 Senior Invigilator Announcements
A. INTRODUCTION

The assessment of students and the integrity of our examination process is of paramount importance to the University. Examination Invigilators play a central role in helping us to ensure that security is maintained and examinations are conducted in a fair and appropriate manner and all students are able to sit examinations in a suitable environment.

With this in mind, invigilators should not cause any unnecessary disturbance in the examination hall. Soft soled shoes should be worn and any discussions between invigilators or invigilators and students should be conducted in a whisper and kept to a minimum. Invigilators should not read (other than if directly related to the examination), smoke, eat (other than sweets) or otherwise engage in activities which may distract them from carrying out their duties or disturb candidates. Following each examination, Senior Invigilators will be asked to report on the invigilation arrangements and any concerns of this nature will lead to Assistant Invigilators being removed from the pool.

Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situations should be dealt with in a sympathetic and supportive manner which minimises any adverse effect on other candidates and maintains security of the examination.

All Invigilators are required to familiarise themselves with the University’s Exam Rules and Related Policies (see Appendix 1) before the commencement of the examination.

B. RESPONSIBILITIES OF INVIGILATORS

1. Senior Invigilators
   i. To collect examination papers from the Examinations Office, Level 1, King’s Gate, Barras Bridge.
   ii. Instruct the Assistant Invigilators which area(s) of the room they should cover during the examination and ensure that candidates are constantly and appropriately supervised.
   iii. Ensure papers and material are distributed appropriately (according to the seating plan if more than one examination is taking place).
   iv. Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates
   v. Make announcements to candidates as necessary.
   vi. Ensure conduct in the appointed examination room adheres to the following procedures and the University’s Examination Policies.
vii. Responsibility for following the correct procedure should a candidate become ill, distressed or behave in a way perceived to be misconduct and liaison with the Examinations and Awards Manager as necessary.

viii. Ensure that all invigilators are familiar with the fire exits in the room in which you are invigilating - this information is displayed on a poster in every examination room entitled ‘Useful Information Sheet’.

ix. Collect, package and deliver completed scripts and attendance slips to the Examinations Office.

x. *Submit a full and accurate report on each examination recording any incidents, disruptions or suspected irregularities.*

2. Assistant Invigilators

i. *Report to the appointed examination room 40 minutes before the start time of the examination where your duty is in a venue of 100 students or more, or if it is in a PC venue, or if it is in the Small Room (alternative arrangements). Report 20 minutes before in all other venues.*

ii. Assist the Senior Invigilator with the distribution of papers and the collection of attendance slips.

iii. Observe candidates and check the desks of candidates occupying the area(s) of the examination room assigned to you by the Senior Invigilator.

iv. Collect all papers and materials from the candidate desks assigned to you by the Senior Invigilator.

v. Report any matters of concern to the Senior Invigilator.

C. EXAMINATION PROCEDURE

Senior Invigilators are responsible for ensuring the following procedures are conducted appropriately.

3. Venue Set-up

On arrival at the room sign in on the sheet provided.

The Senior Invigilator will check the layout reflects the seating plan and that examination notices for candidates are displayed in clear view. A list of any candidates sitting in the venue with extra time will be provided and an individual sheet showing end time will be placed on their desks.

The seat plan provided by the Examinations Office will be displayed at the entrance to the room.

The Senior Invigilator is responsible for ensuring conditions are appropriate before the examination begins and should take up any concerns on arrival in the
room with the Examinations Office. Please assist the Senior in checking the room for anything which might cause disturbance or discomfort to candidates.

The Senior will instruct Assistants of any authorised material or special instructions and the location of the nearest toilets and emergency exit.

The Senior should clearly indicate for which parts of the room each Assistant is responsible.

Set out the answer books and examination papers in accordance with the seat plan and Senior invigilator instructions. Each answer book issued (but never EMI sheets) should be dabbed with the colour dabber provided by the Examinations Office and question papers should be placed face up. Where multiple papers are taking place in the venue, check and double-check that papers are laid out correctly.

4. Admitting the Candidates

The Senior Invigilator shall authorise the admittance of the candidates to the examination room between ten and twenty minutes before the published start time depending on the size of the venue.

At least one Assistant Invigilator should be positioned at the entrance and students should be asked to show their photographic ID in order to enter the venue. The ID does not need to be carefully checked at this point, just that the student has some in their possession. Any student without ID should be directed to the nearest ID check point to get an ID slip.

As the candidates are entering the room, they should be regularly reminded to switch mobile phones and smart watches off and to place them in the area designated for personal belongings. They should also be reminded to place any equipment other than a clear pencil case and any authorised material in the same area.

The Senior Invigilator shall announce the rules and conduct of the examination as shown in Appendix 2.

When candidates are seated, invigilators should check desks to ensure that any calculators, dictionaries, pencil cases, or any other materials which the candidates have brought for use in the examination are permitted. Refer to Exam Policy for detail. Any unauthorised items should be removed from the candidate and returned to them at the end of the examination.

5. Starting the Examination

The Senior Invigilator should start the examination at the published start time or, in the event of unavoidable delay, as soon as possible afterwards. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the end time. See Appendix 2 for the information to include in the starting announcement.

In no circumstances should an examination begin before the published start time.
When candidates are seated and the examination is about to begin, the Senior Invigilator should request that one of the Assistant Invigilators check the nearest toilets to ensure they contain no notes or other material which could be referenced by students taking toilet breaks during the examination.

6. **Conduct of Invigilators**

All activities carried out during the examination should be conducted as quietly and discretely as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive. Remember, examinations are very important to students and inappropriate conduct of invigilators can be cited as grounds for complaint if it adversely affects students’ performance in any way.

Unobtrusive patrolling should be carried out periodically and any suspicious behaviour reported to the Senior Invigilator. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator must leave the room in order to clarify a question or other emergency, these absences must be kept to a minimum and wherever possible Senior Invigilators should stay in the room and instruct an Assistant Invigilator to get the required information.

7. **Authorised Material**

The use of translation dictionaries (e.g. French-English, English-German etc.) is permitted in all examinations other than those in which language translation itself is the skill being assessed. It is the responsibility of each candidate to supply themselves with a dictionary, if they so wish. **Such dictionaries must not contain any written notes. Publications containing supplementary information in addition to translation are not allowed. See the Dictionary Policy for more detail. The use of electronic dictionaries or any other electronic equipment is prohibited.**

*Please ensure you fully understand any special instructions regarding authorised books or materials and contact the Examinations Office immediately if clarification is needed.*

Candidates may also have the following:
A clear pencil case or plastic bag containing writing materials needed to complete the paper.
A drink (labels to be removed from bottles) and a packet of sweets.
An approved calculator unless otherwise stated in the examination instructions.

8. **ID Checks**

All students must be able to confirm their identity by presenting a smart card or similar form of official document or card. Any student who does not have an appropriate form of official photographic ID (i.e. smart card, ID card, passport, drivers licence) should be instructed to report to the nearest ID checking station,
obtain a signed slip and present it to invigilators on their return. The slip is valid for one examination only and must be taken from the student.

*Any candidate wearing a veil for religious reasons and who chooses not to remove it in the examination room should be given the opportunity to show their face to an invigilator of the same sex in a discrete location nearby. If no suitable invigilator is available, contact the Examinations Office immediately and a member of staff will come to the venue to check the ID.*

9. **Entry and Exit from the Examination Room**

   No candidate may enter the examination room more than **15 minutes after the examination has begun**. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

   *No candidate may leave the examination, and be readmitted, during the first 60 minutes of the examination. This includes toilet breaks. No candidate may leave the room during the last 30 minutes except for a temporary, accompanied, break in the case of emergency or illness.*

10. **Confirming ID and Attendance**

   No more than 15 minutes after the start of the examination, an Assistant Invigilator should collect completed attendance slips from their designated desks, as instructed by the Senior. The student is checked against their photographic ID at this point. *If any student does not have an appropriate form of ID or an ID check slip and the examination has begun, the Senior must be informed and student accompanied to an ID check point.*

11. **Security Check**

   As early as possible during the course of the examination, invigilators should discretely check candidate’s desks and look through translation dictionaries, pencil cases and other authorised material for unauthorised notes or electronic equipment.

12. **Irregularity, Misconduct or Disturbance**

   Assessment Irregularities in an examination room usually involve the possession of unauthorised material or equipment or conferring with another student or a disturbance caused by a mobile device. *Refer to Appendix 1 for the full Exam Rules and any specific examination instructions for the papers being taken in the venue.*

   *Assistant invigilators should observe students discretely and be aware of any suspicious behaviour such as repeatedly looking around for invigilators, excessive reference and close examination of dictionaries or unusual seating position which obstructs the invigilators’ view of the desk or answer book. If an Assistant Invigilator suspects a candidate of being in possession of unauthorised material or equipment or communicating with*
another candidate, he or she must inform the Senior Invigilator. Be mindful that candidates can be nervous and restless during an examination and they should only be approached if behaviour is repeated or gives major cause for concern.

Report any student who you suspect of having a mobile phone in their possession, even if it is switched off and/or in their pocket.

13. Examination Queries

Where candidates report error or ambiguity in an examination question, advise the Senior Invigilator, who will then contact the Examinations Office for clarification. The Examinations Office must be informed immediately of every case, even if the Module Leader is present in the room and has addressed the issue. Candidates may be sitting elsewhere and the Office must ensure all students have the same information for reasons of equity. Invigilators must not advise on meaning or interpretation of questions.

14. Supplementary Paper

If a student requests any additional paper, 2 sheets of official examination paper should be supplied as quickly as possible along with a tag to join supplementary sheets to the answer book. Please ensure all unused supplementary paper is collected at the end of the examination before the candidates leave the hall.

15. Disturbances

In the event of noise or other external factor causing a disturbance in the room, please notify the Senior Invigilator immediately.

16. Illness

If a candidate becomes ill during an examination and must leave the room as a result, the Senior Invigilator may ask you to accompany them during a brief break. Candidates are allowed back into the room to continue with the examination as long as they have been accompanied continuously.

Where candidates wish to leave an examination early because they are distressed, please advise them that they may seek advice and assistance from their Personal Tutor, the Student Wellbeing Service or the Student Progress Service.

17. Toilet Arrangements

Candidates who request a toilet visit during the examination should be accompanied by an Assistant Invigilator to the door of the nearest toilet. Students are not allowed to take any papers or notes out of the room during the examination. On leaving the room, the student should be asked to empty their pockets in order to demonstrate that they do not have any notes or a phone in their possession. Invigilators should not search or have any physical contact with the student in this process. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.
If a student is found in possession of unauthorised material or an unauthorised device, then this should be reported to the Senior Invigilator immediately.

18. Ending the Examination

_The Senior Invigilator shall announce the time when there are 30 minutes remaining. After this point, candidates who have completed should not leave the room. Any candidate who must leave temporarily because of illness or emergency however may do so if they are accompanied by an invigilator. The examination should end at the advertised time unless extra time has been added due to a delay in starting or exceptional circumstances. This must be agreed with the Examinations Office._

The Senior Invigilator shall instruct candidates to remain seated and be silent until all scripts have been collected.

_Candidates finishing at the standard time should be reminded to remain quiet if there are candidates with extra time still working. Invigilators who remain in the venue after the standard time should work quietly and not disturb candidates still working._

Candidates may take away question papers unless specifically stated otherwise in the Special Instructions.

19. Administration of Completed Scripts – Before Students Leave the Hall

_It is very important that all answer books and supplementary sheets (whether used or not) are collected before students leave the hall. In no circumstances are students allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions._

_Students who have used supplementary sheets should attach them to their answer book with the tag provided._

_Assistant invigilators will be instructed to collect all material from their allocated desks, you should be very careful to collect all documents from every candidate. When all answer papers are collected, the Senior Invigilator will count the answer books and ensure they tally with the number of students sitting each examination by checking against the attendance list. Any discrepancies must be investigated and resolved before candidates leave the room._

20. Leaving the Hall

_As they leave, instruct students to be quiet and considerate of colleagues still working in the room or in venues nearby._
Exam Rules

Admission to the Exam

Candidates must

1. Consult their exam timetable and arrive at the correct venue at least 20 minutes before the published start time.

2. Bring their University Smartcard, passport or drivers licence to each exam. ID will be confirmed during the exam. If a veil is worn for religious reasons, the candidate will be taken to a discrete location near the exam room and will show their face to a single invigilator of the same sex.

3. Supply their own calculator, which is approved via the University’s calculator policy (see Related Policies), unless the use of a calculator is specifically prohibited in the exam instructions.

4. Place any books, notes and blank paper which are brought into the exam in the designated area as instructed by invigilators. The University is not responsible for the security of mobile phones, or other valuable items, left in the designated area.

5. Ensure that mobile phones and mobile devices are fully switched off, including alarm functions, and place in the area designated for personal belongings. Smart watches must also be removed and placed in this area. The University is not responsible for the security of mobile phones, or other valuable items, left in the designated area.

6. Take to the exam desk pens, pencils and equipment necessary for completion of the exam only and place this equipment in a clear plastic bag or clear pencil case. In addition, candidates may take a drink and a small packet of sweets into the exam room. Labels must be removed from bottles.

7. Sit in the seat specified on the seating plan displayed at the venue.

8. Refrain from communicating with other candidates and follow all instructions given by invigilators.

Candidates must not

9. Impersonate another candidate, or allow themselves to be impersonated.

10. Enter the exam room more than fifteen minutes after the exam has begun.

11. Open the exam question paper or write any notes/formulae on the exam stationery prior to the start of the exam.
**During the Exam**

*Candidates must*

12. Follow all instructions given by invigilators.

13. Remain seated at their exam desk until 1 hour of the exam has lapsed.

14. Do all rough work on the exam stationery provided.

*Candidates must not*

15. Communicate with anyone except the Invigilator.

16. Have in their possession any books, notes, learning material or equipment not specifically authorised in the exam instructions or have access to unauthorised material by any means.

17. Look at the work or copy from another candidate, or allow anyone to copy from them.

18. Pass off the work of another as their own. Although full referencing is not expected, acknowledgements should be included where appropriate.

19. Remove official Newcastle University exam answer books or supplementary paper from an exam room nor bring such material into the exam room.

20. Have in their possession any electronic device or equipment apart from a calculator approved via the University’s calculator policy.

21. Have in their possession any headphones, communication or recording device.

22. Leave the room during the last thirty minutes of any exam except in the case of illness.

23. Leave the room during exams of 60 minutes duration or less for any reason other than illness.

**Completion and Submission of Exam Answer Books**

*Candidates must*

24. Write answers legibly in blue or black ink only and refrain from using correction fluid, tape or pens to erase work. A line should be put through any work that is not intended for marking.

25. Complete the front cover of the exam book fully and correctly.

26. Ensure their answer book, and any other material to be submitted, is collected by invigilators.
At the end of the Exam

Candidates must not

27. Leave the exam room without the permission of the invigilator. Any student leaving the room unaccompanied while the exam is in progress will not be re-admitted.

Candidates must

28. Remain seated and refrain from communicating with each other until such time the invigilator instructs them to leave.
Exams Rules – Related Policies

Calculator Policy

Please note that for any new students starting in 2015/16, only the following 3 different models of calculator will be permitted for use in exams:

- Casio FX-83GTPLUS
- Casio FX-85GTPLUS
- Casio FX-115MS
- (plus any discontinued versions of the same models of calculators e.g. Casio FX-83ES)

Any students who started prior to 2015/16 will continue to be able to use their current calculator provided it has been issued with an ‘approved’ sticker. If the calculator does not have an approved sticker, then it will not be permitted in exams unless it is one of the 3 models detailed above.

Dictionary Policy

1. The use of paper copy bilingual dictionaries (e.g. French-English, English-German etc.) is permitted in all exams other than those in which language translation itself is being assessed.

2. ‘Learner’ dictionaries or other texts which include content other than word to word translations are not permitted.

3. Candidates are not permitted to use any other dictionary except where specified in the exam instructions.

4. It is the responsibility of each student to supply themselves with a bilingual dictionary, if they so wish.

5. Such dictionaries must not have been annotated in any way by the candidate or by any other person.

6. It is the responsibility of each student to ensure the dictionary is a clean copy with no notes or unauthorised content.

Illegible Script Policy

Where a marker finds a script illegible, reasonable attempts will be made to identify another member of staff who is able to decipher the handwriting. If the second member of staff is also unable to decipher the script, it will be forwarded to the Examinations and Awards Manager, Student Progress Service. If, after scrutiny, the answers are still deemed illegible, the university accepts no responsibility and the indecipherable sections will not be marked.
Senior Invigilator Announcements

As candidates enter the room:

You must have photographic ID with you to take the exam. If you do not, you must go to (nearest ID checking station) to have your ID checked before you sit the exam.

Please ensure you have checked the seating plan and are sitting in the correct seat.

Please leave bags and coats at the back/front of the hall and take a seat as quietly and quickly as possible. Switch off mobile phones now, including alarm functions, and place with your personal belongings. Smart watches must also be removed and placed with your personal belongings. Remove any revision notes etc. from your pockets as these must also be placed with your personal belongings.

When candidates are seated and settled:

In the event of a fire, exits are located…. If forced to leave the hall please stay with the group and await instructions.

If you have not already done so, switch off mobile phones including alarm functions, and place in the area designated for personal belongings. Smart watches must also be removed and left with your personal belongings. You must not have a mobile phone or a smart watch in your possession during the exam. If your mobile phone or device rings or makes a sound during the exam, this is a disciplinary offence. You will be reported to the Student Progress Service and be required to pay a fine.

Water bottles should have labels removed, pencil cases on desks must be clear plastic.

You are allowed to use a basic translation dictionary but not an ordinary dictionary. The dictionary must be a clean copy without notes. Dictionaries will be checked by invigilators during the examination. You are not allowed to have any electronic device except a calculator. Calculators must either be one of the 3 permitted models or if not, it must have an approved label.

You must not have any revision notes in your pockets or in the vicinity of your desk

Raise your hand now if you have anything on or around your desk which should not be there.

Any student believed to be conferring or using unauthorised material or notes will be informed of the suspicion and reported to the Examinations and Awards Manager for disciplinary action.

If you require any assistance, including additional paper, please raise your hand and speak to an invigilator. Invigilators cannot give assistance on the meaning or interpretation of questions.

Please do not disturb your fellow candidates in any way. If relevant – some candidates will continue to work after the main exam end time, please be considerate and remain quiet until you have left the examination room and are away from the immediate area.

Fill in the front of the answer book and attendance slip, make sure you include all required information but do not seal the right hand panel to conceal your name until the end of the exam. At the end of the exam, please ensure that you fully complete the front of the answer book including entering the question numbers that you have completed. Place your completed attendance slip and photo at the front of your desk.

Clocks are located (identify clocks). This examination will last ___ hours. You must not leave the examination room until 1 hour of the examination has elapsed, please note that this includes going to the toilet.

I will announce when 1 hour has elapsed and when 30 minutes are remaining. No one is allowed to leave the examination room during the last 30 minutes of the examination except in an emergency.

If you complete the examination early, please raise your hand and wait for your answer book to be collected before you leave the hall.

The time is now __, the examination will end at __. You may now open your question paper and begin.
After 1 hour of the exam time has passed
The time is now ______ there is ______ remaining.

30 minutes before end time
There are 30 minutes remaining. Anyone finishing the exam from now on is not allowed to leave.

At the end of the examination
The time is _____, please stop writing. You are still under examination conditions and must remain silent.

Check that you have completed the front of your answer booklet correctly, including entering the numbers of the questions that you have attempted, then remove the white strip on the right hand panel and fold to conceal your name. If you have used supplementary sheets, please attach them to your answer book with the tag provided.

Please remain seated and silent until you are instructed to leave the hall. If relevant – some students are still working, please be considerate.

Notes