Examination Office Contact Numbers

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

<table>
<thead>
<tr>
<th>Problem Description</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination paper or venue</td>
<td>86149 or 86926 or 85261 or 86225 or 86084</td>
</tr>
<tr>
<td>Invigilation</td>
<td>86926</td>
</tr>
<tr>
<td>Students with alternative arrangements</td>
<td>85261</td>
</tr>
</tbody>
</table>

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 SENIOR INVIGILATORS

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Appendix 1 Exam Rules and Related Policies
Appendix 2 Senior Invigilator Announcements
Appendix 3 Guidelines - Assessment Irregularities (Examinations)
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 exam 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. **Reporting for Invigilation Duty**

Senior Invigilators are required to report to the Examinations Office **40 - 60 minutes** prior to the start of the examination (depending on the size of the venue) to collect the following:

Question paper and any supplementary information for candidates in sealed envelopes.
Examination Paper cover sheets with instructions for the conduct of the exam
Attendance list
Attendance slip envelope
Seating plan
Examination paper dabber
4. **Venue Set-up**

On arrival at the room 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. Note the location of extra time desks and finish times and place a personal copy of the details on the desk of each extra time candidate.

Check that the document entitled ‘Important Venue Information’ is available and familiarise yourself with the location of fire exits and toilets.

The following will be supplied in the venue. Check supplies and inform the Examinations Office if quantities are low:

- Answer books
- Attendance slips
- Graph paper

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.

Display the seat plan provided by the Examinations Office at the entrance to the room.

Instruct Assistant Invigilators to sign in on the Senior Invigilator report form.

Advise Assistants of any authorised material or special instructions and the location of the nearest toilets and emergency exit.

Instruct Assistant Invigilators to assist with setting out the answer books and examination papers in accordance with the seat plan. **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.**

Inform the Examinations Office immediately with any concerns about the examination paper, material or venue.

5. **Deploying Assistant Invigilators**

*In large venues, allocate each Assistant a section of the room and instruct them to lay out papers, note special instructions, confirm attendance and empty seats, supervise and collect in papers for their assigned area.*

Where there are interconnecting rooms, the Senior Invigilator should ensure that an Assistant Invigilator is placed in each of the rooms and that the procedures set out in this document are followed in each of the rooms.
6. **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.

Instruct candidates not to open the examination paper until instructed to do so and to complete the attendance slip and answer book cover. Candidates should then be requested to place the attendance slip and University Smartcard (or other photographic id) in clear view on their desk.

The Senior Invigilator shall announce the rules and conduct of the examination as shown in Appendix 2. Please make all announcements clearly and clarify if necessary. Please remember many examination candidates will be from overseas and English will be a second language.

Invigilators should then 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 Examination Policy for detail. Any unauthorised items should be removed from the candidate and returned to them at the end of the examination.

The Senior Invigilator shall draw the candidates attention to the official clock being used in the examination room and make arrangements for any candidates who cannot see the clock.

7. **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.

8. **Conduct of Invigilators**

All activities carried out during the examination should be conducted as quietly and discreetly 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.

9. **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.

10. **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.

11. 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.

12. 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. 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, they must be accompanied to an ID check point.

Once attendance slips have been collected, the Senior Invigilator should check them against the attendance list by placing a tick or 'absent' against each name. It is good practice to then check the desks of the students who have been marked absent in case a slip has been misplaced. Any students sitting the examination who are not on the list should be added in the ‘Additional Candidates’ section at the top of the Attendance List. Note the numbers of students sitting each examination.

Place attendance slips into the Attendance Slip envelope. Retain the Attendance List which is packed with the completed scripts at the end of the examination.

13. Security Check

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

14. Irregularity, Misconduct or Disturbance

Assessment Irregularities in an examination room usually involve the possession of unauthorised material/equipment, 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.

If an Assistant Invigilator suspects a candidate of being in possession of unauthorised material or equipment he or she must inform the Senior Invigilator.

Where the allegation involves the possession of unauthorised notes, texts, books (including dictionaries), mobile phones or other electronic equipment, the Senior Invigilator will remove the candidate from the room and inform them of the nature of the suspected misconduct. The Senior Invigilator must confiscate any illicit or suspect material and annotate the script to indicate the point at which the candidate was taken out of the examination venue. The candidate should then be permitted to return to the room and continue the examination.

Candidates who are seen conferring, or exchanging notes or items, must immediately be warned of their behaviour. If the same candidates are seen conferring a second time the Senior Invigilator will remove them from the room and follow the above procedure.

If a mobile phone or device sounds during the examination, then attempts should be made to locate the device (or bag containing the device) in order for it to be switched off. On some occasions, the student owning the device will present themselves in order to deactivate it; but if they do not, the device/bag should be confiscated until the end of the exam so that the student is identified when they come to collect their bag. The student should be informed that the incident will be reported and that they may face a disciplinary fine.

In the event of the above suspected assessment irregularities, the Senior Invigilator should follow the Guidelines for Assessment Irregularities (provided in Appendix 3).

Senior Invigilators must complete the relevant online form (see Appendix 3 for further details) and submit any confiscated material to Examinations Office staff upon return to the Examinations Office:

Assessment Irregularity Report – Notes of Device (e.g. possession or use of unauthorised notes or device)

Assessment Irregularity Report – General (e.g. if students are seen conferring or any other incident not covered by the other forms)

Exam Disturbance Report – Mobile Phone/Device (e.g. when a mobile phone or device sounds during an exam)

Where candidates contravene the Exam Rules by having an opaque pencil case, headphones (not in use) or a water bottle with the label intact in their possession, confiscate the prohibited item for the duration of the examination and note the incident on the Invigilator Report form.

15. Examination Queries

Where candidates report error or ambiguity in an examination question, the Senior Invigilator should immediately notify the Examinations Office who will
attempt to obtain and convey the necessary 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. If the problem has caused a delay or disturbance, the Senior Invigilator should allow extra time at the end of the examination to compensate. Again, the Examinations Office must be informed of extra time before it is announced to students to ensure it is consistently applied across all venues. Invigilators must not advise on meaning or interpretation of questions.

16. 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.

17. Disturbances

In the event of noise or other external factor causing a disturbance in the room, please notify the Examinations Office immediately. It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported. Invigilator reports are referred to as evidence in student Appeals and Complaints. Failure to report an incident is a dereliction of duty on the part of a Senior Invigilator.

18. Illness

If a candidate becomes ill during an examination and must leave the room as a result, the Senior Invigilator should make a note on the script and record the time the student stopped writing. A candidate who becomes ill may leave the room for a short time then return to complete the paper, as long as they have been continuously accompanied by an Invigilator. No extra time should be given but the student can report extenuating circumstances to their School. The script should be marked with the time the examination was interrupted and its recommencement. Please consult the Examinations Office in the case of any queries.

In the event of a problem occurring for a student who has been granted alternative exam arrangements, please contact the Examinations Office on the relevant contact number shown on back of the front cover of this booklet.

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.

19. 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. The accompanying invigilator should ask the student 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 the Senior Invigilator should follow the Guidance for Assessment Irregularities (provided in Appendix 3).*

20. **Fire Alarm**

The fire assembly point for each examination room is listed on the ‘Useful Information Sheet’ on display in the venue. In the event of an emergency all candidates should be instructed to stop writing, leave all papers, answer books and bags and silently leave the room. It should be made clear to students that examination conditions will continue until they are told otherwise. Invigilators should keep candidates together and proceed to the fire assembly point as quickly as possible.

The Senior Invigilator shall ensure that all candidates have left the building safely, and contact the Examinations Office if the Building Porter has not already done so. The Senior Invigilator is responsible for keeping the candidates together and silent until the Examinations and Awards Manager or representative arrives at the site to determine if the examination should be allowed to continue.

If you are in any doubt about what to do in any situation, please telephone the Examinations Office as quickly as possible for advice.

21. **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.
22. **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 should be instructed to collect all material from their allocated desks, being very careful to collect all documents from every candidate. When all answer papers are collected, the Senior Invigilator should 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.*

23. **Administration of Completed Scripts – Packaging the Papers**

Once answer books are reconciled with the attendance list, place the following documents into the plastic script packets:

- Students’ examination scripts
- Attendance List
- Spare copies of the examination paper (up to 10), unless the instructions state all papers should go in the grey envelopes

Seal and complete and affix an address label on the front of the packet. Some large examinations will require more than one script packet. If this is the case, please copy the address carefully and clearly onto additional packets.

*Where multiple examinations are taking place in one venue, please take care to ensure each script is in the right envelope. Allocate an Assistant to help you check and double-check.*

Retain the following for submission to the Examinations Office:

- Attendance slips (in envelope)
- Invigilators sign in sheet

The Senior Invigilator shall return script packets to the Examinations Office immediately following the end of the examination session. Tutors may wish to collect scripts from the examination room. If scripts are collected, the member of staff should sign the back of the Invigilator’s Report Form.

24. **Invigilator’s Report**

Senior Invigilators should fully complete an online report form for each examination session and report all incidents. Failure to complete report forms
fully and correctly will be noted and, if repeated, may result in removal from the Invigilator Pool.

Reports are forwarded on to Schools so that they are aware of any incidents that may have occurred and so that they can take them into account, as appropriate, during the marking/exam board process. It is therefore important that incidents are correctly recorded in the relevant sections and that the reports are written in an appropriate manner (i.e. concisely, and reporting facts rather than opinions).
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 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.
Guidelines - Assessment Irregularities (Examinations)

Types of cheating

The most common form of cheating is reference to notes prepared by students for the purpose. In the past notes have been located hidden among answer books or examination papers, attached to rulers, calculators and clothing and written in authorised books and on hands or other parts of the body. Paper handwritten notes may be tiny. You also need to be aware of the possibility of earphones and small recording devices being used. Students may also try to communicate with each other or one student may try to copy another’s work.

If you or an Assistant Invigilator suspects a student of cheating in an examination please follow the following procedure:

1. Approach the student to confirm the suspicion

Collect the student’s answer book, material and notes and ask the student to accompany you out of the room. In cases where the student is suspected of referring to unauthorised material, confirm the existence of the material if necessary.

2. Remove the student from the examination room

Accompany the suspected candidate/s out of the hall as quietly and discretely as possible.

3. Confiscate any notes. Inform the student of the nature of the allegation and consequences of the allegation

Once outside, inform the student of the nature of the suspicion and confiscate any written notes. If the notes are written on clothing or other personal item, and cannot be easily removed, the item should be confiscated if appropriate. If notes are written on the body of the student or on clothing which is inappropriate to confiscate, transcribe the content onto paper before instructing the student to remove or wash off the notes. Inform the student the matter will be referred to the Examinations and Awards Manager and disciplinary action may follow.

4. Allow the student to return to the examination room.

The candidate should be returned to the room as quickly as possible, no extra time will be added to the published finishing time to compensate. Annotate the student’s script with the time of the allegation e.g. student temporarily removed from room due to suspected assessment irregularity, 3.30. Instruct the student to return to the hall and continue the examination.

5. Note down the relevant details (with reference to the student’s formal ID and attendance slip) for the completion of the online report

Confirm the student’s ID and complete the online form as soon as possible following the exam. Please ensure the report includes all requested details as evidence is needed in order to pursue a disciplinary case.

6. Complete/submit the report and any evidence after the examination.

Submit the report online and any evidence to Examinations Office staff on return to the Examinations Office immediately following the examination. You may need to be contacted at a later date to confirm further details of the allegation.

Mobile Phones and Smart Watches

Mobile phones and smart watches must be switched off, including alarm functions, and placed in the area designated for personal belongings. If a student is found in possession of a mobile phone or smart watch, remove the student from the room and instruct them to make the phone completely inactive and to place it with their personal belongings. Tell them you will report the incident and that it will be dealt with under the assessment irregularity procedure.
If a device rings or sounds an alarm and it is inside a bag within the designated area, remove the bag from the room and attempt to turn the phone off. Keep the bag until the end of the exam and then obtain the relevant student details for the irregularity report when they come to claim it at the end of the exam.

**Reporting Assessment Irregularities or Exam Disturbances**

Please complete and submit the relevant online form to report assessment irregularities or exam disturbances. All the reports require some basic information to be entered including the following:

- Name of student / Student no. / Desk no.
- Module code
- Date of exam / Start time of exam
- Venue
- Time of suspected irregularity

Details of the report forms can be found below including some of the questions that you will be asked when completing the form. If you are unsure of which form to use, please contact the Examinations Office.

**Please remember:**
- Be concise, but include all relevant details.
- Report facts, not opinions.
- The report will be seen by the student (i.e. ensure it is professional and refrain from judgement)

**Assessment Irregularity Report – Notes or device**

*Use this form for:

a) Possession or use of unauthorised notes (including notes written on body part or other objects e.g. calculators, rulers, inside dictionaries etc.)

b) Possession or use of a mobile phone or other electronic device (e.g. smart watch)*

- Which invigilator observed the suspected irregularity?
- Where were the notes (or item containing the notes) of the device found?
- How was your attention drawn to the notes/device?
- Was the student observed looking at or using the notes/device before they were removed?
- What action was taken?
- Was the mobile phone/electronic device switched on or off?
- Any information seen on the mobile phone/electronic device?

**Exam Disturbance Report – Mobile Phone/Device**

*Use this form to report incidents of mobile phones or other electronic devices sounding or ringing during an exam.*

- Which invigilator(s) initially heard/observed/reported the disturbance?
- Where was the mobile phone/device located when it sounded?
- Nature of the disturbance (e.g. phone ring, alarm sounding, messages being received etc.)
- How many times, or how long did the mobile phone/device ring or sound for?
- What action was taken?
Assessment Irregularity Report – General

Use this form for all assessment irregularities not covered by the other two forms (e.g. students conferring during an exam).

- Nature of the allegation
- Which invigilator(s) initially observed the suspected irregularity?
- What action was taken?

Notes