

# Invigilators - role and responsibilities (partner organisation-delivered provision)

UPR AS13, Appendix III - version 16.0

## Policies superseded by this document

This document replaces version 15.0 of UPR AS13, Appendix III, with effect from 1 September 2023.

## Summary of significant changes to the previous version

None. Changes relate to UPR AS12 and AS12 Appendix I only.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 General Responsibilities

- 1.1 All Invigilators, whether members of the Panel of Invigilators or members of the Organisation’s staff, are responsible for ensuring that the examination for which they are appointed runs smoothly and is conducted in accordance with University regulations (see UPR AS13<sup>1</sup>).

From the time that the Invigilator arrives in the examination room until the Invigilator has fulfilled all of their duties (see section 1.2), the Invigilator will not leave the examination room or leave question papers unattended unless a second Invigilator or temporary substitute is present.

Invigilators will ensure that that the University's regulations for the invigilation of examinations and assessments are observed at all times (see section 6, UPR AS13<sup>1</sup>).

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<sup>1</sup> UPR AS13 ‘Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (Non-UK Partner Organisations)’

## 1.2 Invigilators will:

- i admit students registered for the module that is to be examined to the examination room at least **15** minutes before the start of the examination (in larger examination rooms, **30** minutes before the start of the examination);
- ii ensure that students:
  - a leave all bags, books and other personal property in a specified place and
  - b sit in the seat which has been allocated to them and
  - c place the required proof of identity on their desks;
- iii immediately refer students who are unable to present the required proof of identity to the Examinations Officer (or nominee) and, where the examination has already commenced and the student needs to leave the examination room to resolve this matter, ensure that they are escorted by an Invigilator or member of staff;
- iv ensure that each student signs the attendance register (in the event of a student's absence an invigilator must write 'ABS' next to the student's name);
- v endeavour to ensure that any restrictions specified in the rubric relating to examination aids, for example, module notes and calculators, are observed and refer any queries to the Internal Examiner (or nominee) and/or the Examinations Officer;
- vi prior to the commencement of the examination, make all announcements in accordance with the Invigilator Guidelines and remind students to read the regulations relating to remaining silent, to raising a hand to call the Invigilator if they need any assistance and to stopping writing when instructed to do so by the Invigilator;
- vii ensure that the door to the examination room is closed at the time scheduled for the start of the examination in accordance with the digital clock in the examination room and that the examination commences as soon as possible thereafter;
- viii refuse entry to any student who arrives after the time scheduled for the start of the examination, irrespective of whether the examination has started;
- ix announce to the students and note in the Invigilator's Log the commencement time and the finishing time of the examination;
- x during the examination, give their undivided attention to the surveillance of students and position themselves at various locations within the room during the course of the examination so that they can observe the whole room;
- xi ensure that students do not take into the examination room any work, reading matter, food or drink (other than small, clear, unlabelled bottles of still water);

- xii not permit but record in the Invigilator's Log if it happens, details concerning any student who leaves the examination room during the first **40** minutes or during the last **20** minutes of the examination unless they have medical or other appropriate evidence to justify this absence;  
  
**(Note for guidance:**  
  
'medical or other appropriate evidence' would include, but is not limited to, medical certificates or letters from doctors or psychiatric practitioners.)
- xiii immediately refer any queries concerning the examination to the Examinations Officer;
- xiv take such measures as they deem appropriate for the immediate comfort of any student who becomes unwell during the examination, contacting the Examinations Officer if necessary: under no account leaving other students in the examination room unsupervised;
- xv ensure that students who need to visit the lavatory during an examination of more than two (**2**) hours' duration are escorted (only students with medical or other appropriate evidence may leave the examination room during the first **40** minutes or during the last **20** minutes of the examination, they must be escorted at all times);
- xvi immediately confiscate material and report the matter to the Examinations Officer immediately in cases where they have reason to believe that a student may be in breach of University regulations, in particular, if the Invigilator discovers a student with unauthorised material (the Examinations Officer will advise the Invigilator concerning immediate action which they (the Invigilator) are to take);  
  
(The student will normally be allowed to continue with the examination but if the suspected student is expelled from the examination room they may not be re-admitted during that examination. The Invigilator will make a written report of the incident, by means of the Invigilator's Log and Exam Offence Log, to the Examinations Officer giving details of the alleged offence and any supporting evidence.)
- xvii note in the Invigilator's Log any incident which occurs during the examination which may have disturbed the students (such incidents would include, but are not limited to, excessive external noise);
- xviii following consultation with the Examinations Officer, require a student to leave the examination room where the student, either intentionally or unintentionally, causes disturbance to other students in the examination and make a written report of the incident in the Invigilator's Log;
- xix where a student suddenly becomes unwell during an examination and elects to leave without completing the examination contact the Assistant Registrar immediately and make a written report of the incident in the Invigilator's Log, noting that the student's decision to leave on grounds of sudden ill-health;
- xx ensure that the examination finishes at the correct time;

- xxi at the end of the examination, collect all examination scripts, check that students have written their correct Examination Number on them, have completed the front of their examination script and ensure that there is an examination script for each student in attendance and that they are in examination number order.

## 2 Examinations involving the use of computers

Examinations involving the use of computers will be invigilated by appropriate members of the Partner Organisation's staff. They will be conducted in accordance with the regulations and procedures published by the Principal (see section 6.3.1, UPR AS13<sup>1</sup>).

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2023**

### Alternative format

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.