

INVIGILATORS - ROLE AND RESPONSIBILITIES (UNIVERSITY- DELIVERED PROVISION)

SUMMARY OF PRINCIPAL CHANGES

General changes	
None	
Section	
1.1	see text
1.2, iv, vi, vii, xii, xvi, xix, and xxi	see text
2, iv and v	see text

(Amendments to version 10.0 Appendix III, UPR SA12 are shown in italics.)

1 GENERAL RESPONSIBILITIES

1.1 All Invigilators, whether members of the Panel of Invigilators or members of the University's staff, are responsible for ensuring that the examination for which they are appointed runs smoothly and is conducted in accordance with University regulations (UPR AS12¹, refers).

From the time that the Invigilator arrives in the examination room until the Invigilator has fulfilled all of his or her duties (section 1.2, refers), the Invigilator shall 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 (section 5, UPR AS12¹, refers).

1.2 Invigilators will:

- i admit candidates 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 candidates:
 - 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 their University Identity Cards on their desks;
- iii follow the procedure determined by the Assistant Registrar in cases where candidates are unable to present their University Identity Cards;
- iv ensure that each candidate signs the attendance register (*in the event of a candidate'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 Assistant Registrar;
- vi prior to the commencement of the examination, make all announcements *in accordance with the Invigilator Guidelines* and remind candidates to read the regulations issued by the Exams and Awards Office which will have been placed on candidates' desks;

¹ UPR AS12 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University-Delivered Programmes)'

- 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 candidate who arrives after the time scheduled for the start of the examination, irrespective of whether the examination has started;
- ix announce to the candidates 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 candidates 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 candidates 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 candidate 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 Assistant Registrar;
- xiv take such measures as they deem appropriate for the immediate comfort of any candidate who becomes unwell during the examination, contacting the Assistant Registrar if necessary: under no account leaving other candidates in the examination room unsupervised;
- xv ensure that candidates who need to visit the lavatory during an examination of more than two (**2**) hours' duration are escorted (only candidates 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 Assistant Registrar *immediately* in cases where they have reason to believe that a candidate may be in breach of University regulations, in particular, if the Invigilator discovers a candidate with unauthorised material (the Assistant Registrar will advise the Invigilator concerning the immediate action which he or she (the Invigilator) is to take);

(The candidate will normally be allowed to continue with the examination but if the *suspected* candidate is expelled from the examination room he or she 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 Assistant Registrar 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 candidates (such incidents would include, but are not limited to, excessive external noise);
- xviii following consultation with the Assistant Registrar, require a candidate to leave the examination room where the candidate, either intentionally or unintentionally, causes disturbance to other candidates in the examination and make a written report of the incident in the Invigilator's Log;

- xix where a candidate 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 the candidate'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 candidates 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 candidate in attendance *and that they are in examination number order.*

2 EXAMINATIONS INVOLVING THE USE OF COMPUTERS

For Semester A, B and C examinations and the main referred/deferred examination periods, the Assistant Registrar will be responsible for arranging the invigilation of examinations involving the use of computers. Examinations at other times involving the use of computers may, with the approval of the Assistant Registrar, be invigilated by staff of the appropriate School.

(Section 5.4, UPR AS12¹, refers.)

The Invigilator will:

- i ensure that all computer-based communications systems to which candidates would normally have access and which would allow candidates to communicate with non-prescribed parties (including, but not limited to, e-mail, shared disk stores and file transfer protocols) but which are not explicitly stated as being required for the examination, are not used at any time during the examination (such facilities must either be disabled for the term of the examination or, alternatively, the Invigilator will monitor candidates' activities closely during the examination);
- ii where, at any time during the examination, a candidate is found to be in communication with a non-prescribed party, terminate that communication immediately, ensure that it does not occur again and inform the Assistant Registrar immediately (the Assistant Registrar will advise the Invigilator concerning the action which he or she must take);
- iii advise candidates that they are personally responsible for saving all their work regularly and in the manner prescribed for the examination (2, v, refers);
- iv in the event of an electrical and/or computer breakdown:
 - a FOR EXAMINATIONS WHICH ARE THE RESPONSIBILITY OF THE ASSISTANT REGISTRAR:
immediately notify the Assistant Registrar, *who will seek the appropriate assistance;*
 - b FOR EXAMINATIONS TAKING PLACE IN THE SCHOOL:
notify the School's computer support technician (or equivalent);and follow the instructions which are received;
- v at the end of the examination, ensure that one (1) complete copy of the submitted work of all the candidates is printed on to white, A4 paper and that the Exam Number is written at the top of each page. *If there is no printer in the examination room, bring the candidate to the Exams Office where their work will be printed.*

Mrs S C Grant
Secretary and Registrar
Signed: 1 August 2018