

UNIVERSITY POLICY ON THE INVIGILATION OF EXAMINATIONS

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This policy applies to all examinations, including those arranged for students with reasonable adjustments. All procedures shall be followed in accordance with main room instructions unless otherwise stated.

This policy should be read in conjunction with:

- the [Guidelines for the Use of Computers in Exams](#)
- the [Guidelines on Dealing with Instances of Possible Academic Dishonesty by Students](#)
- the Examination website which contains FAQs for Examinations (Students) and FAQs for Examinations (Staff).

1. INTRODUCTION

This policy aims to ensure the fair and orderly conduct of examinations and to set out the responsibilities of invigilators who act on behalf of Senate. It informs invigilators about what is expected of them, and indicates the extent of the discretion which they may exercise in carrying out their duties. Invigilators appointed by Heads of Departments/Schools shall supervise examinations in accordance with this policy.

The integrity of the University's examination process is of paramount importance. Examination invigilators play a vital role in ensuring that the correct protocols are followed, that security is maintained, and that examinations are conducted in a fair and appropriate manner. Invigilators should familiarise themselves with this policy and specifically the invigilators' responsibilities.

2. RESPONSIBILITIES OF INVIGILATORS

The Student Awards and Graduation Team shall inform Departments/Schools of the required number of invigilators. For each examination room, one invigilator shall act as invigilator in charge. When two or more Departments/Schools share an examination room the invigilator in charge will normally be appointed by the Department/School with the greatest number of candidates.

2.1 RESPONSIBILITIES OF THE INVIGILATOR IN CHARGE

The invigilator in charge shall:

- 2.1.1 Ensure candidates are informed of this policy, prior to the examination commencing;
- 2.1.2 Check with the other invigilators on duty that proper provision has been made for all examinations concerned before candidates are admitted to the room;
- 2.1.3 Ensure that invigilation is adequate and appropriately conducted throughout the examination period;

- 2.1.4 Ensure there are arrangements in place for the secure delivery of all candidates' answer books to the relevant Department/School or appropriate internal examiner;
- 2.1.5 To report/communicate to the relevant Examinations Officer any irregularity in the conduct of an examination, including:
 - a. Any instances of illness or distress;
 - b. The admission or non-admission of latecomers;
 - c. Queries/concerns raised by candidates which may subsequently be possible grounds for complaint;
 - d. Any incidents or disruptions (4.4 Use of unfair means and disturbing behaviour); and,
 - e. Failure on the part of an appointed invigilator to attend an examination.

2.2 RESPONSIBILITIES OF ALL INVIGILATORS

Collectively, invigilators are responsible for:

- 2.2.1 Arriving at the examination room at least 20 minutes before the beginning of the examination;
- 2.2.2 Ensuring that if they are unable to attend the examination, that an appropriate substitute is appointed and briefed;
- 2.2.3 Liaising with the Student Awards and Graduations section of the Student Lifecycle Team to ensure the correct examination papers have been delivered;
- 2.2.4 Assisting in supervising students' entry into the examination room and keeping a register of candidates attending each examination;
- 2.2.5 Distributing examination materials to candidates, and ensuring the security of the materials at all times;
- 2.2.6 Supervising the examination for the duration of the scheduled time, and any additional period resulting from late starts, power failure or fire alarm breaks, or for candidates allocated additional time, ensuring vigilance at all times;
- 2.2.7 Being aware of, and vigilant against, the use of unfair means;
- 2.2.8 Communicating any problems/incidents/emergencies to the invigilator in charge of the examination;
- 2.2.9 The collection of answer book(s) from each candidate in attendance;

2.2.10 Controlling the use by candidates of electronic devices;

2.2.11 Ensuring candidates are not disturbed either by other candidates or by invigilators;

2.2.12 Ensuring candidates arriving late are dealt with quickly and according to procedures;

2.2.13 Ensuring examination conditions are maintained when candidates leave the examination room; and,

2.2.14 Arranging the secure delivery of candidates' work to the relevant Department/School or appropriate internal examiner.

3. ROUTINE PROCEDURES OF INVIGILATION

3.1 ATTENDANCE OF INVIGILATORS

All invigilators must be present in the examination room at least 20 minutes before the examinations are due to begin and should normally be present in the room for the first fifteen minutes and the last fifteen minutes of the examination. For the main part of the examination invigilators are expected to take turns on duty in the room.

There will be a minimum of two invigilators (one Invigilator in Charge and one other) for each examination room up to a maximum of 50 students. One further invigilator will normally be appointed for each additional 50 students thereafter i.e. an examination room of 200 students will require a minimum of four invigilators. In the case of examination rooms for students with reasonable adjustments where there may only be one student in an examination room then the invigilator/student ratio may be 1:1. If two or more students are sitting the examination in rooms with reasonable adjustments, there should be two invigilators present, where possible.

3.2 PREPARATION

Security Wardens may give assistance in the preparation of the examination room, including the distribution of examination answer books, but should not be expected to set out examination question papers in the absence of the invigilator responsible. When all necessary question papers and answer books have been set out, invigilators should inform the invigilator in charge that everything is prepared for the examination to continue.

3.3 ADMISSION OF CANDIDATES

Candidates are normally admitted to the examination room about five minutes before the time scheduled for the start of the examination, but should not be admitted before all preparations have been made. Unless a place is allocated to each candidate, invigilators

shall direct candidates as to where they should sit. There should be no communication between candidates as soon as they take their seat in the examination room.

Textbooks, notes (see Note 3.5 for use of dictionaries), all electronic devices and other aids may not be introduced into an examination room unless specifically permitted by the examiners concerned. Bags, coats and other personal belongings including mobile phones will be left in the examination room (away from candidates' desks) where appropriate.

3.4 START OF EXAMINATION

When candidates have been admitted to the examination room and are seated, the invigilator in charge should make the announcements set out in Appendix 1 prior to announcing that the examination has started and candidates may begin writing. It is usual to allow candidates to complete the cover of their answer book and the attendance slip before the examination begins.

Candidates must ensure that the paper in front of them is the one they should be sitting and listen carefully to the announcements made by the Invigilator in Charge at the beginning of the examination.

Once students have been seated they should not be allowed to leave the room for any reason, including toilet breaks, before the start of the exam. Candidates cannot leave the examination hall during the first third of the examination or during the last fifteen minutes, unless a student has a reasonable adjustment permitting this.

The actual start time of the examination should be noted. Should the start of the examination be delayed for any reason an equivalent period of extra time shall be allowed.

3.5 USE OF DICTIONARIES

Candidates whose first language is not English are allowed to use paper-based English / native language dictionaries in University examinations (other than language examinations). The use of electronic dictionaries is not permitted in University examinations. Invigilators are not expected to examine each paper-based dictionary, but should examine a few at random and with great thoroughness.

3.6 USE OF ELECTRONIC DEVICES

Electronic devices are not permitted during examinations (unless with prior written permission of the Department/School). Electronic devices include (but are not limited to): mobile phones, music players, tablets and smart watches. Candidates are not permitted to bring earphones into the examination room. The University accepts no responsibility for any loss or damage to mobile phones, earphones or other electronic devices while in the examination room. For this reason the University recommends that candidates do not

bring such devices into the examination room. If they are brought into the examination room, then they must be turned off and located away from the candidate for the duration of the examination.

When authorised by the examiners and under terms determined by the Head of Department/School, candidates may make use of calculators in an examination room. Candidates are not permitted to share the use of calculators except where they have been provided by examiners. At the discretion of the Head of Department/School, invigilators should normally try to ensure that calculators' memories are cleared at the beginning of each examination.

3.7 OPEN BOOK EXAMINATIONS

For open book examinations, students are permitted to bring books, notes and reference material with them, and consult these throughout the examination, as approved by the Department/School.

3.8 LATE ADMISSION AND EXTRA TIME

Invigilators should remind candidates who arrive late, but within the first third of the scheduled duration of the examination, that no extra time will be granted at the end of the examination. After this period has passed, candidates are not to be admitted to the examination room.

If a candidate is admitted late, his/her book should be marked by an invigilator to show the time at which she/he was admitted. The invigilator should also, preferably at the end of the examination, take note of the circumstances that delayed the candidate's arrival and ensure that the examiners are aware of them.

3.9 REGISTER OF ATTENDANCE

Invigilators are required to keep a record of candidates in attendance at each examination against which the answer books collected can be checked at the close of the examination or subsequently if necessary. A list of candidates expected to attend each examination will be delivered to the examination room, along with examination papers, by the Student Awards and Graduations Section. The names of candidates who are not listed should be added to the list and this list should be kept within Departments/Schools.

Students have been instructed to carry their student cards at all times and to place them on their examination desks. If an invigilator does not know a candidate she/he should check the candidate's identity by reference to the student card that bears a photograph of the student.

If a candidate fails to produce her/his student card because it is lost or she/he is a suspended student, she/he may be required by an invigilator to complete a candidate identification form, copies of which are provided in the examination room. The completed and signed attendance forms should be returned to the Department/School at the end of the examination for any necessary action.

3.10 QUERIES FROM CANDIDATES

Should a candidate raise a query on an examination question, the disruption to other candidates should be kept to a minimum. The invigilators should obtain an answer as early as possible from the Department/School concerned unless the Head of Department/School or an examiner has stated that no questions will be answered and that candidates must do the best they can with the question concerned. The Invigilator in Charge should use their discretion on deciding whether information resulting from any query should be made known to all candidates concerned, taking into consideration any disruption to candidates sitting a different exam. It is usual for such information to be made known in the interests of fairness and it may be helpful to suggest that the candidates who have already answered the question concerned should note on their answer book that the information given out was made known after they had written their answers.

3.11 TEMPORARY ABSENCE

When a candidate requests and is granted permission to leave the examination room temporarily, she/he should be escorted as far as is reasonable throughout her/his absence. An invigilator has discretion to authorise any University employee she/he deems fit to act as a candidate's escort. Candidates are not permitted to take with them any examination related materials or mobile devices.

3.12 TOILET BREAKS

Candidates must be escorted as far as is reasonable by an invigilator should they need to go to the toilet. Candidates should be warned that if they are found to have taken a toilet break with unauthorised materials in their possession they will be reported and disciplinary action will be taken.

3.13 DEPARTURE ON EARLY COMPLETION OF AN EXAMINATION

Candidates may leave an examination at any time after it has been in progress for one-third of its scheduled duration but are not normally permitted to leave during the last fifteen minutes. This restriction is designed to prevent the general disturbance that may be caused by the number of candidates who might otherwise leave, particularly during the last five minutes. When fewer than ten candidates are present, the restriction is not necessary. Invigilators should not record the time of a student's departure from an examination on the student's answer book.

3.14 WARNING OF END OF EXAMINATION

Fifteen minutes before the end of an examination, invigilators should warn candidates that fifteen minutes of the examination period remain and that candidates must remain in their places until the examination is over. Invigilators must warn candidates when only five minutes remain.

3.15 PROCEDURE AT END OF EXAMINATION

At the end of an examination candidates will be reminded that they are required to remain in their seats until they are told they may leave. Invigilators are responsible for collecting answer book(s) from each candidate whilst still in their places, starting with the answer books of candidates nearest room exits.

To ensure all answer books have been collected, invigilators should check the number of answer books collected against the number of candidates in attendance. Invigilators should not allow students to leave the examination room at the end of the examination until the number of papers has been reconciled to the attendance list.

3.16 REMOVAL OF ANSWER BOOKS

A receipt must be signed for all candidates' answer books removed from the examination room, showing the number of books taken. It should be left in the room for collection by the Security Warden or the Student Awards and Graduations section of the Student Lifecycle team. The answer books and the register of attendance may be removed from the examination room by an examiner concerned with the examination. Departments/ Schools should ensure that an examiner/ staff member is in attendance at the end of an examination to collect and sign for scripts. In exceptional circumstances in the absence of an examiner or an invigilator from the relevant Department/School, an invigilator should arrange for the answer books and register of attendance to be delivered to the Student Awards and Graduations section of the Student Lifecycle team (McCance Building) where a receipt will be given. The Student Awards and Graduations staff will then secure answer books and register of attendance and make arrangements for their collection by an appropriate examiner.

When answer books are delivered direct to an examiner, care must be taken to ensure that they are locked up and not left on the examiner's desk to await her/his return. If in doubt, an invigilator should either lock the books up in her/his own room, or instruct an administrator to lock them up or take them to the Student Awards and Graduation section. Security Wardens will be instructed to deliver the answer books to the Student Awards and Graduation section if they are unable to deliver them to the examiner in person.

4. SPECIAL PROCEDURES

4.1 FIRE

In the event of the fire-alarms being sounded during an examination, the points below should be acted upon as Fire Regulations. **The alarm sound is a continuous siren.** The following actions are to be taken upon the sounding of the fire alarm:

1. Invigilators shall act as fire safety assistants and will ensure that all candidates safely evacuate the building. Once outside the building, invigilators and candidates shall report to the designated assembly point and await further instruction from the Security Staff or the Fire Service.
2. Candidates should be:
 1. instructed to stop writing answers;
 2. informed that the examination may continue after the alarm and the end of the examinations may be postponed. Further instructions will be given at the assembly point (to be posted in each examination room);
 3. asked to check that her/his name is on relevant answer book(s);
 4. instructed to evacuate the room leaving question papers and answer books on the examination desks;
 5. asked to proceed as a group, quickly out of the building and to the assembly point.
3. If the alarm begins within the first two-thirds of the examination period, the end of the examination will be postponed by the period of disruption or one hour, whichever is the less. However, should the period of disruption be more than one hour and a quarter, the examination will not recommence, but will be re-sat at a time to be notified by the Student Awards and Graduations section. A new examination paper will be produced by the Department/School.
4. If the alarm begins within the last third of the examination period, the examination will end and be assessed by the examiners, who will take the reduced period of the examination into account.
5. Invigilators will return to the examination room when authorised by the Security Wardens and then, if the examination is to recommence, candidates should be readmitted in an orderly manner.

6. The period of disruption lasts from when the alarm sounds until candidates are re-seated in the examination room and the examination recommences. Candidates should be informed of the time when the examination will end.
7. Student Awards and Graduations should be informed of the disruption so that the examiners can be advised to take this into account when assessing performance.
8. In the event of a one hour-long morning alarm, it may be necessary, in a larger examination room to delay the beginning of an afternoon examination until the room has been prepared.

4.2 POWER FAILURE

In the event of a power failure during an examination in a venue where there is no natural lighting (though there is emergency lighting), candidates should be instructed to remain seated for fifteen minutes while the cause is investigated. If the lighting is restored during that time the examination period should be extended by the time missed and the invigilator should report the occurrence to the examiners and to Student Awards and Graduations. Otherwise, the fire evacuation procedure (see note 4.1) should be implemented. If the examination is computer-based, candidates and invigilators should follow the fire evacuation procedure.

4.3 ILLNESS

In the event of illness during an examination the invigilators are responsible for obtaining any necessary assistance. Security Wardens can be contacted on extension 2222, the University's Emergency number.

The candidate's answer book(s) and the register of attendance should be annotated with a note of the incident, including the time of occurrence and duration of the candidate's incapacity to continue the examination.

4.4 USE OF UNFAIR MEANS AND DISTURBING BEHAVIOUR

When dealing with a candidate found to have been using, or suspected of using, unfair means in an examination, the invigilator should involve another invigilator as soon as possible to assist and act as a witness. This is important from a legal point of view for the protection of (i) the invigilator and (ii) the University. When carrying out her/his duties an invigilator will be supported by the University Senate in the action she/he takes.

Invigilators should safeguard themselves in a similar way when concerned with conduct that they believe to be disturbing to other candidates. Only in exceptional circumstances should candidates be required to withdraw from an examination.

Where unfair means is detected, staff should refer to the [Guidance on Dealing with Instances of Possible Academic Dishonesty](#).

When an invigilator detects a case of suspected misconduct she/he should take appropriate action to ensure that the point the candidate has reached in her/his answer book is clearly recorded, for example by annotating the answer book at the point reached or, where this is possible without prejudice to the candidate, by removing the answer book and supplying a fresh one.

Where a candidate is believed to be using unfair means and where a candidate is required to withdraw for conduct disturbing to other candidates, the invigilator must send the answer book direct to the Department/School, giving full details of the circumstances. The Student Awards and Graduations section, in consultation with the Head of Department/School concerned, will decide whether the circumstances warrant action under the [University's Student Discipline Procedure](#).

APPENDIX 1

If possible, candidates are to be allowed to enter the examination room approximately 10 minutes before the examination is due to start.

When the students are settled the following announcement should be made:

(1ST ANNOUNCEMENT TO BE MADE BY INVIGILATOR IN CHARGE, AT THE START OF THE EXAM)

"YOUR ATTENTION PLEASE:

1. PLEASE DISPLAY YOUR STUDENT CARD ON YOUR DESK THROUGHOUT THE EXAMINATION.
2. COMPLETE THE ATTENDANCE SLIP IF THERE IS ONE ON YOUR DESK.
3. ONLY AUTHORISED MATERIALS SHOULD BE RETAINED ON YOUR DESK DURING THE EXAMINATION.
4. *****CHECK THAT THE PAPER IN FRONT OF YOU IS THE ONE YOU SHOULD BE SITTING.*****
5. *****ALL CANDIDATES SHOULD WRITE CLEARLY ON THE FRONT OF ALL ANSWER BOOKS USED THE DESK NUMBER WHERE THEY ARE SEATED (AS INDICATED ON TOP RIGHT CORNER OF DESK).*****
6. PLEASE READ THE INSTRUCTIONS ON THE EXAM BOOKS CAREFULLY. IT IS ESSENTIAL THAT YOU FILL IN YOUR REGISTRATION NUMBER ON THE FRONT OF THE EXAM BOOK AND ON ALL STATIONERY USED. YOU SHOULD ONLY SEAL THE STICKY EDGE ONCE YOU HAVE COMPLETED THE EXAM.
7. IF YOU REQUIRE CONTINUATION SHEETS OR ADDITIONAL ANSWER BOOKS PLEASE LET US KNOW BY RAISING YOUR HAND. TREASURY TAGS WILL BE SUPPLIED FOR YOU TO SECURE THE CONTINUATION SHEETS TO YOUR EXAM BOOK."
8. YOU CANNOT LEAVE THE HALL DURING THE FIRST THIRD OF THE EXAMINATION OR DURING THE LAST FIFTEEN MINUTES. I WILL WARN YOU WHEN THERE ARE FIFTEEN MINUTES AND FIVE MINUTES LEFT. WHEN LEAVING THE ROOM, PLEASE DO SO QUIETLY.
9. IF YOU ARE FOUND TO HAVE TAKEN A BREAK DURING THE EXAMINATION WITH ANY UNAUTHORISED MATERIALS IN YOUR POSSESSION YOU WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN.
10. IF YOU COMPLETE THE EXAMINATION EARLY, PLEASE RAISE YOUR HAND AND WAIT FOR YOUR EXAM BOOK TO BE COLLECTED BEFORE YOU LEAVE THE ROOM.
11. PLEASE ENSURE THAT ALL MOBILE PHONES AND OTHER ELECTRONIC DEVICES ARE SWITCHED OFF AND ARE PLACED IN YOUR BAG".
12. AT THE END OF THE EXAMINATION PLEASE REMAIN IN YOUR SEAT AND FOLLOW THE INVIGILATOR INSTRUCTIONS.
13. YOU MAY NOW BEGIN WRITING ..."

15 minutes before the end of the examination invigilators should remind candidates that they may NOT now leave the room until the examination is formally over.

Invigilators should give candidates a final reminder 5 minutes before the end of the examination.

At the end of the examination the following announcement should be made:

(2nd ANNOUNCEMENT TO BE MADE BY INVIGILATOR IN CHARGE, AT THE END OF THE EXAM)

"YOUR ATTENTION PLEASE:

1. THE EXAMINATION IS NOW OVER, PLEASE STOP WRITING.
2. PLEASE REMAIN SEATED IN SILENCE WHILE THE EXAMINATION SCRIPTS ARE COLLECTED AND DO NOT LEAVE THE ROOM UNTIL INSTRUCTED TO DO SO BY AN INVIGILATOR.