

SECTION R: CODE OF PRACTICE ON INVIGILATION OF EXAMINATIONS

Invigilators are responsible for ensuring that the regulations, which govern the conduct of examinations, are enforced. A senior invigilator takes overall responsibility for the conduct of the examination and the invigilation process.

1. Before the Examination

- 1.1 For examinations with 2 or more candidates there should be a minimum of two invigilators present in each examination room. Where there are more than 80 candidates in an examination room there should be one additional invigilator for every 40 additional candidates.
- 1.2 Invigilation timetables should be compiled by the relevant Departmental/Subject Examinations and Assessment Officer. On the timetable, the invigilator whose name is underlined will act as Senior Invigilator and is formally in charge of the examinations proceedings for that examination session. In case of difficulties, please contact the Examinations & Awards Officer in Registry Services.
- 1.3 The Senior Invigilator should collect examination papers from Registry Services (Examinations & Awards Officer) before the start of the examination.
- 1.4 The author(s) of the examination paper is/are required either to be present in the examination room or to be accessible by phone in case of any problem from shortly before the start of the examination and for thirty minutes thereafter.

2. Prior to the Formal Commencement of the Examination

- 2.1 All invigilators should be present in the examination room at least fifteen minutes before the start of the examination.

The Senior Invigilator should:
- 2.2 Ensure that the examination question papers are placed face down on candidates' desks;
- 2.3 Ensure that the appropriate printed examination answer books are placed on each candidates' desks;
- 2.4 Allow candidates to enter the examination room not more than 10 minutes before the start of the examination. The Senior Invigilator should check with the staff preparing the room that their preparations are complete before admitting the candidates;
- 2.5 All candidates should be silent from the time of entry to the examination room until the examination is concluded and they have left the room;

- 2.6 Ensure that all coats, bags and other effects are placed at the front or sides of the examination room, and not on or around candidates' table and chairs; **and to ask that all mobile telephones are switched off;**
- 2.7 Candidates should be instructed to sit in the seat designated for them and to display their identity card prominently in the top right hand corner of the desk;
- 2.8 Where candidates are permitted to bring texts or calculators into the examination room for use at their desks, the Invigilators must check that these do not conceal data which are not permitted. All permitted calculators must be checked in accordance with the rules relating to the use of calculators in examinations (see 6 below);
- 2.9 Dictionaries are not permitted in the examination room.

3. At the Formal Commencement of the Examination , the Senior Invigilator

- 3.1 Should remind candidates that it is an offence to:
 - a) bring into the examination room and to use or to attempt to use any unauthorised material;
 - b) to do anything prejudicial to the good conduct of the examination; and
 - c) to impersonate another candidate or allow another candidate to impersonate him/her.
- 3.2 Allow candidates to complete the details on the examination answer book;
- 3.3 Should instruct candidates to read the examination question paper carefully and fully, and raise any questions with the appropriate tutor in attendance during the first 30 minutes.
- 3.4 Instruct candidates that they may not leave the examination room, except in an emergency, within 30 minutes of the start, or less than 30 minutes before the end, of the examination.
- 3.5 Should note and announce the time of commencement and completion of the examination(s). Candidates may not write in their answer books during any reading time allowed.

4. During the Examination

- 4.1 Invigilators are expected to give their undivided attention to monitoring candidates during examinations and should patrol the examination room at intervals to minimise the risk of candidates cheating and to check that candidates are using only permitted materials.
- 4.2 Invigilators should respond promptly to any request from a candidate for an additional examination answer book.

- 4.3 Candidates should request assistance of any sort by raising their hands.
- 4.4 Candidates may be admitted to the examination room up to 30 minutes after the official start of the examination but not thereafter. No allowance should be made for lateness in terms of extra time at the end of the examination. Responsibility for admission to the examination room rests with the Senior Invigilator.
- 4.5 Invigilators should check during the first 10 minutes or so of the examination the candidates' identity cards on display to ensure that the correct candidate is seated at the correct desk.
- 4.6 Candidates should be silent and must not be permitted to communicate with each other. The Invigilators should ensure that candidates do not disturb each other. The Senior Invigilator may require a candidate who is disturbing the others to leave the room.
- 4.7 Candidates may only leave the room with the permission of an Invigilator. Any candidate permitted to leave the room temporarily must be accompanied. At least one Invigilator should remain in the Examination Room at all times. Not more than one candidate for the same examination should be permitted to leave the room at any one time.
- 4.8 In the event of any irregularity or emergency, the Senior Invigilator, having dealt with the situation, must make a full written report to the Head of Registry Services.
- 4.9 Invigilators shall announce when there are fifteen and five minutes left to the end of the examination.

5. At the End of Examination

- 5.1 Candidates are to be instructed by the Senior Invigilator to stop writing.
- 5.2 Candidates must remain seated and silent until all the material to be assessed has been collected. Candidates may take nothing other than the question paper from the examination room.
- 5.3 Silence should be maintained until all candidates have left the examination room.
- 5.4 In the event of any student complaint, the Senior Invigilator should note the details and send a report to the Head of Registry Services. The student should be advised to make such a complaint to the appropriate Departmental Examination and Assessment Officer.
- 5.5 Attendance forms, which should be signed by the candidate **and returned to the Examinations & Awards Officer in Registry Services.**

6. Use of Calculators and Other Electronic Devices in Examinations

- 6.1 The tutor responsible for the examination will inform candidates, at least one week before the examination, which types of calculators etc are permissible and which are not. An appropriate notice to this effect must also be displayed on subject notice boards. Copies of any notices thus displayed should be sent to the Examinations Officer in Registry Services.
- 6.2 Candidates wishing to use any electronic device in an examination shall be present in the examination room at least 15 minutes before the start of the examination so that the device may be checked to be in accordance with instructions issued at 6.1 above.
- 6.3 Calculators are to be silent and cordless.
- 6.4 The condition of the batteries of calculators is to be the student's responsibility.
- 6.5 The performance of the calculators is also to be the students' responsibility.
- 6.6 Failure to meet conditions 6.2 and 6.3 above shall render the device liable to confiscation for the period of the examination.



Appendix 1

EXAMINATION REGULATIONS

Instructions to Candidates

1. The examination timetable has been posted on notice boards and the Registry Services web pages in advance of examinations. It is your responsibility to check details and ensure you arrive in the right place at the right time, properly equipped. Students requiring special conditions will be informed individually. You are strongly advised to bring a watch or small clock to the examination.
2. You will be permitted to enter the examination room up to ten minutes before the published starting time. Please arrive in good time.
3. Except when you have a query to raise with the Invigilator you should remain silent from the time of entry to the examination room until the examination is concluded and you have left the room.
4. In the examination room, a place will be identified for each student. Please display your identity card prominently in the top right hand corner of the desk.
5. If you need to attract the Invigilators attention, please raise your hand, but remain seated.
6. You may not leave the examination room, except in an emergency, within 30 minutes of the start, or less than 30 minutes before the end, of the examination.
7. Please pay particular attention to any announcements made by the Invigilator at the beginning of the examination.
8. In some subjects, unmarked texts, calculators or other equipment may be brought into the examination. Dictionaries are not permitted. Texts and equipment will be checked and must comply with prior instructions. Staff will not supply texts or equipment if you forget to bring what you need, or if what you do bring does not comply with instructions.
9. **Any student found cheating will be dealt with severely, in accordance with the regulations.**
10. You may bring light refreshment in to the examination, but please consider other candidates and avoid food and drink that might distract them.
11. Please let the invigilator know if you have to take medication during the examination. See the Director of Studies well in advance of the examination if you have health problems that might affect your performance in the examinations.
12. Do not bring unnecessary clothing, umbrellas, large bags and so on into the examination room. Only bring what you need for the examination. **Mobile phones should be switched off during the examination.**

Academic Regulations and Procedures: Code of Practice on Invigilation of Examinations

13. The temperature in the examination room is difficult to control. We try to keep the room as cool as possible. Dress thoughtfully.
14. Please respect the needs of other students during the examination period, and be quiet in moving around the College to minimise disturbing their revision or examinations.

Appendix 2

Summary of announcements to be made by invigilators

1. Please remain silent from the time of entry to the examination room until the examination is concluded and you have left the room you must not communicate with each other.
2. You should request assistance of any sort by raising you hand.
3. Please place all coats, bags and other effects at the front or sides of the examination room, and not on or around your table and chair;
4. Please ensure **that all mobile telephones are switched off**;
5. Please sit in the designated seat and display your identity card prominently in the top right hand corner of the desk;
6. It is an offence to:
 - i. bring into the examination room and to use or to attempt to use any unauthorised material;
 - ii. to do anything prejudicial to the good conduct of the examination; and
 - iii. to impersonate another candidate or allow another candidate to impersonate him/her.
7. Please complete the details on the front page of the examination answer book form;
8. Please read the examination question paper carefully and fully, and raise any questions with the appropriate tutor in attendance during the first 30 minutes.
9. You may not leave the examination room, except in an emergency, within 30 minutes of the start, or less than 30 minutes before the end, of the examination.
10. Announce the time of commencement and completion of the examination(s). Candidates may not write in their answer books during any reading time allowed.