

**UNIVERSITY OF WOLVERHAMPTON
Registry**

4 Instructions to Invigilators

4.1 Before the examination

- 4.1.1 Senior invigilators must collect examination papers from the Examinations Office **at least thirty minutes before the start of the examination**. Where travel to an external venue is required extra time must be allowed. The Examinations Office is the location on each Campus where examination papers and stationery are collected from and returned to during normal office hours. The Examinations Office is also the location where any queries during examinations can be directed. You will be advised of alternative arrangements for examinations that finish outside of office hours.
- 4.1.2 The envelopes of examination papers must not be unsealed until two invigilators are present in the examination room.
- 4.1.3 Senior and assistant invigilators must be in attendance **at least fifteen minutes** before the start of the examination.
- 4.1.4 Where the examination room is locked, the combination lock number or key can be obtained from the nearest reception desk.
- 4.1.4 If tables and chairs have not been laid out in the examination format, contact Examinations Office immediately. The number can be found on the exam envelope.
- 4.1.5 Prepare the examination room by laying out the appropriate stationery and question papers **so questions are not revealed**. The label on the front of each examination envelope will provide information regarding stationery. **Seating Plans MUST be completed at all times**. If there is more than one exam in a room a **seating plan MUST be completed for each exam**.
- 4.1.6 Confirm the relevant details of the examination regulations instructions displayed in the room to students.
- 4.1.7 Candidates should be admitted to the examination room **at least five minutes** before the start of the examination.
- 4.1.8 Where more than one module is being examined, ensure that candidates are seated together in one area.
- 4.1.9 Invigilators should identify any CLASH STUDENTS (students who are taking an examination at a non standard time), and advise them to stay behind after the end of the examination.
- 4.1.10 Invigilators should ensure that candidates do not turn over their papers until instructed to do so.
- 4.1.11 All briefcases, bags, books, coats, hats and scarves **must be placed in the area designated**. Students may not have with them: pagers, mobile phones, electronic organisers, programmable calculators/watches, dictionaries or personal stereos/MP3 players etc. You must ensure that these are switched off.

- 4.1.12 Unless specifically permitted to all candidates should not use dictionaries and they should be removed from desks.
- 4.1.13 Candidates should not have anything on or under their desk or chairs other than writing implements and a small quantity of drink and sweets. Pencil cases should be removed to the front or rear of the room.
- 4.1.14 Late arrivals for the examination must be reminded of the above requirements.
- 4.1.15 **Internal Examiners will normally be in attendance for the first fifteen minutes of the examination. If they are not, and you require assistance please telephone the Examinations Room, the number will be stated on the examination envelope.**
- 4.1.16 For University campuses, a member of Registry staff may visit examination rooms at the start of examination to check that all is well if possible.

4.2 **Starting the Examination**

- 4.2.1 Immediately prior to the start of the examination the verbal announcement to candidates must be read out and attention drawn to the instructions printed on the cover of the examination booklet.

All briefcases, bags, books, coats, hats and scarves must be placed in the area designated. You may not have with you: pagers, mobile phones, electronic organisers, programmable calculators/watches, dictionaries or personal stereo/MP3 players etc. You must ensure that these are switched off.

You are reminded that you are expected to abide by the Examination Regulations displayed in this room. May I draw your attention to the instructions on your examination paper and answer booklet.

Please note that the Regulations state that no candidate will be permitted to leave the examination room until a period of one hour has elapsed from the start of the examination, and not during the last 30 minutes of the exam.

The examination will start at:

It will last:

We will give you a verbal warning when 30 minutes remain, after this you will not be permitted to leave the room.

Please check that you have the correct question paper in front of you.

Please place your bar-coded examination attendance record sheet on your desk along with your Student ID card. This page will be collected from you during the examination. If you do not have a bar-coded examination attendance record sheet, then please complete an attendance form.

*Please ensure that you have completed the front of your answer book by the time the end of the examination is announced, and that any additional sheets have been attached with the tag provided. Complete, do not seal, the corner of your answer book at the **beginning** of the exam.*

*If you require attention during the examination, or wish to leave within the allowed time, please raise your hand to attract the attention of the invigilator. **Do not leave your seat until you are advised you can do so.***

*If you wish to leave, your answer book **must** be collected before you leave your desk. Once your script has been collected and you have left the room, you will not be permitted to re-enter the examination. Please leave the room in silence and leave the building.*

You must use the examination stationery provided for any rough work. Please cross through any work you do not wish the examiners to mark and submit it with your script.

At the end of the examination, you must stop writing when instructed to do so, and remain seated in silence, until you are given permission to leave.

In the event of a fire alarm, you should leave the room in silence, leaving everything on your desk. Further instruction will be issued, but you are reminded that you will be subject to examination conditions whilst outside the room until advised otherwise.

4.2.2 Signers may interpret these instructions for hearing impaired candidates. They may also interpret notice of times to begin reading and begin writing. They may not interpret examination questions for candidates.

4.2.3 At the appointed time, only if it is shown on the exam paper, invigilators **MUST** inform candidates that they may begin **ten minutes reading**.

4.2.4 If, during reading time, a candidate queries the content of a paper, and suggests that there may be a material error, the internal examiner must be contacted immediately. The internal examiner will provide the definitive interpretation to **all** candidates. This must include any students who have special arrangements. In the case of hearing impaired students then an Interpreter should be called via Extension 2325, if required. If the internal examiner is not available, please call the Examinations Room (telephone number will be on the front of the examination envelope. Please note the incident on your invigilators report.

4.2.5 At the appointed time, inform candidates that they may begin work. Remind them of the finishing time at this point.

4.3 **During the Examination**

4.3.1 Candidates may join the examination up to **thirty minutes after the start**, but once in the room, **may not leave until after the first hour**. No extra time will be allowed for the late arrival of the candidate. The time of arrival and reason for lateness should be noted in the Invigilators Report.

4.3.2 A candidate should only be allowed to leave the room in an emergency if accompanied by an invigilator. Do not allow more than one candidate to leave the room at the same time. Invigilators should exercise sufficient supervision to ensure that candidates do not have access to information outside the examination room. **Any candidate who leaves the room without permission and unaccompanied will not be allowed to re-enter the examination room.**

- 4.3.3 If a candidate is taken ill, the invigilator must take whatever steps necessary and contact a First Aider for assistance. Details of who this is can be found at the nearest reception point or by contacting the switchboard on 01902 321000 or dialling 0 from internal lines). If it is not clear where the nearest First Aider is located or they are not available, then please contact the Examinations Room for guidance. **The candidate's script must be annotated with the time of departure and a note made in the Invigilators Report.**
- 4.3.4 Any candidate wishing to leave the room early must have their script collected and any surplus examination stationery removed from their desk before they leave their desk. **Once they have left the room they must not be permitted to re-enter.**
- 4.3.5 In the event of an emergency or fire alarm, invigilators will follow, "Instruction to invigilators in the case of a disturbance." and ensure the appropriate announcements are made.
- 4.3.6 After thirty minutes have elapsed check and verify the identity of candidates present using a visual check, the candidates' ID badge, bar-coded examination attendance sheet/attendance slip and corner of the answer booklet. If the student does not have his/her University ID badge please ask for two alternative forms of ID e.g. S.U. card, bank card, credit card. If the ID does not have a photograph, inform the student that the signature on the attendance slip will be checked against other documentation the University holds and please note this on the attendance slip. Collect the bar-coded examination attendance record sheet/attendance slips. At the same time, the seating plan should be completed – please get the student to print their name and sign in the relevant box.
- 4.3.7 If you are unable to identify a female student because she is wearing cultural dress, please inform the student that a female member of staff will accompany her at the end of the examination, to a confidential room, to confirm identification. Please ensure this occurs. Confidential rooms in MI, MC and MD Buildings are noted on your exam envelope.
- 4.3.8 Where there is reason to doubt the identity of a candidate **quietly** ask for additional proof of identity, e.g. driving licence, NI card, bankcards. If there is still uncertainty contact the Examinations Office. You may be required to ensure the candidate remains in the room at the end of the exam.
- Allow the candidate to complete the paper. Complete the Invigilators Report.
- 4.3.9 Where candidates do not have their ID badge please note this and details of any other evidence provided on the attendance slip (e.g. passport, driving licence).
- 4.3.10 Ask all candidates to write and sign their name in the appropriate box of the attendance grid. Please complete a separate grid for each examination.
- 4.3.11 **All members of the invigilation team must remain vigilant at all**

times. Staff MUST NOT read, mark papers or conduct conversations during the exam period. Patrolling of the examination room must be carried out regularly.

4.3.12 If a candidate is found copying, communicating with another candidate, or using unauthorised material, the invigilator **MUST** inform a second invigilator. The candidate should be observed in a discreet manner and, if there appears to be sufficient evidence for concern, you should approach the candidate and ask them to step outside the room. The candidate must be advised that there is reason to suspect that the exam regulations are being contravened and that a report of the circumstances will be made.

i) Advise the candidate that they will be informed of the arrangements for the subsequent enquiry.

ii) The candidate may be permitted to continue the examination if they so wish, unless they are being disruptive. A line should be drawn below the last completed work before they were asked to leave the room and initialled by an invigilator who records the time of the incident.

iii) Remove any material, which was thought to contravene the examination regulations and give the student a receipt for it. (See examination envelope for receipt).

iv) If the candidate continues to cheat, s/he should be removed from the room. Please contact the Examinations Office for further advice.

v) Complete a report of the incident in the Invigilators Report form and ask other invigilator(s) witnessing the incident to endorse it. A copy of the report should be issued immediately after the examination to the Examination Office. Following the Examination period, a copy will be kept in the appropriate Student Office.

vi) In the case of a hearing impaired student suspected of Academic Misconduct, then an Interpreter is to be called (on Extension 2325) to ensure that the student is aware of the process outlined above. If an Interpreter is not available, then this section of the guidelines can be shown to the student.

4.3.13 If a candidate is found to be in possession of material which may assist them, but they are not observed using it, the material must be removed and steps i) – v) above taken.

4.3.14 Technological advances, such as the growing popularity of MP3 players, could lead to more sophisticated forms of Academic Misconduct. Particular attention should be paid to those candidates behaving suspiciously, for example wishing to conceal an earphone. In such cases, the steps outlined above in 4.3.12 should be followed.

4.4 **Ending the examination**

4.4.1 Thirty minutes before the end of the examination remind candidates of the time and announce that all candidates must remain seated until advised to leave.

4.4.2 At the end of the examination inform candidates that they must cease

writing. Remind all candidates that they should complete the front of the answer book and fold and seal the corner of the booklet. Any supplementary sheets should be attached to the booklet with a treasury tag.

- 4.4.3 **ASK ALL CANDIDATES TO REMAIN SILENT AND SEATED WHILST THE SCRIPTS ARE COLLECTED AND CHECKED. REMIND THEM THAT FAILURE TO REMAIN SEATED UNTIL THE SCRIPTS ARE COLLECTED AND CHECKED MAY RESULT IN THEM GETTING A FAIL GRADE FOR THE EXAMINATION**
- 4.4.4 Collect all scripts and any examination stationery not used by candidates.
- 4.4.5 **PLEASE ENSURE THAT A CHECK IS MADE THAT THERE IS A SCRIPT FOR ALL CANDIDATES IN ATTENDANCE BEFORE CANDIDATES ARE PERMITTED TO LEAVE THE ROOM.**
- 4.4.6 **Any candidate, who has been identified as taking an examination at a non-standard time (CLASH STUDENT), must be asked to remain behind when everyone leaves. They must be escorted to the designated room.**
- 4.4.7 Candidates should be asked to leave the room quickly and quietly as other examinations may still be in progress. They should be reminded to collect any items left at the designated area.
- 4.4.8 Completed examination scripts must be sealed in their envelope with any spare copies of the paper. **All spare examination stationery must be removed from the room and returned to the Examinations Office.**
- 4.4.9 The Invigilators Report, which should include detail of any disturbance, e.g. temperature, noise, etc and any incident must be completed immediately after the examination by the Senior Invigilator. It should be returned to the Examination Office. Additional evidence should be attached firmly to the report. A report must be completed for all University examinations.
- 4.4.10 Bar-coded examination attendance record sheet/attendance slips should be collated in alphabetical order according to examination and returned to the Examinations Office with the attendance grid(s).
- 4.4.11 Examination scripts must be taken securely to the Examinations Office or an Internal Examiner / Module Leader may collect them directly from the exam room. Invigilators **MUST** ensure that the Module Leader signs the examinations envelope to indicate they have taken the papers away from the Examination Room.
- 4.4.12 Attendance slips and grids must be retained in the Student Office for a minimum of six months.
- 5. **Procedures to be followed in the case of an emergency or disturbance.**
 - 5.1 Should any problems occur during the examination, e.g. loss of heating or light, excessive noise, the Examinations Office must be contacted immediately on the emergency contact number. The Examination Office staff will co-ordinate activity to rectify the problem. Where this is not

possible, staff will liaise with Senior staff of the School, whose examination(s) is affected and the Programmes Unit to determine the appropriate course of action. In all such cases an Invigilators Report must be completed.

5.2 **Fire or other alarms raised during the examination**

- 5.2.1 In the event of a fire or other alarm sounding during an examination, candidates must be instructed to evacuate the building quickly and in silence by the nearest safe exit.
- 5.2.2 Candidates should be reminded that they may not speak, must leave all papers and materials at their desks and leave all possessions placed at the front or rear of the room.
- 5.2.3 The Senior Invigilator must be the last to leave the room.
- 5.2.4 Candidates must be escorted to the designated assembly area, as indicated on the map enclosed in the examination envelope, and supervised as examination conditions are still to be adhered to.
- 5.2.5 **Candidates found to be communicating with another person or attempting to consult material will be considered to be in breach of examination regulations. They should be informed that a report will be made.**
- 5.2.6 If the 'all clear' is given **within thirty minutes**, candidates should be escorted back to the examination room (in silence). The Senior Invigilator must be the first to enter. Any candidate attempting to enter the room without permission should be warned that a report will be made.
- 5.2.7 Candidates should be reminded that they may not begin writing until instructed to do so. The amount of time equivalent to the interruption to the examination should be added to the time remaining for completion. Candidates should be given five minutes to collect their thoughts. They should then be asked to draw a line under the work they had completed before the interruption and annotate their script with a note that, this was the point at which the alarm sounded, before commencing work.
- 5.2.8 **If the 'all clear' is not given within thirty minutes, the examination will be cancelled.** They must be reminded that they may not re-enter the examination room until the all clear is given. Before any candidate is permitted to re-enter the room all scripts, papers and examination stationery must be collected and taken to the Examinations Office . Candidates should be informed that they will receive further information on the course of action to be taken via their e:Vision account.
- 5.2.9 An Invigilators Report must be completed. It should detail:
- The times at which the examination was stopped, re-started and finished.
 - A note of any candidate who did not follow instructions and was therefore deemed to be in breach of Examination Regulations.
 - A note of any candidate who appeared to suffer as a result of the interruption.

