



Scheme of Invigilation

Prepared By	Registry
Approved By	APC 21 May 2014
Source Location	GCU Intranet > Registry > Assessment & Exams > Ass Reg Assoc Docs > Policies > Scheme of Invigilation
Published Location	http://www.gcu.ac.uk/gaq/regulationsandpolicies/
Other documents referenced	
Related documents	University Assessment Regulations Undergraduate and Taught Postgraduate

Version Number	Date issued	Author	Update information
V1.0	14.07.2014	Registry	First Published version (previously included in <i>Assessment and Graduation Processes</i> composite document)
V1.1	16.09.2014	Registry (Exams)	Minor updates for session 2014-15

1. Scheme of Invigilation

1.1 Appointment of Invigilators

- 1.1.1 Allocation of all invigilators will be done by the Examinations Office, from a pool of externally recruited staff. Duties will only be allocated to Invigilators who have attended an appropriate training session.
- 1.1.2 A senior invigilator shall be appointed for each examination room.
- 1.1.3 Invigilators shall normally be allocated on the ratio of 1:30 candidates. Two invigilators must be present in the examinations room at all times.

2 Roles and Responsibilities

2.1 The Senior Invigilator will:

- 2.1.1 Collect examination papers, script books, Examination Attendance Records, Display Lists and Certificate of Invigilation Reports, together with any other requisite materials, from the Examinations Office at least thirty minutes prior to the start of the examination session. Examinations Office staff will already have laid out materials and put up Display Lists in the main examination rooms, A426/C/F, M201, HWR, C001.
- 2.1.2 Check that the examination room is properly arranged and that the requisite stationery/ancillary materials have been provided, and report any discrepancies to the Examinations Officer.
- 2.1.3 Ensure the examination papers and requisite ancillary materials are placed on candidates' desks prior to the candidates entering the room. All other preparations for the examination, including putting up the Display List(s) outside the examination room, must be completed before candidates are permitted to enter the examination room.
- 2.1.4 Open the doors of the examination room at least 15 minutes before the start of the examination session and permit candidates to enter. **Make sure candidates are instructed, as they enter the room:**
 - They must deposit all coats, bags, books, etc, at the front or back of the examination room and that they may not read the examination paper or commence written work, other than completion of the front-piece of the examination script, until they are permitted to start the examination.
 - **Electronic media devices, including smart watches and mobile phones must be switched off and stored away from a candidate's desk.**
 - **The use of electronic cigarettes is not allowed in the exam room.**

Candidates must not be in possession of any such item during the exam, for example in pockets, jackets or coats, etc. Unauthorised aids, e.g. notes, are not allowed into the examination room. Where unauthorised aids or electronic media devices are discovered in a candidate's possession they must be surrendered to the Senior Invigilator who will report this to the Senate Disciplinary Committee, via the Examinations Office.

- 2.1.5 Manage situations where candidates whose names are not listed on the Examination Attendance Record present themselves in the examination room. Ensure any names of additional candidates are added to Examination Attendance Record. Ensure also that their details are added to the correct Record and their script(s) are reconciled within the appropriate set of scripts.
- 2.1.6 Make the required announcements to the candidates prior to the start of the examination session and with 15 minutes remaining and at the end of the examination.
- 2.1.7 Admit candidates who arrive late only until the point where one third of the scheduled duration for the examination has elapsed. Candidates should not have been allowed to leave the examination venue with a copy of the examination paper during the first third of the scheduled examination duration.
- 2.1.8 Arrange a check of the candidate's identity and student ID card, which should have been placed on the top, right-hand corner of desks. Cards can be checked against the name on the Examination Attendance Record without candidates being disturbed. The invigilator must mark "AB" for absence or indicate the candidate is present by entering a "✓" Ensure the Attendance Record is updated where candidates are admitted to the room after the attendance is taken. (See also 1.1.7 above)
- 2.1.9 Ensure invigilators are positioned appropriately within the examination room in order to monitor the candidates and respond to requests for additional materials, i.e. supplementary paper, treasury tags and requests to leave the examination room temporarily. Should a question arise regarding the content of the examination paper, arrange for the Module Leader to return to the examination venue to respond.
- 2.1.10 Ensure that if ever any abnormality or anomalous situation is encountered at an examination that it is immediately reported to the Examinations Officer.
- 2.1.11 Record any instances of doubt of a candidate's eligibility to sit an examination on the Certificate of Invigilation Report in order that appropriate action may be taken. However, the candidate should not be prevented from sitting the examination.

- 2.1.12 Arrange for assistant invigilation staff to leave the examination room on a rota basis for an appropriate refreshment break, provided that there are always at least two invigilators on duty. Breaks should not exceed 20 minutes in duration. Normally, a break will only be given where the examination duration is two hours or more.
- 2.1.13 Complete a reconciliation of the worked scripts at the end of the examination session. Assisted by all invigilators, ensure the scripts for each paper being examined are arranged into numerical by seat number order. Carry out a check to confirm, by using the students' ID numbers, that an examination script has been collected from each candidate marked present on the Examination Attendance Record(s).
- 2.1.14 Ensure a thorough search of the examination room is undertaken if there is a discrepancy in the reconciliation and it appears a script is missing. Notify the Examinations Office immediately.
- 2.1.15 Complete and sign the Certificate of Invigilation Report pro forma when the reconciliation exercise has been completed. Return the signed Certificate of Invigilation Report, the scripts, the Examination Attendance Record(s) and the Examination Envelopes to the Examinations Office. Any cases arising under 1.2.4 and 1.2.5 must be fully documented in the Invigilation Report. Further, any errors found in an examination paper should be fully detailed in the report. **Please ensure the Certificate of Invigilation Report pro forma is made available to Module Leaders, who are required to sign the form to record their attendance at the hall.**
- 2.1.16 The Senior Invigilator will ensure that all ancillary examination materials are returned to the Examinations Office, except in the case of examinations held in the main examination venues (M201, C001, A426/C/F, HWR) when ancillary materials should be deposited on one of the tables provided. Please ensure that when returning materials the load is distributed appropriately among all invigilators. In all cases, the original number of examination envelopes, **including empty envelopes**, must be returned to the Examinations Office.

2.2 All Invigilators:

- 2.2.1 Must not answer enquiries by candidates as to the meaning of examination questions. The Module Leader, or a member of academic staff with specialist knowledge of each paper being examined, will be present in the examination room 10 minutes prior to the start of each examination and will leave 10 minutes after the examination has started. The Module Leader will be responsible to the Senior Invigilator for ensuring candidates have been issued with the correct materials and will answer any questions arising from the content of the paper.

They may also conduct a random check of candidates' electronic calculators prior to the commencement of the examination.

- 2.2.2 Whenever an abnormality or anomalous situation is encountered in the absence of the Senior Invigilator, it must be immediately reported to the Examinations Officer.
- 2.2.3 During the examination, no other work should be undertaken by invigilators who must devote their whole attention to supervision. While an examination is in progress only essential conversation should be carried out and this as quietly as possible to prevent disturbance to candidates.
- 2.2.4 If an invigilator suspects that a candidate is giving or receiving information during an examination or is in any way infringing the Regulations for the Conduct of Examinations, he/she will note the name of the candidate and the number of his/her desk and report the circumstances to the Senior Invigilator. The candidate is permitted to continue the examination in the normal way but shall be informed that the circumstances will be reported to the Senate Disciplinary Committee. Any unauthorised materials removed from the candidate must be handed into the Examinations Office as soon as possible.

Where the suspected infringement involves **information written on a candidate's body, e.g. hand or arm**, the candidate should be asked to accompany an invigilator (of the same gender) to outside of the exam hall.

The invigilator must inform the candidate that they are required by the University Regulations to investigate the information written on the hand or arm. The invigilator must ask the student for permission to photograph the written information, using the invigilator's mobile phone. If a mobile phone is not available, please contact the Examinations Office, who will provide one.

If permission is not given for a photograph to be taken, the invigilator must take a written note of **all** the information written on the hand or arm. When the written information has been photographed **or** recorded, the candidate should be accompanied to the toilet to wash off the written information.

The candidate is then permitted to continue the examination in the normal way.

The photograph or the record of the written information must then be passed immediately to the Examinations Office.

If the candidate does not give the invigilator permission to photograph the information and the invigilator is unable for any reason to proceed with recording the information, e.g. the writing is a formula, a foreign language **or the amount of information is excessive and cannot be easily recorded**, please contact the Examinations Office immediately in order for the Module Leader to be asked to attend the venue.

- 2.2.5 Invigilators will watch the candidates for signs of stress or illness and report any such occurrence to the Senior Invigilator.

- 2.2.6 In the event of a medical emergency arising during an examination, one of the invigilators on duty should immediately summon first-aid assistance. See 3.1 for contact details.
- 2.2.7 Invigilators will ensure that any candidate who has to leave the examination room temporarily is escorted throughout the absence by an invigilator.
- 2.2.8 Assistant invigilators are reminded that the Senior Invigilator is responsible for all aspects of the conduct of examinations while they are in progress and normally they should not leave the examination room during the examination except with the agreement of the Senior Invigilator.
- 2.2.9 All assistant invigilators must assist with the reconciliation of attendance and scripts process and remain present in the examination room until the reconciliation process has been successfully completed. If required, they must assist the Senior Invigilator in returning the scripts and materials to the Examinations Office.

3 Emergency Procedures

- 3.1 In the event that the University fire alarm sounds or other similar emergency arises during an examination session, the room must be evacuated as quickly as possible, in accordance with standard University procedures. Candidates should be instructed to leave all examination materials, **including scripts**, on their desks and to report to the invigilators at the assembly point after evacuation of the building. The procedure to be adopted thereafter will be determined by the nature/extent of the emergency.
- 3.2 All Senior Invigilators should report to the Examinations Officer as soon as possible after vacating the building. The Examinations Officer, in consultation with the Senior Invigilators, will decide whether an examination can continue or not.
- 3.3 If the examination can continue, invigilators should return to the examination room as soon as possible after the "all clear" has been given. Candidates will be re-admitted to the examination and allowed to resume the examination using the original scripts. An appropriate time allowance should be given to candidates to compensate for the interruption. The attendance at the reconvened examination must be taken. The Senior Invigilator should note in his/her report the time at which the examination was interrupted and re-started and the time at which the examination was concluded.

4 Additional Information

4.1 Contact telephone numbers:

First Aid from an internal telephone dial extension **2222**. If phoning from a mobile call the main University switchboard on 0141 331 3000 and ask to be put through to First Aid.

Exams Office from an internal telephone dial extension 3335/3211 or 3342, externally prefix the extension number with 0141 331.

4.2 Where candidates do not have their student ID cards and the Module Leader is unable to identify them, please take a note of their details, i.e. Name, ID number and desk number to the Examinations Office as soon as possible in order that a photograph can be obtained.

5 **Identity Checks and suspected use of headphones**

5.1 **Identity Checks**

Where the identity of an examination candidate cannot be established by use of their Student ID card or a photograph obtained from the Examinations Office, for example, a student wearing a burqa or niqab, please ensure the following procedure is followed:

- A **female invigilator** should inform the candidate that in accordance with University examination procedures, her identity must be confirmed against her Student ID card.
- The **female invigilator** should ask the candidate to accompany her to an empty room where only the candidate and the invigilator are present.
- The invigilator must ask the candidate to confirm that she is comfortable showing her face to her or whether she would prefer the invigilator to contact a female lecturer or other member of University staff, in order to confirm identity.

5.2 **Headphones**

Do not ask candidates to remove clothing or check candidates with long hair in order to check for headphones. **This check should only be carried out where specific concern has been raised as to the possibility of an infringement of the Regulations for the Conduct of Examinations.**

Where a candidate is wearing a hijab (headscarf), you must follow the undernoted procedure to carry out this check:

- A **female invigilator** should inform the candidate that in accordance with University examination procedures they are required to determine whether there has been a breach of the Regulations for the Conduct of Examinations
- The **female invigilator** should ask the candidate to accompany her to an empty room where only the candidate and the invigilator are present.
- The invigilator must ask the candidate to confirm that she is comfortable showing her ears to her or whether she would prefer the invigilator to contact a female lecturer or other member of University staff, in order to carry out the check

5.3 Where a student **does not give permission for either of the above**, please contact the Examinations Office immediately. The Examinations Office will provide a pro forma for the student to sign.

5.4 In any other similar circumstances please contact the Examinations Office for guidance.