

INSTRUCTIONS TO INVIGILATORS



General

- i. Lead Invigilators must be appointed from the staff responsible for the largest group of students being examined in a room to take overall responsibility for all groups of students being examined in the room. Only experienced invigilators should be assigned to this role. The Lead Invigilators are expected to remain in the room throughout the examination, to start and finish the examination and to be responsible for resolving any problems that arise.
- ii. Lead Invigilators should:
 - a) make their presence and identity known to other invigilators upon arrival in the examination room;
 - b) be on duty throughout the examination;
 - c) co-ordinate and officiate over the start and finish of the examination in accordance with the agreed Protocols;
 - d) take responsibility for resolving any problems which may arise during the examinations.
- iii. The attention of invigilators is drawn to the Rules for the Conduct of Examinations. Candidates are to be reminded that the examination will be conducted in accordance with those Regulations.
- iv. For assessments conducted using computer aided assessment software, appropriate instructions will be issued to the invigilator including any information that must be given to the candidates before the commencement of the assessment.
- v. Such rules cannot be exhaustive and cover every eventuality. If a situation arises which is not covered by the rules, or if for any reason the rules cannot be wholly applied, invigilators must use their discretion, and submit a brief written report to the Exams Manager.
- vi. Invigilators must be in the examination room at least thirty minutes before the start of each examination period, to ensure that all requisite administrative functions have been undertaken; for example, that all necessary stationery, etc is available and distributed to candidates' desks before candidates are admitted to the examination room.
- vii. Invigilators are permitted to bring a drink into the examination room. No food is allowed.
- viii. A close check will be made on the issue and return of answer books, continuation sheets, graph paper etc. These should be identified in some manner before being issued to candidates.
- ix. Invigilators must exercise constant vigilance; they should from time to time move about the examination room at random, bearing in mind the importance of causing minimum disturbance to students, and should occasionally inspect matter on candidates' desks.
- x. Invigilators must not become absorbed with matters not associated with the examination in progress and should not engage in unnecessary conversation.
- xi. Invigilators must ensure that all examination scripts and/or records of assessment and unused books are collected at the end of the examination. Completed scripts and/or records of assessment must not be left unattended in the examination room after the examination has ended.

- xii. Each invigilator must be responsible for no more than thirty candidates. Where there is more than one student present, there must be a minimum of two invigilators.
- xiii. The examination room must not be left unattended after the examination papers have been distributed and during an examination.
- xiv. In case of illness, the names and telephone numbers of first aiders, together with the location of the nearest telephones, will be displayed in each examination room. If a first aider is not available, the invigilator must decide whether or not to summon an ambulance.
- xv. Where examinations are held in departmental accommodation, the Head of Department's room ensure each invigilator is given the relevant information about first aiders, telephones etc, available locally.

1.1. Before the Examination

- i. All appropriate stationery except the examination question paper is to be placed on the examination desks before the candidates enter the room.
- ii. Candidates should be admitted at least 10 minutes before the examination is due to commence. Invigilators should direct candidates to the seating area for their subject. Candidates entitled to any additional time, must be admitted sufficiently early so as to allow them to use this additional time before the examination begins and to finish at the same time as the other candidates.
- iii. The Lead Invigilators should issue an instruction for candidates to complete the details on the front of the examination script and any attendance slips. Five minutes before commencement time the Lead Invigilator should call for silence and remind candidates of the Rules for the Conduct of Examinations, bringing their attention in particular to the sections identified in 1.iii. Candidates should also be reminded that they must switch off any mobile telephones or other means of electronic communication.
- iv. Once silence has been called for, the examination papers should be distributed as expeditiously as possible. The Lead Invigilator should check that all candidates have the correct examination paper. The examination will then commence.
- v. Commencement and ending times should be announced. The Lead Invigilator should ensure that the examination starts promptly at the scheduled time.
- vi. Where the assessment is conducted using computer aided assessment software, specific procedures will be given to the invigilator regarding commencing the assessment.

1.2. Ending the Examination

- i. The Lead Invigilator should issue an instruction to all candidates to stop writing immediately - and to remain seated in silence until permission is given to leave.
- ii. Invigilators should collect all examination scripts or records of assessment, checking that the covers are correctly filled in, that "fold down" flaps are properly stuck down and, where necessary, scripts or additional stationery are adequately tagged together.

- iii. When all scripts have been collected the Lead Invigilator should instruct the candidates to leave the room taking any litter with them.
- iv. Where the assessment is conducted using computer aided assessment software, the candidate will automatically be timed out at the end of the examination. Late arrival candidates must be instructed to finish at the stated end time.

1.3. Emergency Procedures - Evacuation of Examination Rooms

- i. In the event of an Alarm Bell being sounded Invigilators must follow TJA's Fire Evacuation Policy for exams.