

PA3. Invigilation Guidelines

Invigilation during unseen written examinations is an important and difficult task. It should meet the standards that are in accordance with the CITY ULE policy. Ineffective invigilation negatively affects the quality of education we try to maintain. Although the procedures of examinations are well-known, it would be desirable if you could spend 5 minutes of your time to go through the procedure again. In particular, we would like to urge the full-time staff to explain and advise part-time staff and PhD candidates who invigilate exam sessions to strictly follow the guidelines.

1. Examination Officers

As usual the Course Administrators (or in their absence the HoD or other appointed person) are appointed as Examination Officers. They have **the absolute control, responsibility and authority to run the examination sessions**. Exam Officers are there to advise on and monitor the procedures described in this document. **They are NOT** there to replace the invigilators when they want to withdraw from the classroom for more than 5 minutes. The Exam Officers move around the classrooms at regular intervals. **Their suggestions and instructions should be seriously taken into account.**

Here, are some issues to which you should pay special attention during the exam session:

- **ID cards:** Students should bring with them their student ID card and place it on top of their desk. In the absence of the student ID card, any ID with a photograph will be permissible.
- **Unfair means:** If students are caught to use any unfair means, then they will not be allowed to continue with their exam, they will be referred to the Head of the Department and consequently to the Disciplinary Committee. The invigilator also draws a red line in the blue book to indicate the time that the student left the examination.
- **Mobile phones:** No mobile phones are allowed to be visible on the desks. All mobile phones should be switched off (not in vibration mode). Students are not allowed to use their mobile phone as a calculator. Mobile phones cannot be used as clocks since all classrooms have wall clocks. **Invigilators should switch off their mobile devices too.**
- **Calculators:** Students are allowed to use any kind of simple calculator. Calculators with permanent memory (when switched off) will not be allowed. Students are not allowed to pass calculators to other students.
- **Dictionaries:** Unless otherwise instructed by the examiner (e.g. examinations of English Studies students), monolingual English-English dictionaries will be provided to students by the invigilator. No other dictionaries (including electronic ones) are allowed. Students are not allowed to pass dictionaries to other students.
- **Temporary withdrawal from the exam room:** Students will not be allowed to temporarily leave the examination room, e.g. to use the WC. They should do so before the exam. **Invigilators may also wish to withdraw for a while. Please make sure that you are replaced and that your withdrawal does not exceed 5 minutes.**
- **Seat selection:** Students are allowed to choose where they will sit in the exam room. If, however, the invigilators feel, for any reason, that the student should be relocated (within the room) then it is recommended to act accordingly before the examination starts. If there are any students that should sit at a specific position (informal “black list”), then Course Administrators will notify you accordingly before the exam.

2. General Exam Procedures

2.1 Prior to the Examination

The Course Administrator is responsible for the reproduction of the examination papers.

It is advisable that, a few days before the examination of your modules, you request from the Course Administrator to show you the exam paper **to make sure that copying was performed correctly** (no missing pages or attachments, order of pages is ok, etc.). If you are the examiner of a module that is assessed by exams, you have to be at the CITY ULE during the examination, even if you are not invigilating, in case a problem appears.

2.2 Day of Invigilation

It is essential that you arrive at the examination building **at least 20 minutes before the exams**.

It is essential that you enter the examination room **at least 10 minutes before the exams**. Exam rooms are locked and you may require some time to set them up.

You will be provided with as many packs of exams (each exam pack consists of a list of students' names, copies of exam scripts, orange books) as the number of the different modules you invigilate on that day. All exam packs are taken from the Course Administrator.

Make the appropriate rearrangements for students to sit in the desks in any particular order that you think is suitable for that exam session, especially if more than one module is examined in the room.

All students' coats, bags, notes, and textbooks are placed at the front of the room.

Take absences.

Provide the students with the orange books, where they should complete the appropriate information on the cover page.

Ask students to place their ID cards on the desk. If a student does not have an ID then the student should leave the room in order to see the HoD or the Course Administrator (unless this happens during the first week of the exams – see below). They will give permission to the student to sit the exam, or not allow the student to sit the exams at all.

During the first week of the exams, students who do not show their IDs will be permitted by you to sit the exam only if you know them personally but they will be warned of the consequences (see above), if this happens again.

Ask students to use the WC before the exam starts. No student will be allowed to temporarily withdraw from the exam during the exam session.

Distribute the exam papers and begin the examination exactly on the hour scheduled. No need to rush and start earlier.

If you have some time, repeat the examination regulations to the students once again.

After the exam starts, questions are not allowed. Also, as invigilators, you should not allow the examiners who might enter the room (especially if they are part-time staff) to answer any questions, unless the Examination Officer has given them permission to do so.

Normally, **examiners do not visit the examination rooms unless they are called by the Examination Officer to do so.** Examiners should be available at all times during the exams.

During the exam session, you can run a check on ID cards.

In case of any attempt to use **unfair means**, the student should directly leave the examination room and be requested to see the HoD or the Course Administrator immediately.

No student is allowed to leave the examination room before 40 minutes elapse.

No student who arrives **after 30 min** can enter the examination room, except with the permission of the HoD.

No student is allowed to leave the room during **the final 10 min**. If they finish, ask them to remain seated until the end of the exam.

When students leave the room, they sign next to their name in the student list. Make sure at that point that the students have correctly completed the cover page of the orange book, including **the numbers of the questions they have answered, in the order they answered them.**

Sign your name at the appropriate invigilator box on every orange book at the bottom of the cover page. Make sure you cover the student name (with the use of a stapler on the orange books). Do not allow students to do that during the exam session, unless you have seen their name written on the orange book.

2.3 Completion of Examination

Do not hand in the scripts directly to the examiner. On completion of the examination all scripts are returned to the Course Administrator. Scripts should be counted in the presence of both you and the person who receives them.