



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Examination Policy and procedure

<u>Date Created</u>	01/11/2017
<u>Amendment Date</u>	01/03/2019
<u>Review Date</u>	30/10/2019
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<u>Approved By</u>	Academic Board
<u>Version Control</u>	2.0

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Introduction

- 1.1 This Policy is based on the principle of providing a fair and equitable examination experience for all students, meeting academic requirements, and ensuring that all practicalities are met as effectively and efficiently as possible. It will ensure that all staff and students are aware of their responsibilities regarding examinations.

1.0 Purpose

- 2.1 The policy has been developed in consultation with LCIBS academics and the Quality Assurance department. It has been prepared as a guide to the examinations process with transparency against a shared purpose. It is informed by current practice and has been benchmarked against the wider higher education sector.
- 2.2 This is a live document, which will need to develop and evolve with teaching and learning strategy of LCIBS.

2.0 Examination paper(s) development

- 3.1 Examination paper(s) development will be undertaken by the academic team in conjunction with the department for assessment, performance and evaluation (DAPE) in London. Each module lead will take responsibility for the production of any examinations within their assigned module in alignment to the approved Module Specification. The module lead will develop the examination, which will then be sent to Programme Committee for initial approval. If approved, the examination will then be taken to Academic Board for final approval, before the paper is put into production. If the Programme Committee does not approve the paper it will then go back to the module lead to amend, including any feedback from the Programme Committee. If the Academic Board does not approve then the paper goes back to module lead for further development until the paper has been signed off by both the Programme Committee and Academic Board
- 3.2 Once an examination paper has been approved by the Programme Committee and the Academic board the paper is then ready for delivery. Once the examination paper has been approved, the module lead will digitally save the paper onto the secure area of the LCIBS server. This will be named and filed in accordance with LCIBS regulations. The file will also be password protected. The password is to only be shared with the Dean and Eco Space Principals. On the day before the exam the Chief Invigilator will be given access to the exam as well as the password. If the examination is taking place in multiple locations then the encrypted examination paper will be emailed to the principal of each location (password protected). The files will also have an expiry date and time by which the file must be accessed. Or uploaded to the secure area of the cloud.

4.0 Examination paper storage

- 4.1 All approved examination papers must be encrypted and stored electronically on the secure part of the LCIBS server by DAPE
- 4.2 When examination papers are required a staff member of DAPE (normally the day of the examination or the night before) will print the required examination paper. DAPE will then place examination papers into a sealed envelope with the title, date and number of papers and sign it.
- 4.3 The DAPE member ensure that the papers are transported to the distribution point and locked in a cupboard/filing cabinet. They will also include any other necessary materials required for the examination
- Sealed envelope(s) containing the examination papers
 - Examination answer booklets
 - Register of Students
 - Attendance register
 - Treasury tags
 - Seating Plan (where appropriate)
 - Name Plates (where appropriate)
 - List of students with special needs
 - Invigilator scripts
 - The invigilators report (issue log)
 - Academic misconduct form
 - Mitigating Circumstances Form
 - Clocks, calculators etc
 - .
- 4.4 For the EcoSpaces the materials including examination papers will either be emailed securely or uploaded to the cloud for retrieval at the EcoSpaces by the principal, who will then printed the necessary materials and store at the designated distribution/collection point for the chief invigilator

4.5 Storage of completed examination papers

The chief invigilators, will do a check to ensure they have the correct number of completed papers. They will then complete all necessary paper work. The chief Invigilator will then place all paper work in a sealed envelope and return to a member of DAPE for marking. A Member of DAPE will sign for the papers. The chief invigilator will inform the member of DAPE of any issues that have occurred so they can follow up with the right departments

The chief invigilator in the EcoSpaces will need to scan the completed papers and email securely to DAPE. The hard copies will be then restored in the distributions point ensuring the double lock rule. The key will then be given to

the Principal and the papers will be kept until DAPE informs the Principal that they are no longer needed. The Principal will then destroy the hard copies.

When examinations are going to take place a distribution/collection point will be allocated and all invigilators and examination staff will be told which room this is. This is where the Chief Invigilator at each location the exam in being held will collect the examination papers and do a debriefing for the examination staff. This room will also hold all other material required for the as listed above.

5.0 Exam procedures

5.1 Roles and responsibilities of Invigilators

- 5.2 DAPE will be responsible for the appointment and training of Invigilators (Administrative staff will fulfil the roles of invigilators). Should LCIBS need to employ external invigilators this will be the responsibility of DAPE to organise and undertake the training. Invigilators will act in accordance with this guide.
- 5.3 Invigilators are responsible, under the guidance of relevant LCIBS staff, for ensuring that examinations are properly conducted in accordance with college procedures.
- 5.4 There should always be a least two invigilators on duty during all summative examinations; one of whom will be designated the Chief Invigilator by thDAPE. Where more than 50 students are sitting an examination in one venue, an extra invigilator will normally be present for each 25 students (or part of this number). Wherever possible, both a male and female Invigilator will be appointed. In exceptional circumstances (e.g. where the Invigilators are all female or male) an appropriate member of the administrative staff may be able to accompany any students needing to leave the examination room temporarily. In circumstances where examinations are taking place simultaneously in a group of rooms and there are less than 25 students in each room, one Invigilator only need be present in each room with the Chief Invigilator circulating between the rooms.

6.0 Preparations of examination Venues

- 6.1 All exam rooms will be book in advance of the examination sitting, DAPE will coordinate this with the room booking administrator.
- 6.2 All examination venues should be prepared by the invigilators before the students enter the room. They should ensure the temperature is neither too hot or cold, and that the room is clean and tidy. If there are any issues with the examination venue the Chief Invigilator should make note of them on the invigilators report (see Annex 3), should evidence be needed at a later date. The Invigilators should make every effort to rectify any issues immediately if possible.

6.2 Room Layout

Each examinations venue should be set up in accordance to the seating plan provided by the module leader, making sure that all desks are evenly spaced. A clock will be provided and displayed so that all students are able to view it.

6.3 Collection of examination materials and stationary

6.4 Appointed Invigilators should report to the designated collection and distribution points 45 Minutes (1 hour for an external/large internal venue) before the examination is due to commence in order to collect the following examination stationary items from the chief invigilator:

- Sealed envelope(s) containing the examination papers
- Examination answer booklets
- Register of Students
- Invigilators scripts
- Attendance register
- Treasury tags
- Seating Plan (where appropriate)
- Name Plates (where appropriate)
- List of students with special needs
- The invigilators report (issue log)
- Academic misconduct form
- Mitigating Circumstances Form

Should the examination be online then the invigilators will still need to collect the necessary stationary. Invigilators must ensure that all PC's are in working order and that the examination is preloaded ready for the students to use.

6.5 Invigilators will be responsible for all examination materials until their return to the same collection and distribution point where the Chief Invigilator will sign the papers as returned and to acknowledge submission of all scripts and attendance slips.

7.0 Identification of students

7.1 Before the commencement of each examination, the Chief invigilator will ensure that an attendance register is taken at the prior to the exam starting.

7.2 The student should have been instructed to bring to the examination their student id (or equivalent form of identification) which carries the student's photograph, this must be placed on the desk and the Invigilators should check that all cards are visible on desks and check ID's. A head-count should also be carried out to agree the total numbers from the attendance register.

- 7.3 In the event of any irregularity, such as an individual presenting him/herself for an examination whose name is not listed on the register of students or the student does not have any photographic ID, the individual will be permitted to take the examination. In such circumstances, the student is to be informed by the Chief Invigilator that he/she is not on the register, a report will be made and that subsequent to the examination an investigation will be carried out, and if it is found that he/she is not eligible to take the examination, the paper will not be marked.
- 7.4 If a student is wearing headwear that prevents a clear ID, a female Invigilator must accompany the student to an appropriate venue to confirm a match between the face in the photograph on the Student ID Card and the present student's face.
- 7.5 If it is found that the photographic ID on the desk does not match the student that is presenting it, the chief invigilator must be contacted immediately.

8.0 Conduct of Students during Examinations

- 8.1 Examination assessments usually take place within the block/module that they are taught. Students will be notified of the date and time of the examination in the first lecture session of the block/module. The date and time will also be signposted on the LMS (Moodle) course page.
- 8.2 Students may not enter the examination:
- until 10 minutes before the scheduled commencement time for the examination, 15 minutes in the case of a large examination venue;
 - or until instructed to do so by an Invigilator.
- 8.3 On entry to the room, students should leave all baggage and materials not specifically required for the examination in an area well away from the examination desks, designated for this purpose by the Invigilator. A small handbag, or the equivalent, may be retained by each student at the discretion of the Chief Invigilator. Large handbags must be in the designated area. Violation of this regulation will be defined as cheating.
- 8.4 Students are not permitted to bring with them to their desk any equipment which may give them unfair advantage. Mobile phones and hand held personal organisers must be switched off and stored in a bag or coat pocket. Non Hearing Enhancement earpieces should be removed. Any student wearing 'headwear' may be asked to prove they aren't wearing a non-hearing enhancement earpiece by the Invigilator. Any student found to be using a mobile phone or other electronic device to gain unfair advantage will be asked to leave the examination room immediately and will be unable to complete the examination. The use of calculators and dictionaries (excluding electronic dictionaries) is allowed only where clearly marked on the examination paper.

- 8.5 If the examination is an open book examination then students will be allowed to bring notes or text books as instructed prior to the examination. The Invigilators will check that only the appropriate materials have been brought into the examination venue.
- 8.6 Students should complete the certificate of attendance slip on their desk and the front page of their answer booklet. Students should not turn over the examination paper and start the examination until instructed to do so by the Chief Invigilator.
- 8.7 The Chief Invigilator will draw the attention of students to the instructions given on the front of the answer book relating to the use of official stationery and the back which lists key points taken from the examination procedures. Students should be instructed to fill in the examination numbers on the front of the answer book as they write the answers to the examinations and to raise their hand if they require extra booklets during the examination. Students should be reminded to read the instructions at the top of the examination question paper carefully and of the procedures which govern students leaving an examination venue (on the reverse of the examination answer booklet). This rule applies to the actual start of the examination and does not include any reading time that may be stipulated on the rubric.
- 8.8 No student, having commenced the examination, may leave the examination room during the first 30 minutes of the examination or during the final 30 minutes, other than for temporary absence. An Invigilator may permit a student to leave the examination room during an examination, for a brief period, if he/she is satisfied that there is a good reason for so doing. In such circumstances, the student will be accompanied by an Invigilator or other responsible person. Students wishing to leave the room should raise their hand to request permission to do so. A student who completes the examination before the end of the time allocated, or who does not wish to proceed with the examination, may leave the examination room early provided that:
- a student who has left the examination venue (other than in an accompanied, temporary absence) will not ordinarily be re-admitted.
 - no student may leave in the first 30 minutes or last 30 minutes of the examination (this does not include reading time).
 - before leaving, a student must have handed in his/her script and all other examination material.
- 8.9 Examinations will be conducted in a manner conducive to maximum performance by each student. The Chief Invigilator may order from the examination room any student who unreasonably disturbs the examination and thereby jeopardies the performance of other students. Students are not permitted to smoke or consume food during an examination (although bottled water and small snacks are allowed).
- 8.10 Students arriving late for an examination may be permitted to enter the examination room and proceed with the examination up to 30 mins from the

start of the examination. The Chief Invigilator must contact A member of DAPE to confirm if the examination period for these students can be extended and how this will be administered. Students will not normally be admitted after 30 mins from the start of the examination. However, the Chief Invigilator must always check with DAPE to admit students arriving later than this if the late arrival was caused by factors outside the student's control and if no person has already left the examination room.

8.11 Students sitting a one hour exam who finish the exam early must remain for the full one hour, the only exception being if all students taking the exam have fully completed and the Chief Invigilator is satisfied that this is the case.

8.12 If the exam includes reading time, note the following:

- exam conditions must still apply,
- students cannot make notes during reading time,
- If the exam is an open-book / notes, these cannot be read during reading time, only the exam paper.

9.0. Problems with Examination Papers

Where difficulties arise with examinations the Chief Invigilator must contact the DAPE immediately for clarification and follow the advice given. If it is not possible to get timely clarification the examination should be sat as presented and the difficulty noted by the Chief Invigilators to be dealt with through the extenuating circumstances procedure. The Chief Invigilator should then make sure a full report is fully completed.

10.0. Students suspected of cheating

(please also refer to the academic misconduct policy)

Any student will be suspected of seeking an unfair advantage if observed to be undertaking any of the following or similar actions:

- communicating with or copying from any other student during an examination except insofar as the examination procedures may specifically permit this e.g. group assessments;
- communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff;
- introducing any written or printed materials into the examination room unless expressly permitted by the examination or programme procedures;
- gaining access to an unauthorised material relating to an assessment;
- accessing unauthorised material during the exam via an electronic device

10.1 Where an academic irregularity is suspected in an examination, the Invigilator concerned should inform the Chief Invigilator, and in the presence of that

colleague will inform the student of his/her suspicions and clearly annotate the student's script.

- 10.2 The Chief Invigilator will seek to confiscate any relevant evidence (for example, any unauthorised material) and allow the student to continue with the examination. However, if the student persists with the irregularity he/she will be expelled from the room. The student will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.
- 10.3 The Academic Misconduct Form should be completed fully by the Chief Invigilator during the exam. The student can sign the form, and should be given a copy – the other copies should be stored as described in 4.1 If the student refuses to sign the form or doesn't wait to see the Chief Invigilator then the full form should be included with the completed exam papers etc. It must be stressed that that the signing of this document by the student is completely voluntary. DAPE staff will then ensure that the report is immediately sent to the appropriate staff. The Academic Misconduct Form should be accompanied by any relevant evidence. If a student believes academic misconduct to be taking place during an examination, it is the responsibility of the student to bring this to the attention of the Invigilator. However, no action can be taken unless the suspected academic misconduct is subsequently verified by the Invigilator.

11.0 External Disturbances

- 11.1 In the event of building/maintenance noise or disturbance affecting the examination venue, if the disturbance is general noise the Chief Invigilator will attempt for it to be stopped, if this cannot be achieved immediately the Chief Invigilator must contact the -facilities or the Principal of the Ecospace if outside of London who will try to resolve the problem.
- 11.2 Whether or not the Invigilator is successful in ending the external disturbance or noise, the time and duration of the disturbance should be noted. The Chief Invigilator will submit a written report immediately following the examination using the Invigilators Report Form to the Registry Office. This will be forwarded to the Chair of the module Examination Board for consideration as an Extenuating Circumstance/procedural irregularity at the meeting of the Examination Board.
- 11.3 If after consultation with the Operations/facilities Department the disturbance will affect future examinations in that venue, Registry have the authority to change the timetabled venue and will advise the staff accordingly. In this event, Registry and Operations will consult together as to the most appropriate way to advise the students.

12. Emergency evacuation of examination room.

- 12.1 In the event of an emergency evacuation of the examination room (e.g. fire alarm or bomb alert) the Chief Invigilator will instruct students to evacuate the room quietly, leaving all examination materials in the room. Students will be

instructed that they remain subject to examination rules during the evacuation. [Note: Evacuation points for buildings in the event of an emergency are posted in each venue and all Invigilators should have a copy of the 'Fire Assembly Point' map and Invigilators should ensure they are fully aware of the location].

- 12.2 The Invigilators will lead students to the designated assembly area and remain with them at all times until instructed by the appropriate authorities that it is safe to return to the building, or until a decision is taken by the Chief Invigilator after appropriate consultation with the DAPE to abandon the examination. Where an examination is abandoned, students will either be required to sit a new examination paper at a future date or the procedures for assessing students where the full marks are not available will be applied by the Examination Board.
- 12.3 If it is possible to resume the examination, the Invigilators will instruct students to endorse their scripts with the words 'examination interrupted' at the appropriate place. Compensatory time will be allowed to student's equivalent to the period from the time the emergency arose to the resumption. Students will be informed of the revised finishing time for the examination and that a report of the interruption will be made to the Chair of the module Examination Board.
- 12.4 A full report of the circumstances, including the time of interruption, its duration and compensatory time allowed will be made by the Chief Invigilator using the Invigilators Report Form immediately following the examination. This will be forwarded to the appropriate staff by the registry office.

13. Conduct of Students at the end of the Examination

- 13.1 The Invigilator(s) will advise students 20 minutes and 5 minutes before the end of the examination that they have this time remaining to complete the paper.
- 13.2 The Invigilator(s) will signal the end of the examination at which point all students will immediately stop writing and remain seated and silent.
- 13.3 The students should be reminded that they must have entered their student registration number, module number, course and year, module title on the top left-hand side of the answer book and their name in the box on the right hand side. They should also be instructed to attach any additional booklets they have used together using the treasury tags, which were issued at the start of the examination and in addition, indicate on the initial booklet the number of booklets that they have used. The students will then be instructed at this point to seal down the right hand flap to conceal their identity.
- 13.4 The Invigilators will collect all worked scripts, together with any surplus answer paper.

13.5 Students may not leave the room at the end of an examination until given permission to do so. Before giving permission the Chief Invigilator will establish that the number of scripts collected matches the number of students.

14. After the students have left the examination room

14.1 The Chief Invigilator is responsible for ensuring that all examination material, completed papers, attendance registers and invigilators report are returned to the designated collection and distribution point then signed for by a member of DAPE

14.2 A nominated member of DAPE will sign for the scripts and attendance sheets and check that the number handed in by the Chief Invigilator corresponds to the number of students marked as present on the attendance register. For examinations taking place in the EcoSpaces the chief invigilator must scan the completed papers and email them securely to DAPE along with all other completed paper work. Then follow instruction in point 4.1

14.3 The Chief Invigilator is responsible for the security of the scripts until they are signed for by DAPE.

14.4 If any untoward events have occurred during the examination the Chief Invigilator should submit a written report immediately following the examination using the Invigilators Report Form.

14.5 Untoward events include the following:

- any cases of cheating or suspected cheating (see point 7 above);
- any cases of sickness
- any cases of students leaving the examination room as a result of misconduct;
- any noise or disturbance outside the room,
- any students arriving after the start of the examination;
- an emergency evacuation of the examination room (see 9 above);
- any other exceptional occurrence which, in the judgement of the Chief Invigilator, needs to be brought to the attention of college staff.
- any cases of the students not having any photographic ID.

INVIGILATION PROCEDURES

1 Invigilator Work Lists/Schedules

- 1.1 During main exam sessions Invigilators should receive their individual work list at least two days before the examinations are due to start (in some situations this may not be possible).
- 1.2 Invigilators should check their list and immediately contact DAPE with any cancellations/queries. Invigilators must not 'swap' examinations informally.
- 1.3 Invigilators must arrive at the stated time on their individual schedule to the stated reporting room to collect examination materials. Reporting late causes problems and often delays exams.
- 1.4 Invigilators must wear their name badge at all times whilst Invigilating.

2.0 Arriving at the Reporting Room

- 2.1 Invigilators must arrive at the reporting room stated on their schedule at the stated time. It is important you are on time as reporting late causes problems and often delays exams.
- 2.2 This may be a very busy area and you will need to report to the Chief Invigilator and meet the other Invigilator(s) who you are working with.
- 2.3 The Chief Invigilator will then provide the exam materials and advise of any specific instructions to the Invigilators of the exams (section 4 of the procedures contains a list of items that should be provided)
- 2.4 You will then all proceed to the examination room(s) with the rest of the team, if this is a large external venue, proceed to the advised location to be collected by the college transport or taxi to be taken to the venue.

3.0 Arriving at the Exam Venue

- 3.1 Chief Invigilators should 'scan' through the examination paper before the start of the exam to foresee any problems, e.g. is it open or closed book do they need any specialist materials
- 3.2 The examination venue should be properly laid out and adequately heated. If this is not the case then DAPE or the principals of the EcoSpaces should be contacted immediately.

- 3.3 The clock provided should be placed in a prominent position.
- 3.4 If whiteboards are in the venue, then they must be wiped clean before the students commence the exam.
- 3.5 All other materials should be distributed in the appropriate manner. If possible, all this should be done before the students enter the room
- 3.6 As the students enter the venue they should be asked to:
- Switch off mobile phones and any other electronic devices, remove any non hearing enhancement ear pieces and store them inside their coat or bag
 - Not bring food or drink other than bottled water and /or small snacks
 - Place all coats and bags at a specified location in the venue
 - And, to find a seat, have all necessary/allowed materials on their desk (including photographic IDs) and remain quiet until instructions are given out.
- 3.7 Once everyone is seated instructions can now be given to the students and IDs checked by the Invigilators

4.0 Starting the Examination

- 4.1 Exams should always start promptly at the stated time, particularly when an exam is in an external/large venue – the exam should never be started early. If multiple exams are taking place in venues in different time zones the invigilators must ensure that all exams are started at the same time. The Chief Invigilator must check there are no issues in any of the exam venues and that they can all start at the prescribed time.
- 4.2 The Chief Invigilator will now make the announcement, this gives students general instructions about the exam. There may be also specific instructions from DAPE

5.0 During the exam

- 5.1 Invigilators should be placed at appropriate locations in the venue – making sure they can observe the students fully. This means where possible Invigilators should be at the front and back of the venue etc.
- 5.2 If for any reason the start of the exam is delayed, exam papers must be collected in and students reminded they are still under exam conditions, once the situation is clear then the exam papers are to be redistributed, again if necessary, reminding students they are still under exam conditions.

- 5.3 Within 10 minutes of the start of the exam the Chief Invigilator will instruct for the Certificates of Attendance to be collected, collated in alphabetical order and the register marked accordingly.
- 5.4 The Chief Invigilator should deal with any late arrivals according to the procedures (pg. 6).
- 5.5 Please do not sit in a chair to observe the students for the entire exam, especially in large venues. It will be necessary from time to time during the exam for all Invigilators to walk around the venue to monitor students and to ensure no cheating or distraction is occurring. However, this must be done in an unobtrusive manner so as not to disturb the students. If cheating is suspected, please follow the appropriate procedures as an Academic Misconduct form may need to be completed by the Chief Invigilator.
- 5.6 If you are working in a shared venue with another exam team, it is expected that Invigilators should assist the other team if required. Liaison may also be required between the Chief Invigilators in regards to the announcements.
- 5.7 A student requiring assistance will raise their hand, Invigilators must deal with their issue as quickly and quietly as possible, their issue may be:
- There is a problem with the exam paper, the Chief Invigilator must contact DAPE immediately and follow appropriate procedures
 - The student may wish to leave the venue to use the toilet, feeling sick etc. They must be accompanied by an Invigilator of the same sex (if possible), the toilet cubicle should be checked before the student enters and the Invigilator can then wait in an appropriate area before returning the student to the venue
 - The student may want to leave the exam early, please follow appropriate procedures.
- 5.8 Invigilators must conduct themselves in a professional but friendly manner at all times.
Invigilators should:
- Not talk/whisper to each other when the exam has started (except necessary instructions)
 - Not read-unless confirming something on the exam paper
 - Not write-unless in relation to the examination (i.e. no crosswords, etc)
 - Not listen to any personal audio devices
 - Remain 'alert' at all times
 - Take a 10 minute break only when the exam is 3 hours long or over and necessary cover is provided.
 - Not disturb the students unnecessarily
 - Not consume food and/or drinks (other than bottled water and sweets/mints/dry snack in a clear packet)
 - Switch mobile phones off
 - Turn off watch alarms/bleepers

- Not assist the student to complete the examination.
- Deal with any exceptional or unusual occurrences in a calm and professional manner to minimise disturbance for students

5.9 There may be times during the exam where an untoward event occurs, i.e.

- External disturbance
- Contacting registry with a problem/query with the exam paper
- Emergency evacuation of the exam venue
- Any form of interruption/disruption which may disturb the student.

It is extremely important for the Chief Invigilator to complete fully and accurately an Invigilator Report Form, as this form is returned to DAPE and can be used at exam boards.

6.0 Ending the Examination

6.1 When approaching the end of the examination there are certain procedures the Invigilator needs to ensure happens, these are:

- Inform the students when 30 minutes are remaining (no students can now leave the room). After this announcement Invigilators must be aware no papers should be collected in until the end of the exam, to ensure minimum disruption to students in their final stages of the exam.
- Inform students when 5 minutes are remaining
- Inform students the examination has now ended and everyone must stop writing.
- Students are allowed to be accompanied by an Invigilator to the toilet once the 30 minutes announcement has been made.

6.2 After the examination has ended further instructions should be given by the Invigilator, including:

- Advise the students to remain seated and that they are still under exam conditions until dismissed.
- Remind the students to ensure that the front of the answer booklet has been completed fully and the top right corner sealed etc
- Check that the number of completed answer/exam booklets collected in match the number of students on the register
- Only then can the students be told they can leave the room
- Ensure that all examination materials (including the clock) has been collected in and is ready to return to the reporting room.

6.3 At the end of the exam an Examination/Invigilator Verification form must be completed by the Chief Invigilator. These forms are used to assist in the production of the Invigilators payment claim form and one is required for each location, therefore it must be signed by all Invigilators and must be accurate.

- 6.4 All Invigilators must then return to the distribution/collection room ,
- 6.5 Once all papers have been returned to the reporting room your Invigilation duties are now finished, however, at this point please check your schedule to ensure you will be reporting for your next exam on time.

7.0 **Examination Variations**

The following section will explain the types of exams you may be working on:

- 7.1 **Paper based written exam** – As the title suggests it is a standard exam which will take place in a classroom style situation where all standard procedures previously mentioned should be followed.
- 7.2 **Multiple choice** - The only difference will be in the announcement that the Coordinator must make, registry will provide the appropriate announcement.
- 7.3 **Digital Based Exams** – The announcement will be different, DAPE will supply.
Exam booklets will not be used and candidates must follow the instruction on screen for completing identification and instructions for completing the exam. Attendance slip must still be completed and collected.
- 7.4 **Exam with disabled candidates** – some students with disabilities may have special requirements for their exams such as:- Exam Time, a reader, scribe, access to PC etc
- 7.5 **Extra Time** - additional time is added to the length of the exam, this should be on the information provided to the Chief Invigilator by registry.
- 7.6 **Stop/Start Exam** - this is where the student may need to take a short break(s) during this exam, The exam will still run as normal, i.e. the student will be given a start and end time and you will stop/start the clock for all rest breaks, however in addition you will be given a maximum amount of rest time that the student is allowed to take. You must keep a tally of this time to ensure the student does not exceed this allowance (using the form provided in the exam pack). However please note the break allowance is for registry and Invigilator usage only. The stop/start allowance should only be disclosed to the student if they specifically ask. The reason for this is that the allowance is not to be abused as it is not to be considered as part of the exam, it is a maximum break allowance only. For clarification a rest break is any break a student wishes to take within the exam venue or a toilet break. This does not include going for a coffee /cigarette break etc. as these are not permitted. However, if a student brings to the venue dietary supplements connected to their registered requirements, this is of course permitted. If you are unsure please contact chief invigilator for guidance.
- 7.7 **PC Provided** - Registry should provide the Invigilator with a laptop (unless the venue already has an accessible pc), registry should advise the Invigilator if the exam should be saved onto the 'c:drive', cloud storage or provide a

memory stick if required. If the exam needs to be saved onto a memory stick this must be treated with the same security as a completed exam paper. The Invigilator should sit behind the student so the monitor screen is visible to the Invigilator.

7.8 Scribe and /or Reader provided, the student will be accompanied by someone provided by Student Services. The scribe will write out the exam answers while the student dictates and the Reader will read out the questions for the student etc. An Invigilator, who is allocated to a one to one exam or the extra time room for disabled students, should not query the student's disability or ask questions of a personal nature to either the student or staff. Invigilators must give the full allowance of time as instructed by registry.

8. Complaints Procedure

8.1 Should an Invigilator wish to make an official complaint about any matter, this must be done in writing (immediately after the incident) to Registry. This matter will be dealt with in the strictest confidence.

8.2 Should a matter arise in which a member of staff wishes to make a complaint about an Invigilator they must contact Registry immediately after the incident, who will investigate the complaint fully, and take necessary action. This matter will be dealt with in the strictest confidence.

General examination criteria definitions for written exams

(only to be used as 'general' guidelines, as always check with registry if all students query the type of exam)

CLOSED BOOK/WRITTEN BOOK

No reading materials are allowed into the examination

OPEN BOOK

Any printed original material in the format of a book or other formal publication may be used.

No extract or copies may be used

No hand written notes may be used No electronic device may be used

RESTRICTED OPEN BOOK

Only specified books or other formal publications - a list should be given to the Chief Invigilator with the exam stationery

OPEN NOTES

Student's handwritten notes only

COURSE FILE

Course file i.e. hand written notes, printed notes, handouts, photocopies etc

No books or other formal publications

UNRESTRICTED

Open Book and Course File

OPEN BOOK/OPEN NOTES

Any printed material in the format of a book or other formal publications may be used

Student's handwritten notes may also be used

No extracts, photocopies, handouts etc may be used

PRE-WORK

Pre-set work must be handed in with the exam paper

SEEN

Students have already seen the examination paper

Standard written examination using a booklet

Announcement

(May I please have your attention?)

(Please ensure you have the attention of the room)

Upon entering the examination venue you are under examination conditions and it is extremely important that you remain silent throughout the examination even when the examination is finished.

As part of the examinations procedure I need to read the following announcement to you all regarding the use of unauthorised technology.

Accessing 'any' information whilst the exam is taking place on 'any' device not specifically stated on the examination instructions may be regarded as Academic Misconduct and in such cases may result in an Academic Misconduct form being completed and returned to registry.

If you have any of the following items or similar, they must now be switched off and placed either in a bag or coat and placed in the designated area.

- Mobile phones.
- Smart watches or any watches with built in storage capability.
- Bluetooth devices.
- Tablets, Kindles or e-readers.
- Ipods or any Media player.
- Headphones or any ear device that is not required for hearing purposes.

We understand you may want to check your watch regularly throughout the exam, however if your watch has information storage or wireless capability it is 'not' permitted and it is recommended that you remove it now to avoid any confusion.

Can you please raise your hand if you need to put any of the devices mentioned into your bag or coat?

If you have any queries over a device you feel is acceptable please bring this to the attention of an invigilator straightaway who will contact registry to seek clarification.

(slight pause)

- There must be no talking until all exam materials have been collected and you have left the venue, to avoid any confusion over academic misconduct.

- If during the examination cheating is suspected it will be advised accordingly; and an Academic Misconduct form will be completed and sent to registry.

There will however be an opportunity to sign this form and receive a copy at the end of the exam. Any unauthorised material will be removed and the examination booklet will also be endorsed.

For your information can I please ask you to note the following:

- Raise your hand if you have any queries during the exam concerning the exam paper.
- If you wish to leave the room for a toilet break you must also raise your hand.
- You may not leave the room during the first hour or the last 30 minutes.
- I will announce to the room when there are 30 minutes and again when there are 5 minutes remaining

(slight pause)

The module code and title for the examination you are sitting today is

.....

- Please ensure you complete all of the detail that is required at the top of the booklet
- If you have not already done so read through the instructions to candidates on the front cover
- Dictionaries and calculators are not permitted unless it is expressly stated in the examination rubric or they have been previously agreed with the faculty in advance
- If it is not expressly mentioned on the rubric that a dictionary is allowed then you must have an authorised permission slip from your faculty.
- The duration of this exam is
- The amount of reading time is (if stated on exam rubric)
- The time is now.....(according to the exam room clock), - you may begin the examination

