Duties of Invigilators 2016-17

The role of invigilators
Invigilators provide essential support in running exams in a controlled way, and in ensuring students are aware of what is expected from them at all times. The most important duty is to watch the examinees, and basically to keep them even from thinking about committing an exam offence. All of these factors make a big difference in ensuring that the examination process is as fair as possible for all students.

The duties of invigilators
Following the respective Imperial College Academic Regulation document on ‘Duties of Invigilators’, the list below is a version at a glance of this, expanded by procedures based on Departmental needs. http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Duties-of-invigilators.pdf

A Before the exam

✓ Come and collect exam papers and other materials from the Student Office (RSM 306/307) 10-15min before the timetabled start time and take them to the allocated room.

✓ Place a question paper on each desk. Ensure that there is a sticker sheet and the correct number of answer booklets on each desk, and, if necessary, a calculator, formula sheet and anything else required for the exam.

✓ Let the students take their places, instructing them not to talk, to turn mobile phones off, to leave phones, bags and personal belongings in designated area. Food is only allowed with specific permission from Registry. Water is allowed in transparent bottles, and pencil cases have to be transparent.

✓ Instruct the students to display their College ID cards on the table.

✓ Remind the students that they should not have any prohibited items on their person, such as last-minute notes and mobile phones. Allow them to hand these in.

✓ If there are any special instructions for this exam, for example that students should write different answers in different booklets, then remind them of this.

✓ Advise the students that, during the exam, they should raise their hand if they need attention.

✓ Unless a member of academic staff is present and opens the exam, then at the designated time tell the students to turn over their question papers and start. Work by the time on the clock at the front of the room (which all students should be able to see).

✓ Write start and then end time of exam clearly on the board.

✓ Remind students that any non-observance of the rules, constitutes an Exam Cheating Offence, which will be rigidly investigated by the College.
B *During the exam*

- Patrol the room, keeping noise to minimum.
- (Students leave everything in the room and follow you to exit-evacuation process)
- Whilst patrolling, check student list or seating plan against the ID cards.
- Ensure that no candidate leaves the room within the first and final 30 min of the exam except for health reasons, or for an escorted toilet visit.
- Allow students who arrive late to take their seats and start the exam; alert the Student Office. Make a note of their arrival time.
- If a student insists on leaving within the first and final 30 minutes, alert the Student Office. Once a student leaves the room unescorted during exam, they are not permitted back in to continue.
- If a student needs to leave the room for a convenience break, call Student Office to organise attendant, unless more than 1 invigilator is in the room (at the restroom, check cubicle first for hidden phones, materials and ask them to show their pockets).
- Only 1 student is allowed to leave the room at any time, and they should be accompanied by an attendant (ensure that a sufficient number of invigilators remains in the room).
- Never attempt to answer any questions related to the exam paper. Contact the Student Office or academic member of staff in charge.
- If aware of suspicious behaviour or if you suspect cheating, immediately alert the Student Office.
- 15 min before end of exam, tell them that they have 15 min left.
- Announce that exam has ended at the appropriate time, tell candidates to stop writing and to remain seated while all papers are collected from desk.
- Exam scripts should be collected in the order of seating plan.

C *After the exam*

- Ensure that no papers, scripts, calculators are taken away from desks!
- Where possible (small room), candidates remain seated whilst invigilator collects calculator, exam scripts and exam papers from the desks. If not, place yourself in the doorways, and allow students to exit only via doors with invigilators in them. Check that candidates do not take any exam material away.
- Fill in the invigilator’s report form.
- Hand over all material to Student Office (RSM 321c), unless instructed otherwise.

Any questions? Please do not hesitate to contact the Student Office: RSM 321c (ext 45122 or b.ross@imperial.ac.uk)