

Duties of Invigilators (in-person assessment)

Invigilators are responsible for the conduct of an examination in the presence of candidates in an examination room. The college is currently piloting online invigilation tools, but this guidance relates to in-person assessment, including assessment conducted on a device. Invigilators have a key role in ensuring the integrity of the assessment process.

1. Distribution of Papers

- 1.1. Prior to each examination, you will be given the name and contact details of a Departmental contact. This individual will be your key liaison point throughout the examination and will work with other colleagues within the Department to answer any queries that arise.
- 1.2. Your Departmental contact will give you the question papers and you must put one copy on each desk before candidates are due to be admitted to the room. You must check carefully against the candidate list to ensure you have given the correct paper to each candidate. Spare question papers and any other relevant material must be returned immediately after the examination to the Departmental contact.
- 1.3. Unless instructed otherwise, supplementary answer books will only be issued on demand during the examination.

2. Distribution of Calculators

- 2.1. You should arrange with the Departmental contact to have calculators ready for distribution to candidates, if appropriate for that examination, before the examination begins. You should put one calculator on each desk before candidates are due to be admitted to the exam room.

3. Books and materials to be taken by candidates into examinations

- 3.1. Candidates are not permitted to take into the exam room any books or materials other than those specified for particular examinations. This includes any wearable smart tech or communication devices such as mobile phones, smart watches or 'palmtop' computers – it is not sufficient for the candidates just to turn them off.
- 3.2. Where it is necessary to allow candidates to introduce coats, bags, etc. into the exam room, these should be deposited as far away as possible from

where the candidates are seated, and where they may be under the surveillance of the invigilator.

- 3.3. Candidates should not normally be permitted to approach their belongings during an examination unless they have been given permission to leave and not return.

4. Digital assessment in an Examination Hall

- 4.1. Where students are taking a digital assessment either on their own device (BYOD) or on a College device, they will have been advised in advance of the minimum device specification, any specific college-approved software requirements and whether they are permitted to bring any additional computer related equipment (e.g. memory stick, mouse, charging cable). Students must also have been advised whether there are facilities for charging their device during the assessment.
- 4.2. Where a student is unable to access a digital assessment at the agreed start time as a result of technical or other difficulties, they should complete the assessment within the reduced timeframe and/or submit a mitigating circumstances claim. Any late starts or circumstances where students are unable to start or complete an assessment because of technical difficulties should be recorded on the invigilator report form.
- 4.3. It should not be necessary, but if a student needs to undertake Multi-Factor Authentication (MFA) to access the assessment, they should be allowed to do this on their phone and then switch it off.
- 4.4. Where the College is supplying equipment for the exam, arrangements will have been made for technical support if required during the session. You will be provided with details of how to get support with the other materials etc. provided to you for this exam.

5. Invigilation

- 5.1. There must be at least one invigilator for every 50 candidates or part thereof. Invigilators in the exam room need not be members of the academic staff.
- 5.2. All candidates are required to display their College identity cards on their desks throughout their exams, in a manner so that you can inspect it and ensure they are eligible to sit the examination. If a candidate is not willing or able to display their identity card, or you are not satisfied that you have established any individual's identity, you should notify your Departmental contact immediately. In such a case the individual concerned should be allowed to sit the remainder of the examination undisturbed but advised that they must not leave the room until their eligibility to sit the exam has been

confirmed. They should be notified that failure to establish their identity may lead to their examination not being marked, and their possible investigation for [Academic Misconduct](#). All details should be noted on the Invigilators' Report Form.

- 5.3. Throughout the examination your first duty is to watch for any candidate who may attempt to commit Academic Misconduct, whether by consulting books or notes, by communicating with or copying from another candidate, or by other means. Suspicious conduct of any sort must be immediately reported to the Departmental contact. If unauthorised material is seen in the possession of a candidate, this should be removed with the minimum of disturbance to the candidate or other examinees. The candidate's script should be annotated by an invigilator at the point the candidate has reached in their answer book with the time the material was removed.
- 5.4. No candidate may leave the exam room in the first 30 minutes of an examination except to go to the lavatory or to the first aid room, which they may do at any time provided that an attendant accompanies them. A candidate arriving up to half-an-hour late may be given extra time, at the discretion of the Departmental contact. In all such cases the time the candidate started, and the extent of the extra time allowed should be noted on the Invigilators Report Form.
- 5.5. All candidates who arrive more than 30 minutes after the start of the examination should be reminded, before starting the examination, that their work will be accepted only at the discretion of the Board of Examiners, and a full report of all circumstances should be sent to the Departmental contact. Details should be noted on the Invigilators' Report Form.
- 5.6. Any candidate who leaves the exam room without permission will not be re-admitted to the examination. The details and time this occurred should be recorded on the Invigilators Report form.
- 5.7. Silence must be maintained throughout the examination. Whilst invigilating you should ensure that you do not disturb the candidates and remain alert.
- 5.8. If you leave your post temporarily you must get someone else to take over your duties until you return.
- 5.9. You should consult the Departmental contact on any difficulty which may arise and must report immediately anything out of the ordinary which may affect the work of a particular candidate (e.g., sickness) or of candidates generally (e.g., excessive noise, stuffiness). If a candidate is taken ill during an examination, but can continue it after an interval, the Departmental contact may authorise

that the candidate be allowed extra time at the end of the examination to compensate for any time lost.

6. Academic Staff

- 6.1. The member of academic staff responsible for the examination will be contactable from at least ten minutes before the examination is due to begin until the end of the examination.
- 6.2. Before the examination begins the member of academic staff responsible for the assessment will have checked their paper for any errors. If any amendments are necessary, they shall inform the invigilator on duty (if not themselves) and ensure that the required announcements are made to all students (including those sitting the examination in alternative venues). No other person may answer queries candidates may have about the contents of the question paper, and instead must seek immediate advice from either the responsible member of staff or the Departmental contact.

7. Collection of Answer Books and Calculators

- 7.1. You must see that candidates stop working as soon as time is called. Particular vigilance is necessary at the end of the examination to ensure that no candidate interferes with their or another candidate's script or removes examination materials from the exam room.
- 7.2. You are required to complete an Invigilators Report Form and to return it to the Departmental contact.
- 7.3. At the end of each examination period, you must collect the answer books, carefully checking them against the candidate list. You must ensure that supplementary answer books, maps or other documents forming part of a candidate's work are securely tied inside the cover at the back of the main answer book. Large drawings, however, must be collected separately and kept flat unless you have been otherwise instructed. Absentee forms must be inserted in the place of any missing scripts. Where candidates are instructed to upload work, you should oversee this process.
- 7.4. If calculators have been distributed to candidates for use during the examination, these too should be collected up at the end of each examination period.
- 7.5. You should ensure that spare question papers, unused or spoilt answer books are collected at the end of the examination.

8. Examination Disturbances

Section 1: Behaviour that disturbs other candidates

- 8.1. In the unlikely event that there is a disturbance that would disrupt the examination or prevent it from starting, the following announcement must be made immediately:

"The examination is suspended until quiet is restored. Please stop writing immediately and remain quietly in your seats. I shall tell you when to start work again. Any time lost plus 15 minutes will be made up at the end of the period. The Board of Examiners will be advised of this disturbance and will take action accordingly".

- 8.2. Any candidate who causes a disturbance in the exam room is only permitted to remain at the discretion of the invigilators.
- 8.3. Where a candidate is deliberately creating a disturbance, they should be told to stop. If they continue to be disruptive, they should be told to leave the exam room. If they refuse to leave, Security should be called (ext. 4444 internally or 020 759 42444) to remove them. In all cases the Departmental contact should be advised of the action taken.
- 8.4. A candidate who involuntarily causes a disturbance, e.g., by a fit of coughing, must be asked to leave the exam room, and told that they will be re-admitted once you are satisfied that the disturbance is unlikely to recur for the time being. The Departmental contact may allow extra time in compensation for that lost both to the candidate and to any others who may have lost time because of the disturbance. The candidates concerned must be informed of the extent of any additional time to be allowed as soon as possible after the incident.
- 8.5. If a disturbance occurs during examinations, the Departmental contact must be informed as soon as possible, and must be informed whether the examination has been suspended as in (1) above. The invigilator may only suspend the examination. The invigilator must on no account cancel the examination except on the advice of the Departmental contact.
- 8.6. The following announcement should be made as soon as order has been restored:

"Please continue with the examination which will now conclude at ... am/pm instead of at ... am/pm".

Section 2: Allegation of a prior leak of some or all the exam paper

- 8.7. In the event of a candidate in the room publicly alleging a prior leak of any examination questions, the following statement should be read out to candidates taking the paper in question:

"The examination is suspended until quiet is restored. Please remain quietly in your seats. I shall tell you when to start work again. Any time lost plus 15 minutes will be made up at the end of the period. I am reporting this allegation to the Department and Registry and it will be fully and immediately investigated. Please be assured that full and appropriate allowances will be made so as to ensure that the interests of each individual candidate are fully safeguarded".

- 8.8. The candidate making the allegation may be permitted to continue the examination if they remain quiet. Otherwise, they would be treated in the same way as any other person who creates a disturbance and removed from the exam room.
- 8.9. The candidate making the allegation must be asked to make a written statement before leaving the exam room, and to provide any evidence they have to support their allegation. Include all details of the incident on the invigilation report form.

Section 3: disruption or interruption arising from the management or preparation of the examination.

- 8.10. In the event of the discovery of any incorrect question paper or examination materials, or any materials not intended for use in the exam room being presented to candidates, the following announcement should be made:

"Unfortunately, for reasons beyond our control it has become necessary to temporarily suspend the examination. Please remain quietly in your seats and please accept our apologies for the disruption. I shall tell you when to start work again. Any time lost will be made up at the end of the period."

- 8.11. The invigilating team should discuss with the Departmental contact to resolve the problem. As soon as this is completed the invigilator should make the following announcement:

"Thank you for your patience. The issue has now been resolved. The examination will now proceed but will conclude at ...am/pm instead of at ...am/pm. I am reporting this interruption to the Department and the Registry."

- 8.12. The incident should then be brought to the immediate attention of the Departmental contact. A full account of the incident and any remedial action

should be given. The invigilator must on no account cancel the examination, except on the advice of the Departmental contact after discussion following the notification of the incident.

- 8.13. Depending on the nature of the incident the Departmental contact will ensure all relevant departmental and support service contacts are made aware of the details of the incident as appropriate.
- 8.14. In all cases, the incident will be considered by the Board of Examiners during the moderation and ratification of results.

Section 4: Emergency procedure to be used in the event of fire, bomb alert or other similar occurrence

- 8.15. An alarm will sound in the case of fire, bomb alert or another emergency. On hearing the alarm, you should instruct candidates to follow you, leaving their examination scripts and question papers on their desk, and that they must continue to maintain exam conditions. You should then lead them by the shortest possible route to the assembly area for the particular building. The Departmental contact will inform you of the location of the assembly area in advance of the examination.
- 8.16. On reaching the assembly area you should instruct the candidates as follows:
- a) that the examination will be resumed at the earliest possible moment with appropriate time adjustment.
 - b) that whilst they are awaiting the resumption of the examination absolute silence should be maintained and that they remain under exam conditions.
 - c) that the Board of Examiners will ensure that all due allowances are made in the assessment of results.
- 8.17. You will be informed when it is safe to re-enter the building to resume the examination. If you require any additional assistance (such as staff to help monitor and support the evacuated candidates) you should contact your Departmental contact.

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