

## **Duties of Invigilators**

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### **1. Distribution of Papers**

- 1.1. The Examinations Officer in your Department will give you the question papers and you must put one copy on each desk before candidates are due to be admitted to the hall. You must check carefully against the candidate list to be quite sure that you have given the correct paper to each candidate. You must return the spare question papers immediately after the examination to your Examinations Officer.
- 1.2. Except where the examination is of such a kind that candidates are required to use a given number of supplementary answer books, such books should not be issued to candidates at the commencement of an examination, but should be issued only on demand during the examination.

### **2. Distribution of Calculators**

- 2.1. You should arrange with the Examinations Officer in your Department to have the departmental 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 hall.

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

- 3.1. Candidates are not permitted to take into the examination room any books or materials other than those specified for particular examinations in the attached "Instructions to Candidates". This includes mobile phones, smart watches, 'palmtop' computers etc – 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 examination 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. Invigilation**

- 4.1. There must be at least one invigilator for every 50 candidates or part thereof. Normally at least one member of the academic staff should invigilate at each written examination. Additional invigilators need not be members of the academic staff.

- 4.2. 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 Exams Officer 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 hall until their eligibility to sit the exam has been confirmed. Such a candidate should be notified that failure to establish their identity may lead to their examination not being marked, and their possible investigation for cheating. All details should be noted on the Invigilators' Report Form.
- 4.3. Throughout the examination your first duty is to watch for any candidate who may cheat, whether by consulting books or notes, or by communicating with or copying from another candidate, or by other means. Suspicious conduct of any sort must be immediately reported to the Senior Assistant Registrar (ext 48008), Assistant Registrar (ext. 48016) or Records Officer (ext. 48017). 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 the invigilator at the point the candidate has reached in his/her answer book with the time the material was removed.
- 4.4. No candidate may leave the examination room in the first half-hour of an examination except to go to the lavatory or to the first aid room which he/she may do at any time, provided that an attendant accompanies him/her. A candidate arriving up to half-an-hour late may, at the discretion of the Examinations Officer in your Department, be given extra time. In all such cases a report should be made to the examiners of the time the candidate started and the extent of the extra time allowed. These details should also be noted on the Invigilators Report Form.
- 4.5. All candidates who arrive more than half-an-hour 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 examiners, and a full report of all circumstances should be sent to the examiners with a note pointing out that they may accept the candidate's work in that element of the examination at their discretion. Details should be noted on the Invigilators' Report Form.
- 4.6. Any candidate who leaves the Examination Hall without permission will not be re-admitted to the examination. For such a candidate the examination is cancelled by his/her action in leaving the hall.
- 4.7. Silence must be maintained throughout the examination. You should refrain from whispered conversations and although periodically in the course of your duties you must walk round your section of the hall, you should do this without disturbing the candidates. Do not read or write anything not connected with your duties, or drink beverages, or eat or smoke.

- 4.8. If you leave your post temporarily you must get someone else to take over your duties until you return.
- 4.9. You should consult the Examinations Officer in your Department 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 is capable of continuing it after an interval, the Examinations Officer in your Department may authorise that the candidate be allowed extra time at the end of the examination to compensate for any time lost. Alternatively, where the illness requires this, the Examinations Officer may be able to arrange for the examination to be completed under special supervision in the College Health Centre.
- 4.10. Your attention is drawn to the particular instructions concerning action to be taken in the event of examination disturbances or fire.

## **5. Academic Staff**

- 5.1. The member of academic staff responsible for a written examination must be in the examination room at least ten minutes before the examination is due to begin. If not acting as the invigilator, he/she must then remain in the room for a further thirty minutes after the start of the examination.
- 5.2. Before the examination begins the member of academic staff responsible for it must check his/her paper for any errors. If any amendments are necessary he/she 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 which 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 Examinations Officer in your Department.
- 5.3. Before leaving the examination the member of academic staff responsible for it must ensure that arrangements have been made for him/her to be immediately contactable in the event of any further questions from candidates on the paper. That member of staff must also remain on campus for the duration of the examination.

## **6. Collection of Answer Books and Calculators**

- 6.1. You must see that candidates stop working immediately time is called. Particular vigilance is necessary at the end of the examination to ensure that no candidate interferes with another candidate's script, or removes a script or unused answer book from the examination room.
- 6.2. You are required to complete an Invigilators Report Form and to return it to the appropriate Records Officer, Registry, Sheffield Building. A copy should be given to your departmental Examinations Officer.

- 6.3. 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.
- 6.4. 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.
- 6.5. No spare question papers, unused or spoilt answer books must be left on the desk at the end of the examination.

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