

Notes for the Guidance of Invigilators

1. Examination Disturbances

- 1.1. The possibility exists, however remote it may be, that a candidate or a group of candidates, or indeed, other persons might act in a way that would disturb or disrupt an examination whilst it was in progress or prevent its starting.
- 1.2. The following notes are intended to inform you of the legal position in case such a situation should occur and to indicate the steps which you should take to deal with it.
- 1.3. The following announcement must be made immediately any disturbance occurs:

"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. The Examiners will be informed and will make full allowances for the disruption".

- 1.4. Any candidate who causes a disturbance in the examination hall thereby makes his/her licence to remain there revocable by you.
- 1.5. Where a candidate creates a disturbance the following procedure should be followed:
 - i. He/she should be told to desist.
 - ii. If he/she fails to desist he/she should be told to leave the examination hall on the grounds that his/her right to remain there has been revoked. If he/she refuses to leave after such revocation, Security should be called (ext. 44444) and he/she can properly be ejected as a trespasser.
 - iii. A candidate who involuntarily causes a disturbance, e.g. by a fit of coughing, must be asked to leave the hall, and told that he/she will be re-admitted once you are satisfied that the disturbance is unlikely to recur for the time being. The Examinations Officer in your Department 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.
- 1.6. If a disturbance occurs during examinations, the Assistant Registrar (Records) [ext. 41381], Student Records Team Leader [ext. 45887] or the Student Records team [ext. 47268] 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 Academic Registrar (or their nominee), who will arrange for a representative to go to the examination room immediately when notified of the disturbance.

- 1.7. The following announcement should be made immediately order has been restored:

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

- 1.8. 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 Registry. It will be fully and immediately investigated. Whether it is proved to be true or false, full and appropriate allowances will be made so as to ensure that the interests of each individual candidate are fully safeguarded".

- 1.9. The candidate making the allegation may be permitted to continue the examination if he/she remains quiet. Otherwise, he/she would be treated in the same way as any other person who creates a disturbance, and removed from the hall.

- 1.10. The candidate making the allegation must be asked to make a written statement before leaving the hall, and to produce what evidence he/she has to support his/her allegation.

2. Procedure to be followed in the event of any disruption or interruption in the examination hall arising from the management or preparation of the examination.

- 2.1. In the event of the discovery of any incorrect question paper or examination materials, or any materials not intended for use in the examination hall 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."

- 2.2. In consultation with the academic responsible for the setting the paper the invigilating team should attempt 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 Registry."

- 2.3. The incident should then be brought to the immediate attention of the Academic Registrar by contacting either the Assistant Registrar (Records) [ext. 41381], Student Records Team Leader [ext. 45887] or the Student Records team [ext. 47268]. 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 Academic Registrar (or their nominee) after discussion following the notification of the incident.

- 2.4. Depending on the nature of the incident the Academic Registrar will ensure all relevant departmental and support service contacts are made aware of the details of the incident as appropriate.
- 2.5. The Academic Registrar will report any such incidents directly to the Provost.

3. Emergency procedure to be used in the event of fire, bomb alert or other similar occurrence

- 3.1. A distinct bell signal will be used in the case of fire, bomb alert or other emergency: this bell signal is the "GENERAL ALARM", which is signalled by continuous ringing of the bells.
- 3.2. On hearing the "GENERAL ALARM", you should instruct candidates to follow you, leaving their examination scripts and question papers on their desk, and you should then lead them by the shortest possible route to the assembly area for the particular building. If you are in doubt about the location of the assembly area, you should check with either the Departmental Safety Officer or the College Fire Officer before the start of the examination.
- 3.3. 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;
 - c) that the examiners will ensure that all due allowances are made in the assessment of results.
- 3.4. 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 'police' the evacuated candidates) you should contact your departmental Examinations Officer or the Assistant Registrar (Records).

Approved by Senate
December 2014

Document title:	Notes for the Guidance of Invigilators		
Version:	3	Date:	December 2014
Location and filename:	R:\7. Quality Assurance\3. Policy Framework\4. Examination & Assessment\Guidance for Exam Invigilators		
Approved:	Senate 10 December 2014		
Effective from:	Academic year 2014-5		
Originator:	Students Records and Data		
Contact for queries:	Deputy Academic Registrar		
Cross References:	General Instructions to Candidates Duties of Invigilators		
Notes and latest changes:	Formatting changes made on 9 March 2016 Changes to contact details for Registry staff made on 25 April 2019		