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INVIGILATORS' HANDBOOK

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Department	Academic Registry		

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1.0.0. INTRODUCTION

The Invigilator is the most important person in any Examination Venue and everybody will be expecting him/her to take full control of what is going on during the time of the examination. Invigilators must be friendly enough to remove any examination anxieties from the candidate but firm enough to apply the regulations of the examination and protect its integrity.

These regulations will apply to all College run examinations; where the examinations are from a different Examining Board those regulations will take precedent over College regulations.


A. APPOINTMENT

- a) A minimum of two invigilators shall be appointed for an Examination Venue, comprising a Chief Invigilator and an Assistant Invigilator.
- b) The ratio of invigilators to candidates in an Examination Room shall be one invigilator for every 30 candidates.
- c) An Examination Venue may have more than one Examination Room located on the same premises or different premises separated by distance, therefore more invigilators must be appointed.
- d) The Regional Examinations Assistant [EA] is the Chief Invigilator for all College and Partnership examinations. The EA recruits and recommends all Invigilators for appointment by the Regional Manager.
- e) An invigilator can be any person trained as a teacher, lecturer or someone already engaged as a tutor in the College.
- f) Appointment is by signing a written 1-year contract which is renewable. The EA will normally write a confirmation letter at the beginning of each examination period to remind the Invigilator of the coming examination. The letter must state venue, dates, times and name of the examination.

B. DUTIES OF THE CHIEF INVIGILATOR


A Chief Invigilator shall be responsible for the maintenance of order and the conduct of the Examination(s) in an Examination Venue in accordance with guidance issued by the Examinations Officer. In particular, a Chief Invigilator shall be responsible for ensuring that:

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- a) prior to the day of an Examination, s/he has obtained an examination list of all the candidates who will be sitting for the examinations for each Course.
- b) prior to the start of an Examination, the seating arrangements within the Examination Room are placed on the appropriate notice boards outside the Examination Room; the seating must be according to the order in which they appear in the examination list. Any candidate who does not appear in the examination list must be noted but must be allowed to write the examinations. The candidate must be warned that they may not have been eligible for writing the examinations and that further investigations will be carried out which may disqualify them.
- c) prior to the start of an Examination, all examination stationery are placed on the correct desks; **THE ENVELOPE WITH QUESTION PAPERS IS TO BE OPENED ONLY IN THE PRESENCE OF THE CANDIDATES WHO SHOULD SEE YOU OPENING IT.**
- d) immediately prior to the start of an Examination, candidates are instructed of the procedures to be operated within the Examination Room in accordance with the instructions issued by the Examinations Officer;
- e) immediately prior to the start of an Examination, candidates are shown the position of the clock on the wall which will be used to keep the time.
- f) no unauthorised person is allowed to enter the Examination Venue or room prior to, during, or immediately following an Examination;
- g) attendance slips are collected and attendance registers are marked during the course of an Examination;
- h) no candidate may leave the Examination Room until a lapse of sixty minutes from the commencement of an Examination; the College reserves the right to refuse to mark any script returned before the lapse.
- i) a record is kept of all candidates who leave the Examination temporarily [e.g. visiting the toilet] and of the time, duration and reason involved;
- j) no candidate may be permitted to enter an Examination Room one hour or more after the commencement of an Examination;
- k) no extra time may be given to any candidate arriving late for an Examination;
- l) all invigilators maintain constant supervision over candidates prior to, and during, an Examination and ensure that any candidate leaving an Examination unattended is not re-admitted to the Examination room;

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- m) the Incident Report Form is completed if any candidate is suspected of unfair practice and misconduct and that such cases are reported to the Examinations Officer;
- n) the candidates are informed when there are thirty minutes of Examination time remaining, and that after this time no candidate is permitted to leave the Examination room unless authorised by the Chief Invigilator;
- o) the invigilators collect all Examination scripts in the order in which they appear in the examination list, and that the number of scripts collected (and absentees) corresponds exactly with the number of candidates invited for the Examination;
- p) the Examination scripts are delivered to the Examinations Office in accordance with the instructions issued by the Examinations Officer;
- q) the invigilator signs the invigilator's attendance register,
- r) all incidents which may have affected the performance of one or more candidate are reported to the Examinations Officer.

C. DUTIES OF INVIGILATORS

Invigilators are responsible for assisting the Chief Invigilator under his/her direction. In particular invigilators shall:

- a) assist with the distribution of Examination question papers, answer books and other stationery in accordance with the seating arrangements and instructions on the Examination question papers;
- b) ensure that all bags and coats are left either outside the Examination room, or at a place allocated for this purpose within the Examination room, and check that no candidate has any unauthorised materials on his/her desk and where appropriate, check any stationery or equipment on a candidates' desks;
- c) after the start of the Examination, collect candidates' completed attendance slips and check candidates' identification in accordance with these Regulations;
- d) maintain a constant supervision over all candidates. The invigilator should patrol the room unobtrusively from time to time and give his/her entire attention to the work of supervision. Candidates should not be encouraged to feel that opportunities exist for infringing the Regulations by reason of lack of vigilance on the part of the Invigilator. The invigilator must not bring into the examination room any materials like mobile

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phones, magazines, newspapers, student work to mark or any other material that could take away the attention of the invigilator from the invigilation process.

- e) ensure that the Incident Report Form is completed if any candidate is suspected of unfair practice and inform the Chief Invigilator of all such cases;
- f) report to the Chief Invigilator all incidents which may have affected the performance of one or more candidates;
- g) at the end of the Examination, collect the Examination scripts as directed by the Chief Invigilator and ensure that no candidate leaves the Examination room until permitted by the Invigilator;
- h) ensure that no Examination stationery and the question papers are removed by candidates from the Examination room. **THE INVIGILATOR MUST COLLECT ALL ROUGH PAPER. NO WRITING PAPER, EITHER USED OR UNUSED MAY BE TAKEN OUT OF THE EXAMINATION ROOM BY THE CANDIDATES.**

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