

University of Ulster

Information for Invigilators supervising examinations for Candidates with additional support requirements.

Invigilators must take into account individual arrangements for disabled candidates whilst also being mindful to maintain the same standards as applied to other students.

Excessive noise and disturbance can have an adverse effect on all candidates but particularly some disabled students. Personal conversations in the examination room can be distracting and should be kept to a minimum. The invigilator can exercise discretion if a major distraction occurs so an allowance can be made for time lost.

Candidates who have to leave the room for whatever reason should be supervised.

The following is a list of useful contacts for reference by invigilators for the instigation of appropriate action in an emergency situation.

Useful Telephone Numbers

	Jordanstown	Belfast	Magee	Coleraine
Examinations Office	903 66620	903 67276	713 75200	701 24061
Security	903 66121	903 67251	716 75262	701 24480
IT Helpdesk	903 66777	903 66777	903 66777	903 66777
Health Centre	903 66138		716 75317	701 24382
Counselling	903 66336	903 67300	716 75218	701 24382
Disability Services	903 66336	903 67300	716 75218	701 24382
Emergency	22222	22222	22222	22222