

INSTRUCTIONS TO INVIGILATORS (BELFAST)

SUMMARY OF INVIGILATION ACTIVITIES

The following is a summary of the principal invigilation activities contained in the attached Instructions to Invigilators.

A DUTIES UNDERTAKEN PRIOR TO THE COMMENCEMENT OF THE SESSION

- A1 Invigilators for the Main Hall (82A01/02) report to the Senior Invigilator of the centre **at least thirty minutes** before the commencement of the examination session (for other examination venues the report time is **at least twenty minutes**). Examination papers for the Main Hall are brought there by a member of Student Services Centre staff. For other venues the papers are collected by the Senior Invigilator from the Student Services Centre (Room 82C41) on the day of the examination. (**Section 2.1**)
- A2 Invigilators place examination papers and stationery on desks. (**Section 2.2**)
- A3 Candidates are admitted at least **ten** minutes before the commencement of the session and are seated under the supervision of the invigilators. (**Section 2.3 and 2.4**)
- A4 Invigilators ensure that unauthorised materials, proscribed calculators and bags are suitably and safely deposited. (**Section 2.5 and Appendix III**)
- A5 The Senior Invigilator reads out to candidates the relevant announcements (**refer to announcement sheet in the examinations room folder**) placing **particular emphasis on the regulation on mobile phones**.
- A6 **The Senior Invigilator shall instruct candidates on the emergency procedures of the venue prior to the start of the examination.**

The examination session commences.

B DUTIES UNDERTAKEN DURING THE SESSION

- B1 Invigilators patrol the examination room:
- to ensure strict enforcement of the regulations and as a deterrent to cheating; (**Section 1.4 and Extract from Regulations Governing Examinations in Courses of Study**)
 - to ensure that candidates are not using unauthorised materials/ electronic devices. (**Section 4.2 and Appendix III**)
- B2 Invigilators report immediately to the Senior Invigilator any concerns raised by a candidate about the conduct of the examination.
- B3 Candidates who leave the room temporarily are accompanied by an invigilator. (**Section 4.7**)
- B4 After an hour has elapsed (for the admittance to the examination hall of late students) invigilators check student ID cards against the Invigilator's Report

forms, record any absentees and verify each student's identity from the photograph on the card or other photographic evidence. **(Section 4.9)**

- B5 The Senior Invigilator reminds candidates fifteen minutes before the end of the examination session of the time remaining to complete the examination. **(Section 4.10)**
- B6 The Senior Invigilator, at the appropriate time, informs candidates who are taking examinations which finish earlier than other examinations in the hall that they must stop writing. **(Section 4.11)**
- B7 The Senior Invigilator and/or other invigilators take appropriate action in relation to:
- queries about examination papers; **(Section 4.1)**
 - special circumstances relating to the arrival of a number of students after the one hour period for late admittance has elapsed; **(Section 4.3)**
 - Any incidents of disruption or any other matter of concern raised by a candidate during the examination **(section 4.4)**
 - instances of alleged cheating; **(Section 4.5)**
 - emergency evacuation; **(Section 4.6)**
 - students who become ill or suffer examination stress, or require special examination arrangements **(Appendices II and IV)**.

The examination session concludes.

C DUTIES UNDERTAKEN AFTER THE SESSION

- C1 Invigilators collect examination materials from desks as follows:
- scripts are collected in seat number (ie ID number) order within module;
 - each script is recorded on the Invigilator's Report form which is then signed;
 - the scripts for each module are inserted in the envelope provided, along with the Invigilator's Report form, spare examination papers, and any 'Nil Return' forms and 'Missing Script Report' forms;
 - completed envelopes are returned to the Student Services Centre. **(Sections 5.1 and 5.2)**
- C2 The Senior Invigilator completes and returns to the Student Services Centre the Senior Invigilator's Report form. **(Section 5.3)**

UNIVERSITY OF ULSTER

UNIVERSITY EXAMINATIONS: INSTRUCTIONS TO INVIGILATORS (BELFAST)

1. PREAMBLE

- 1.1 Invigilators are appointed to be responsible for the efficient supervision of examinations which must be conducted in accordance with University Regulations (a copy of which is attached). There should be a minimum of one invigilator to 40 candidates.
- 1.2 A minimum of two invigilators shall be appointed for each examination centre; one of these invigilators shall be appointed as Senior Invigilator. Within the framework set out in this document, the Senior Invigilator shall decide all matters concerned with the conduct of the examination session.
- 1.3 The Senior Invigilator shall be in charge of arrangements in the examination centre and shall have the right to require the withdrawal of any person considered to be disruptive.
- 1.4 The Senior Invigilator shall ensure that all invigilators perform their work properly. This includes regular and systematic patrolling of the examination centre as a deterrent to cheating and to ensure strict enforcement of the examination regulations, eg, the prevention of candidates talking to one another at the commencement and conclusion of examinations. If a Senior Invigilator considers that an invigilator is not performing his or her duties diligently (including keeping good time and paying full attention to the supervision of the examination) the Senior Invigilator may refer the matter to the Chief Finance and Information Officer (Finance & Information Services Directorate).
- 1.5 The Senior Invigilator should ensure that invigilators do not engage in conversation during the session, except where necessary for the conduct of the examination. Unnecessary conversation can be disruptive to students and may be grounds for appeal. Students are advised in the announcement given at the commencement of the session that any concerns relating to the conduct of the examination should be brought immediately to the attention of an invigilator.
- 1.6 Invigilators shall follow the security procedures set out in Appendix I.

2. BEFORE THE EXAMINATION SESSION

The following procedures shall be observed:

- 2.1 (a) For examinations to be held in the Main Hall (82A01/02)

Invigilators shall report directly to the Senior Invigilator of the centre **at least 30 minutes** before the examination session is due to begin and shall remain throughout except where permission to leave is granted by the Senior Invigilator. Student Services Centre staff will have brought all examination papers and stationery to the centre and will remain for as long as their services are required.

(b) For examinations to be held in other centres including computer laboratories and classrooms

Invigilators shall collect examination papers and stationery from the Student Services Centre on the day of the examination and shall be present in the examination centre at least 20 minutes before the examination is due to begin and shall remain throughout except where permission to leave is granted by the Senior Invigilator.

(c) For all **evening** examinations

Invigilators shall collect all examination papers and stationery from the Student Services Centre before 3.00pm on the day of the examination. Invigilators shall report to the Senior Invigilator at least 20 minutes before the examination session is due to begin and shall remain throughout except where permission to leave is granted by the Senior Invigilator.

- 2.2 Invigilators shall place examination papers on the appropriate desks and distribute examination stationery.
- 2.3 Candidates shall be admitted to the examination room **at least 10 minutes** before the start of the examination and invigilators shall supervise the seating of candidates to ensure that examinations begin on time. Candidates' desk numbers are indicated on their examination timetables. An alphabetical listing showing seat numbers is available in the centre for the assistance of the invigilators.
- 2.4 A candidate who has been wrongly enrolled for a module, or who has failed to enrol for a module, will not have been allocated a seat number. The candidate shall be given a vacant seat in the centre and the ID number and seat number shall be added to the Invigilator's Report form for the appropriate module. Student Services Centre staff will be able to advise invigilators of the empty seats available.
- 2.5 Any unauthorised material, proscribed calculators as identified in Appendix III, mobile phones, iPods or MP3s brought in by a candidate must be switched off and placed in the candidate's bag. Invigilators shall ensure that any bags brought into an examination centre are deposited in a prescribed area.

3. **AT THE COMMENCEMENT OF THE EXAMINATION SESSION**

The Senior Invigilator shall inform candidates that:

in addition to the instructions in their examination timetable letter they should note the following points:

- 3.1 Please place your ID card on the top right hand corner of the desk so that the invigilator may check your number against the invigilation report.
- 3.2 Unless otherwise authorised, only your ID card, writing instrument(s), question paper and script book are allowed on your desk. Pencil cases and calculator cases are not permitted in the examination room. If you have your examination timetable with you it must be placed on the floor beneath your desk.

- 3.3 Mobile phones, iPods, MP3s or similar devices are not permitted in Examination Centres. If you have any of these devices with you, please ensure that they are switched off and placed in your bag or on the floor beneath your desk. Possession of unauthorised material or devices is sufficient cause for a Board of Examiners to declare your examination void. Cheating in examinations is a serious offence and invigilators will be exercising vigilance in its detection.
- 3.4 If you require anything during the examination, or if you wish to leave the room temporarily, raise your hand to attract the attention of an invigilator. Candidates leaving temporarily must be accompanied by an invigilator or other authorised person.
- 3.5 If at any time during this session you have a concern about the conduct of the examination that might affect your performance you should raise the issue immediately with an invigilator.
- 3.6 Candidates must not communicate with one another during the examination.
- 3.7 Please read the directions on the front cover of your examination script and ensure that you have the correct paper in front of you.
- 3.8 If you do not wish to submit a script for marking you should complete and sign a 'Nil Return' form.
- 3.9 You may not leave the examination during the first hour nor during the final fifteen minutes of the session.
- 3.10 You must not remove any examination answer booklets from the hall.

4. **DURING THE EXAMINATION SESSION**

The following procedures shall be observed:

- 4.1 Module co-ordinators are not required to attend the examination centre when the module for which they are responsible is being examined but they should advise the school secretary of their location and telephone number, should they need to be contacted. If an alleged error is discovered in an examination paper the invigilator(s) should contact the school secretary to have the module co-ordinator attend the examination centre. If problems are encountered in locating the module co-ordinator the invigilator(s) should contact the Student Services Centre. Any such difficulty should be recorded on the Invigilator's Report form. No information relating to the examination paper, additional to that contained in the paper, shall be conveyed to candidates, except to correct an error, in which case the information shall be provided to all candidates taking the examination.
- 4.2 Invigilators shall ensure that candidates are not in possession of material, including books, notes, proscribed calculators or other electronic devices not authorised by the examiners (See Appendix III). Random checking of calculators should be undertaken to ensure that notes are not taped on the underside.

NB. If the faculty is concerned that calculators could be misused then the module co-ordinator or a nominee should attend the examination to

ensure that only calculators conforming to the approved standard are used.

- 4.3 Where there are circumstances resulting in the late arrival of a number of students, the Senior Invigilator may, at his/her discretion, make appropriate arrangements for the students to complete the examination. Details of such incidents must be included in the Invigilator's Report form.
- 4.4 Any incidents of disruption or any other issue raised by a candidate that may affect their performance in the examination should be reported immediately to the Senior Invigilator who will decide what action should be taken to, as far as possible, remedy the situation. In addition the Senior Invigilator shall record the student's name and ID number, the issue raised and the action taken in the Senior Invigilator's Report form.
- 4.5 In any instance of alleged cheating the Senior Invigilator shall:
- (a) remove and retain any material, including proscribed calculators or other electronic devices, which are considered to be unauthorised;
 - (b) unless there are strong reasons to the contrary, permit the candidate to complete the examination;
 - (c) submit a written report on the circumstances, accompanied by any relevant supporting material and the candidate's examination script, to the Dean of the Faculty in which the candidate is registered.

The detailed procedures for dealing with instances of alleged cheating in examinations are contained in the paper "Procedures for Dealing with Reports of Alleged Offences in Connection with Examinations and Other Forms of Assessment". Copies available through the staff portal, My Teaching tab, Examinations & Assessment Channel followed by Cheating.

- 4.6 **In the event of an emergency** where the Senior Invigilator is informed that the centre requires to be evacuated, or where the fire alarm sounds continuously within the block where the examination session is being held, the Senior Invigilator shall:
- (a) inform the candidates that the centre is to be evacuated;
 - (b) instruct the candidates to leave their answer books and examination papers on the desks and stress that they must not discuss the examination;
 - (c) oversee the evacuation of the centre and accompany the candidates to the nearest emergency assembly point (see Appendix V);
 - (d) note the time at which the examination session was interrupted;
 - (e) when permission is given to re-enter the building, accompany the candidates into the examination centre;
 - (f) decide if the examination session should be completed.

Details of any interruptions and recommendations must be included in the Invigilator's Report form.

- 4.7 Candidates who leave an examination temporarily must be accompanied by an invigilator or other person authorised by the Senior Invigilator.
- 4.8 Invigilators shall follow the procedure for assisting candidates who become ill during the examination or who are under stress (see Appendix II) or who require special arrangements due to disability or other special needs (see Appendix IV).
- 4.9 Invigilators shall check the student ID card against the Invigilator's Report form and mark any absentees. They shall also check each student's identity against the student ID card. Where a student is unable to present an ID card, alternative photographic evidence bearing a name and deemed to be suitable by the invigilator will be acceptable, eg, a driving licence. In such a case the invigilator shall check the student's name against the alphabetical list of candidates referred to at 2.3 above. (This is to ensure that the candidate's name, as proven by his/her photograph, matches the ID number on the listing.) In the absence of suitable identification the invigilator shall write on the front cover of the script for the attention of the module coordinator 'No proof of identity'.
- 4.10 The Senior Invigilator shall, fifteen minutes before the end of the examination session, inform candidates of the time remaining to complete the examination and that they may not leave until the end of the examination session.
- 4.11 The Senior Invigilator shall, at the appropriate time, inform candidates who are taking examination papers which finish earlier than other examinations in the centre that they should stop writing and leave the room quietly.
- 4.12 Candidates shall be informed that it is their responsibility to ensure that their script is received by an invigilator.

5. AFTER THE EXAMINATION SESSION

The following procedures shall be observed.

- 5.1 Invigilators shall collect all examination material from the desks. **Students are seated in ID Number order within module and invigilators shall collect scripts strictly in this order.** Each script received shall be recorded in the Invigilator's Report form which shall then be signed by the invigilators. The completed scripts for each module shall be inserted in the envelope provided, **still in strict ID number order**, together with spare examination question papers, the Invigilator's Report form and any 'Nil Return' forms. Candidates may retain the question paper unless it is specified that it shall not be removed. Where a script is missing for a candidate who is marked on the Invigilator's Report form as being present for an examination, and where a subsequent search fails to locate the script, a Missing Script Report form shall be completed by the Senior Invigilator. The bottom copy of the form shall be enclosed with the scripts. The top copy should be returned to the Student Services Centre.
- 5.2 (a) **Examinations held in Main Hall (82A01/02)**

A member of staff from the Student Services Centre will remain in the centre for 30 minutes after the completion of the examination session for the collection of script envelopes from the invigilators. Scripts will be signed out to internal examiners if requested.

(b) **Examinations held in other centres**

Invigilators shall return, to the Student Services Centre, the script envelopes, all unused examination answer books and other stationery and documents brought to the centre. Scripts will be signed out to internal examiners if requested.

- 5.3 The Senior Invigilator shall complete the Senior Invigilator's Report form and return it to the Student Services Centre immediately after the examination session. This form will be forwarded to the Examinations Office.

NOTE: THE STUDENT SERVICES CENTRE IS LOCATED IN 82C41 AND THE TELEPHONE EXTENSIONS ARE 67276, 67370 AND 67204.

APPENDIX I

SECURITY ARRANGEMENTS

In the event of an evacuation, see Appendix V.

Students may bring bags, books, etc into the examination centre only with the permission of the invigilators and provided these are left in a prescribed area.

Security staff will be present before the commencement of examinations in the Main Hall, to assist in the admittance of candidates. During examinations the Main Hall will be monitored by security staff on their regular patrols.

APPENDIX II

PROCEDURES FOR ASSISTING STUDENTS WHO BECOME ILL OR WHO ARE UNDER STRESS

If a candidate becomes ill during an examination, or is in a distressed condition either immediately prior to or during an examination, the invigilator shall telephone the Health Centre (extension 67300 (Belfast) or 66138 (Jordanstown)) to request medical assistance. If a nurse is not available they should contact a qualified first aider (extension 67251).

The nurse may go to the examination centre to meet the candidate or, if it is thought more appropriate, the invigilator may escort the candidate to the appropriate room (82C17). The invigilator shall note on the answer book the time the candidate left the examination centre and the reason for leaving.

Arrangements should be made, if possible, for the candidate to continue the examination. When a candidate leaves the examination hall, the examination paper and answer book shall also be taken so that the examination may recommence, if desired, in an appropriate environment under the supervision of an academic invigilator. The invigilator should contact the Student Services Centre to check if a suitable special needs venue is available where the candidate can continue with the examination.

If assistance is not available on site it will be possible to contact Student Support staff at Jordanstown by telephoning the following numbers:

Student Health: Ext 66138
Student Counselling: Ext 66336

In cases of serious concern emergency services should be contacted without delay.

APPENDIX III

POLICY ON THE USE OF CALCULATORS IN EXAMINATIONS

The following procedures have been drawn up to combat the problem of cheating in examinations by the use of unauthorised calculators, and to assist invigilators in the detection of such offences.

1. Subject to paragraphs 2 to 4 below, electronic calculators, provided that they are operationally quiet, hand held, contain their own power source, and cannot communicate with other devices, may be used by candidates in an examination unless the type of calculator or of particular types of calculators have been expressly forbidden by the examiners.
2. Calculators capable of storing text or displaying text (other than as built in error messages) are not permitted in examinations.
3. Calculators, or other devices capable of acting as a calculator, which have a full range of alphabetical keys are not allowed in any formal written examination; devices with keys in the range A-F for use with hexadecimal numbers are not covered by this ban. Portable computers are not permitted.
4. The Course Director may decide that calculators are not permitted, or that a particular type of calculator is not permitted in individual examinations, where such a variance is required by the subject matter or method of the examination. The appropriate information will be included in the rubric of the examination paper.
5. Candidates are responsible for providing their own calculators and batteries.
6. Any candidate found using an unauthorised calculator shall be reported as specified at section 4.4 of the Instructions to Invigilators. The device shall be confiscated immediately and the student shall not be permitted to use it for the rest of the examination.

APPENDIX IV

As the University is committed to inclusion and discharging legal requirements under the Special Educational and Disability Order (NI) 2005 (SEND0), a candidate with a disability may require special examination arrangements to enable the candidate to reach his/her full potential in an examination/class test. Candidates will usually, but not exclusively, have had an assessment of need carried out by a Disability Adviser. Prior permission to change the traditional arrangements will have been sought from the student's Course/Subject Director.

The following guidelines for staff supervising a candidate with special arrangements can be found through the staff portal, My Teaching tab, Examinations and Assessment channel, Instructions to Invigilators.

- 1) Supervision of a candidate using a computer to complete examinations/class tests.
- 2) The use of a scribe or amanuensis.
- 3) Supervision of a candidate with special needs.

The above guidelines and other information relevant to the candidate/scribe/amanuensis can be found in the 'examination folder' placed in each examination venue during the formal examination periods or may be requested from the Disability Adviser on your campus.

APPENDIX V

FIRE AND EMERGENCY ASSEMBLY POINT LOCATIONS

Belfast Campus

Buoy Park, Adjacent to Cathedral

Jordanstown Campus

Assembly Point A Car Park 4, Adjacent front Block 17

Assembly Point B Rear Car Park

Assembly Point C Car Park 2, Adjacent to block 5

Magee Campus

Assembly Point 1 Main Car Park

Assembly Point 2 Rear LRC

Assembly Point 3 Foyle Arts Centre Car Park

Coleraine Campus

Assembly Point 1 Car Park 1, Front Car Park

Assembly Point 2 Car Park 2, Front Student Residences

Assembly Point 3 Car Park at Tennis Courts

Assembly Point 4 Car Park 4, between South Building and Block L

Assembly Point 5 Car Park 5, Rear Sports Centre

EXTRACT FROM REGULATIONS GOVERNING EXAMINATIONS IN COURSES OF STUDY

Conduct of Examinations

18. Examinations for degrees, diplomas, certificates and other academic distinctions shall be conducted under conditions determined by the Senate.
19. To be admitted to an examination a candidate shall have complied with the conditions laid down in ordinance and regulations and paid the prescribed fees.
20. Teaching and assessment (coursework and examinations) shall normally be through English. However, where the subject of study is a language other than English, the Course/Subject Committee may require or permit teaching and/or assessment to be conducted in that language.
21. Candidates shall not take into the examination room any books or papers or information recorded in any form relevant to the examination except with the permission of the examiners or the senior invigilator.

Candidates shall not take paper or electronic translation or other dictionaries into the examination room, unless their use is permitted by the examiners as stated in the rubric of the examination paper.

Candidates shall not take mobile phones into the examination room.

Electronic calculators, provided that they are operationally quiet, hand-held, contain their own power source, and cannot communicate with other devices, may be used by candidates in an examination unless the use of any type of calculator or of particular types of calculators has been expressly forbidden by the examiners.

Candidates shall not bring food or drink into the examination room without prior permission from the senior invigilator.

22. No information relating to the examination paper, additional to that contained in the paper, shall be conveyed to candidates during the examination, unless there is an error in the paper, in which case the information shall be provided to all candidates taking the examination.
23. Candidates shall not remove from an examination any answer books or material provided for the examination, other than the question paper unless it is specified that it may not be removed.
24. During an examination candidates shall not communicate with one another or leave their places except to obtain additional stationery or to speak to an invigilator.
25. Candidates shall not be admitted to an examination later than one hour after it has commenced, except with the permission of the senior invigilator.
26. Candidates shall not leave an examination until one hour after it has commenced, or within the last fifteen minutes, except with the permission of the senior invigilator. Candidates who leave before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates.

27. Candidates may leave an examination temporarily only with the permission of the senior invigilator, and when accompanied by an invigilator or other person authorised by the senior invigilator.
28. Except when prevented by medical reasons or other sufficient cause, candidates who fail to present themselves for an examination, or to submit cumulative or other forms of assessment work by the due date, shall be deemed by the Board of Examiners to have failed in that examination or assessment.
29. Candidates shall ensure that all their examination scripts and other work submitted for assessment are legible. The examiners may decide not to mark examination scripts or other work judged by them to be illegible.
30. A person who is considered by the senior invigilator to be disruptive during an examination may be required to withdraw from that examination.
31. If the senior invigilator considers that annotation of prescribed texts used in an examination could give a candidate an unfair advantage, the texts may be retained at the end of the examination.
32. Except with the permission of the senior invigilator, no person other than the candidates for the examination and other invigilators shall be allowed in the examination room.
33. It is the responsibility of each candidate to ensure that his or her script is received by an invigilator.
34. Instructions to invigilators setting out the details of the procedures to be followed in the conduct of examinations shall be approved by or on behalf of the Senate.

Offences in connection with examinations and other forms of assessment

35. It is an offence for a candidate wilfully to infringe, or attempt to infringe, the above regulations or to engage wilfully, or attempt to engage, in conduct for the purpose of gaining for himself or herself, or for another candidate, an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve.

Examples of such conduct are:

- (a) copying from the examination script or other work undertaken for assessment by another candidate;
- (b) personation of others;
- (c) fabrication of results;
- (d) plagiarism, that is, the presentation by a candidate of work, including ideas and theories, of another person as if it were the candidate's own work;
- (e) collusion;
- (f) use of inadmissible material.

Reports of alleged offences shall be considered under procedures approved by the Council in consultation with the Senate in accordance with the Ordinance on Student Discipline.