



IT Services Training Guide

Student Services Centre Invigilator Guidance

V2



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Introduction

This training document provides guidance for exam invigilators who will be conducting and supervising examinations in various venues at The University of Manchester.

This guide will help you to understand and appreciate the role and responsibilities of an examination invigilator.

Once you have been through the guide you will be required to complete the Invigilator e-Quiz. This is scored. The results from this quiz will be displayed in the final screen; once completed follow the on-screen instructions.

An invigilator's role

As an invigilator you will be responsible for the following:

- ⇒ Ensuring all candidates has an equal opportunity to successfully complete an exam.
- **➡** Ensuring exam security before, during and after the exam.
- ➡ Preventing possible candidate malpractice.
- → Preventing possible administration failures.

To ensure you know how to fulfil the various elements of being a good invigilator, the guide has been divided into three sections:

- 1) What to do before,
- 2) During and
- 3) After an examination.



→ To help you complete your Examination Day procedures there is an Invigilator Checklist available as an aid to take you through the day where you can tick procedures as you complete them and make notes if necessary. The checklist can be found on page 23.

Go to designated examinations office and report for duty

- → On the day of the examination you need to collect the **Examination Materials**.
- → Arrive at the **Examinations Office** no later than <u>45 minutes</u> before the examination is due to start.
- ⇒ Report for duty at the designated reporting point as instructed in your duty allocation letter and ensure you know which examination and room you are scheduled for.

Collect sealed exams packs

- → Collect the sealed examinations package and go straight to the examination room.
- → Do not open the sealed examination package until you arrive in the examination room.

Locking of internal doors

DO NOT lock any internal door from inside the room as to do so may trigger a security alarm to sound and cause a disturbance and/or delay the start of the examination.

Emergency exits - toilet location

Check the location of emergency exits and the internal telephone and make sure you know where the nearest toilets are located in the building.



Room condition

Check that the conditions of the room are conducive for examination purposes; i.e. clean and tidy layout etc. If the room does not meet the expected standard, please contact the **Examinations Office** as soon as possible.

Check the clock

Check that the clock in the examination venue is accurate according to British local time.

The accuracy of the examination clock **is very important** because this clock will be the formal timekeeper for the examination in question.

If it is faulty or inaccurate please contact the **Examinations Office** <u>without delay</u> so that a replacement clock can be brought over to the venue before the start of the examination.

Seating and stationery

Check that seating arrangements and stationery requirements (e.g. colour- coded answer books, graph paper, appropriate text books etc.) have been set out in the examination room as appropriate.

Designated safe area

Identify and designate a safe area of the examination room (either at the front or back of the room) where candidates should leave large bags and outer coats during the examination.

PC clusters

On arrival to a PC cluster, you should expect to find an eLearning Technologist in the room.

What to do if there's a problem

If there is a problem with any of the previous 'On Arrival - Examination Day' checks please contact the **Examinations Office** <u>without delay</u>. Do not try to deal with any emerging issues yourself.

Check the information

Check the information outlined on the examination package that you have been provided with to ensure that all materials required for the examination(s) have been supplied.

Check with the **Examinations Office** staff if anything is unclear, you need further advice or any items appear to be missing.

Rubric

Remember to ensure you check the rubric and read the examination paper for any print/explanation errors.



Once all the invigilators are ready, you may proceed to admit the candidates to the examination room **no later than 10 minutes** before the scheduled start of the examination.

Invigilating in a large room

If you are invigilating in a large examination room (e.g. Whitworth Hall), you will need to start to admit the candidates **sooner than 10 minutes** to allow time to distribute the examination question papers to the candidates when seated.

Candidate reminder

At the point of admission (at the entrance to the examination room) before they enter, remind candidates that on entry they are under examination conditions, until they leave. Remind them to switch off mobile phones.

Bags and coats

Large bags must be placed in the designated area – as already identified and designated by you (either at the front or the back of the room).

Candidates must remove outer coats, hats, caps and jackets and leave them in the designated safe area in the examination room before proceeding to their allocated seat.

When the candidates are seated, check that no large items are on the floor within reach of any candidate, as this may cause an accident. All such items should be placed by candidates at the front or back of the examination room in the designated safe area. **If any large item remains by a desk, you may move it.**

Correctly seated

Remind candidates as they enter the examination room to sit at the correct place. They should already know their seat number but you should assist them if they do not. Check that they are in the correct examination, especially if they think somebody else is already sitting in their seat (also check that this candidate is not in the wrong examination room).

Register

If a candidate's name does not appear on the Examination Attendance Register and you have checked that they are in the correct room/examination, s/he may still take the examination - they should be asked to sit at an unallocated examination desk and provided with the relevant examination material.

You should manually add their name/s to the Examination Attendance Register.

Examination start time

Remember: <u>you</u> are responsible for ensuring that, as close as possible, the examination begins at the scheduled start time.

NEVER start an examination earlier than the scheduled start time.



Examination Day: Question paper distribution and announcements

All examination question papers should be distributed to candidates by the examination invigilator **AFTER** candidates have been admitted to the examination room and before the start of the examination.

Attendance slips

Candidate examination attendance slips are located on each of the candidate's examination desk.

Corresponding papers

Make sure that the examination question papers for each examination being held in that examination room corresponds to the correct examination answer format.

Turning over papers

Candidates **must not** turn over the examination question paper before they are instructed to do so by the invigilator.

Announcements

Once all candidates have received an examination question paper and you are satisfied that the <u>University's Policy on Examinations</u> has been followed, you should read out the information to candidates as detailed on the **Announcement Information** provided in each examination room. **For the full URL please go to page 34.**

The examination announcements to all candidates are accessible for candidates to read online before the start of the examination period. It is expected that all candidates will familiarise themselves with the information and instructions outlined in the examination announcements.

Starting Examination: Collecting materials and late arrivals



Starting the examination

After the announcements have been made and the scheduled start time for the examination has been reached, you may formally start the examination and instruct the candidates to begin.

- → Collect in all examination materials from empty desks **30 minutes after** the examination has started.
- → Display the 'Examination in progress late entry prohibited' notice outside the examination room **after 30 minutes has passed**.

NEVER start an examination earlier than the start time indicated on the examination question paper.

Late arrivals

Late arriving candidates (up to maximum 30 minutes after an exam starts) are provided with a hard copy announcement sheet to read through.

▶ Instruct a late arrival to sit at their designated desk.

If a candidate arrives after 30 minutes, you must instruct them to report to their School and explain the situation there.

During Examination: Attendance slips and proof of identity

Examination attendance slips

The candidate examination attendance slips are located on each desk. Candidates are required to complete an attendance slip on one occasion only at the start of the examination.

- → You should collect in all candidates' examination attendance slips as soon as practicable after the start of the examination.
- → You should also check candidate proof of identity at the same time as you collect the examination attendance slips to minimise disruption to the candidates.

Examination Attendance Register

It is important that the **Examination Attendance Register** is a true and accurate record of the names of all candidates who attended the examination.

- → Carry out a headcount of the number of candidates actually present in the examination room and compare the total against the number of examination attendance slips you have collected in. Compare this total against the **Examination Attendance Register** to ensure that all candidates are present and correct.
- ➡ It is helpful to make a note of the total number of candidates present at the examination against the Examination Attendance Register to assist with the collecting in and checking of scripts at the end of the examination.

Proof of identity

All candidates are required to bring their **University of Manchester Student ID Card** to the examination as proof of identity and to display the University of Manchester Student ID card on their desks at all times during the examination.

→ You should check the **University of Manchester Student ID Card** against the candidate sitting the examination. Please respect the dignity of the candidate whose photograph you are checking and be mindful of the need to be discreet.

- ➡ If a candidate cannot verify their identity during the examination (i.e. they do not provide a University of Manchester Student ID Card, valid passport or driving licence) a 'CANDIDATE IDENTITY NOT CONFIRMED' sticker should be placed on their answer book.
- → Female Muslim candidates who wear the full face veil (Niqāb) during examinations are required to verify their identity as part of the University's normal examination procedures (refer to steps below).

Identity checks - female Muslim candidates

ID checks for female Muslim candidate(s) should only be conducted by a female invigilator and should take place discreetly away from the proximity of other candidates.

- → It may be practical to check a female Muslim candidate's identity in the examination room itself e.g. at the back of the examination room before the start of the examination or in the nearest female toilets.
- Ask the female Muslim candidate to remove her Niqāb and check her face against the University of Manchester Student ID card. Following verification of her identity, the female Muslim candidate may go to their exam seat.
- ➡ If it is not practical for the identification check to be conducted before the start of the examination, you will need to arrange for verification of proof of identity to be undertaken after the examination has ended.



Should a candidate have a query during an exam

Please **DO NOT** assist candidates with any queries they may have with the question paper.

→ If there is a query on the paper, please contact the **Examinations Office** immediately. You will then be informed what action to take.

Online examinations

On arrival at an examination room to invigilate online examinations, you will find an eLearning Technologist should already be present.

➡ If this is not the case, you must call the Examinations Office immediately.

The eLearning Technologist in the room will deal with any technical problems and will move students to alternative desks prior to the examination if there is a need to do so.

If a student needs to be moved, prior to an examination starting, there is a document provided, in your folder, that you put on the PC to inform the student of their new seat number. This document will help the student locate his/her new seat. **To see this document please go to page 31.**

➡ If any student is moved before or during the examination, please record his/her old and new seat number on the **Invigilator Report Form.** To see the Invigilator Report Form, go to page 24.

If there are no wall clocks present in the cluster, it is the eLearning Technologists responsibility to project an online clock onto a screen at the front of the room.

The eLearning Technologists will let you know when they are ready for students to enter the PC cluster. Experience shows it is wise to get the students into the room and logged in as early as possible so that you can begin the examination on time.

In the event of a technical failure on individual PCs, the Technologist may move the student to another PC. In the rare case of the student experiencing further technical problems, it is the student's choice if they wish to be moved again to another PC or s/he wishes to continue the examination on paper.

➡ In the event of a third technical failure, please immediately issue the student with a paper copy of the examination (i.e. a question paper and answer sheet) and ask the student to start from the last question s/he had saved online. If the student is uncertain which questions s/he has answered, the eLearning Technologist should be able to provide this information.

In case of technical failure that affects a **WHOLE ROOM** the **Examinations Office must be contacted immediately.** A discussion will take place between the **Examinations Office**, **Central ITS** and the **eLearning Technologist** within the room. Any final decision to revert to paper will only be authorised by the **Examinations Office**.

Under these circumstances invigilators must not make decisions on reverting to paper or allowing extra time. The **Examinations Office** will advise if any extra time should be allocated to the examination.

➡ If the examination does revert to paper, please distribute the Question and Answer sheets as quickly as possible and allocate any additional time as directed from the Examinations Office.



Some PC clusters may not have telephones present and signals can be quite bad in certain clusters. If this is the case, the eLearning Technologist can always contact the Examinations Office electronically, so please speak with him/her if you need to do this.



There are strict procedures to abide by for candidates wishing to leave the examination room whilst the examination is in progress.

Exams longer than 1 hour

No candidate leaves the examination room during the first 30 minutes.

No candidate leaves the examination room during the last 15 minutes of the examination.

Exams of 1 hour or shorter duration

No candidate may leave the examination room.

Candidates wishing to leave the examination room whilst the examination is in progress and within the time period permitted should be instructed to leave quietly.

Temporary leave

Any candidate wishing to temporarily leave an examination room whilst the examination is in progress, e.g. to visit the toilet or due to illness, will not be permitted to take any personal belongings with them and must be accompanied by an authorised person at all times.

Toilet visits

Any candidate wishing to go to the toilet whilst the examination is in progress must be accompanied by an authorised person at all times.

Toilet escorts (of the same gender wherever possible) should accompany the candidate into the entrance of the toilet only.

Sick candidates

Sick candidates who leave the examination room *permanently* are not permitted to return to the examination room to continue the exam.

If a candidate leaves the room permanently, you must complete an **Invigilator Report Form**. **To see the Invigilator Report Form go to page 24.**

Medical emergency

In the event of a medical emergency in the examination room/hall, you should refer to the Invigilator Information Folder.



Suspect malpractice has occurred

If you **suspect** malpractice has occurred, there are a number of things you need to do before taking action:

- → Observe carefully and discreetly the candidate(s) concerned.
- ➡ Discuss the matter quietly with a fellow invigilator.
- ➡ Reach a clear decision before taking any action.

Convinced malpractice has occurred

If you are **convinced** that malpractice has occurred, please consult with your fellow invigilators and then:

- → Inform the candidate involved that a report will be made regarding the suspected breach of regulations.
- → Confiscate any unauthorised material.
- ⇒ Sign and indicate time of event in the candidate's answer book in the left-hand margin.
- ➡ Inform the student to carry on with the examination but to remain behind at the end of the exam.
- Follow suspected exam cheating procedures and complete an Invigilator Report Form.
 To see the Invigilator Report Form go to page 24.
- → Contact the Examinations Office to inform them that you will be returning to the office at the end of the exam with the student, confiscated materials, exam question paper, exam answer book and the Incident Report Form.

Malpractice - what to do at the end of the exam

Once you have contacted the **Examinations Office**, please ensure you bring all the associated materials back to the **Examinations Office** along with the student.

This includes:

- Any confiscated materials
- Exam question paper
- Exam answer book
- Invigilator Report Form.

Examinations Office - actions whilst the student and invigilator are both in attendance

- ➡ Invigilator completes <u>page 1</u> of the Report of Examinations Misconduct in PRINT in the prep room of the Examinations Office, whilst the student remains seated in the corridor. To see page 1 of the Report of Examinations Misconduct form go to page 26.
- → Academic Support Team Officer, Manger or Chief Invigilator completes <u>page 2</u> and <u>3</u> with the student in a private area, e.g. a meeting room or other.

The invigilator is in attendance for the first question directed to the student on page 2: Is the invigilator report correct? If the student is in agreement that it is correct then the invigilator can leave.

If the student disagrees, then the invigilator stays in attendance until a record of the student's account is completed. The invigilator at no time challenges what the student states. Once this is recorded, the invigilator leaves and the remainder of the interview with the student is conducted.



If there is a fire alarm

Refer to the **Invigilator Information Folder** and the **Emergency Evacuation Procedures**.

Exiting the examination room

- Note the time and accompany the candidates out of the building using the emergency exits.
- → If circumstances permit, take the **Examination Attendance Register** and check that all candidates are present.
- → Maintain silence as far as possible and instruct candidates not to discuss the content of the examination.
- ➡ If it is declared safe, instruct the candidates to return to the examination room. Re-check the Examination Attendance Register and allow appropriate extra time for the examination after confirmation of additional times is received from the Examinations Office.

After the examination

After the examination, complete an **Invigilator Report Form** and submit the form to the **Examinations Office** so that the information may be passed to the relevant departments. **To see the Invigilator Report Form go to page 24.**



This is the **ONLY** instance that additional time is added to an examination.

Rules regarding mobile phones

and other wearable or portable devices that can access or store information.

Candidates have been informed that they must ensure that their mobile phone, wearable or portable device is switched off completely and placed in the clear plastic bag provided. It may be necessary for them to immobilise the alarm programme by removing the SIM card and/or battery from the device as an extra precaution to avoid the possibility of the alarm ringing during the examination.

Candidates must ensure that their mobile phones, wearable or portable devices are switched off **before** they enter into the examination room and be instructed to leave their mobile phones/devices within the plastic bag provided and placed under their chair.

- ➡ If a mobile phone should ring during an examination, please ensure the candidate switches the phone off (DO NOT REMOVE FROM THE ROOM).
- → Complete an **Invigilator Report Form** and submit the form to the **Examinations Office** if a mobile phone rings. **To see the Invigilator Report Form go to page 24.**

Invigilator report forms

You may be required to report on any occurrence or incident that has emerged during the examination you are invigilating.

- → You will need to complete an **Invigilator Report Form** and submit the form to the **Examinations Office** to record the incident. **To see the Invigilator Report Form go to page 24.** For example:
 - Suspected breaches of assessment regulations.
 - Unauthorised electronic devices, including ringing mobile phones and/or non-approved calculators.
 - Major disruptions to the examination caused by unforeseen circumstances and/or incidents that may have impeded candidates' concentration.
 - Illness which prevents the candidate from completing the examination.
- ➡ Ensure that you have noted all the relevant details on the **Invigilator Report Form** to enable appropriate action to be taken later. This is to save time should it be necessary to follow up any action by the **Examinations Office**.



Announcements at the beginning and the end

Announcements are to be made 15 minutes before the end of the examination and at the end.

- ➡ Read out the announcements 15 minutes before the end of the examination from the Announcement Information provided so that the candidates can start to finish the examination question paper and finalise the paperwork in good time.
- **→ Do not** permit any candidates to leave the examination during the last 15 minutes of the exam.
- ➡ Read out the announcements at the end of the exam from the **Announcement Information** to ensure that the examination ends promptly at the appropriate time and that all candidates stop writing when requested to do so. If a candidate continues to write, quietly instruct him/her to stop writing and ensure the candidate does so.

Collecting in all examination materials

- → Instruct all candidates to remain seated and silent until all examination material has been collected in and accounted for.
- Ask candidates to ensure they have put their appropriate form(s) of identification and any other necessary information on **every** piece of their work scripts.
- Collect candidates' work and any questions papers printed.
- **▶ Do not allow candidates to leave their seats** until all work scripts, including clearly marked rough notes , and question papers have been received and accounted for.
- → Count all items of worked material to ensure that the correct number of scripts, question papers, etc. are present and note the total number of scripts on the envelope.

You will need to ensure that you collect any question papers that are not to be taken with candidates together with any other materials, e.g. MCQ cards.



Dismissing the candidates

Candidates must not remove from the examination room any examination answer books; text or reference books; or other item of examination stationery, including graph paper, except for any non-returnable examination question papers.

Candidates should be reminded that they must take all their belongings away with them at the end of the examination.

➡ When you are satisfied that you have collected in all the appropriate examination material, you may dismiss the candidates from the examination room and ask them to leave the exam room QUIETLY.

Leaving the examination room

➡ Ensure that <u>all</u> equipment and examination materials, including any spare examination question papers (especially examination question papers that must be returned), have been collected and are returned to the Examinations Office.

All unused examination answer books should be placed at the front of the examination room, with all other resource materials, for the porters to redistribute before the next examination.

There is no need for you to return any unused examination answer books, resource packs or clocks to the Examinations Office <u>unless you are specifically asked to do so</u>.

➡ Please leave the room promptly and in the same condition as you found it to enable the porters to set up the room for the next examination.



Returning Examination Materials

Script envelope and materials envelope

➡ Enclose the scripts, the examiner's copy of the attendance list and up to six copies of the question paper in the envelope for <u>scripts</u>. If two or more envelopes are used for one set of scripts, number them (1 of 2, 2 of 2, etc.) and enclose the examiner's copy of the attendance list and the question papers in the envelope **marked '1'**.

Invigilators must take **GREAT CARE** to ensure that scripts are not miscounted or put in to the wrong envelopes. **To see the front of the Scripts envelope go to page 27.**

➡ Ensure the front of each script envelope is completed correctly and the writing is **CLEAR** and in **PRINT**. Seal each envelope.

If a member of staff comes to collect the envelope(s) of scripts, you **must not hand them over unless** he or she can give you an authorisation slip, which you must retain.

Authorisation slip

Failure to obtain and return an authorisation slip to the **Student Services Centre** will cause unnecessary searches and may lead to them falling into unauthorised possession.

Exams material

All exams material that need to be returned to the **Examinations Office** will be delivered by the porters.

➡ Ensure all relevant materials are placed in the **Materials** envelope as indicated on the front. **To see the front of the Materials envelope go to page 28.**



Invigilator Checklist

Please use this checklist on every occasion as an aid to remembering important points of being an invigilator on Exam Day

Have you remembered?	~	Notes for self
Reported to the designated Examinations Office no later than 45 minutes before start		
of exam and collected sealed examination package (do not open until arrival at		
examination room)		
In exam room – remember not to lock any internal doors from the inside		
Located the emergency exits		
Located the telephone (if there is one)		
Located the nearest toilets		
Is there a clock? Is it correct? (if not contact the Exams Office without delay)		
Identified a safe area where delegates bags and coats can be left (at the front or back of		
the room)		
Opened the exams envelope – checked the material – have you been provided with		
everything – is everything clear (contact the Examinations Office without delay if there		
is anything wrong or unclear with the exams material)		
Checked the question paper against the rubric for any discrepancies		
Checked to see if calculators are permitted in the examination – if so, ensure fully aware		
of the calculator policy and what is allowed		
Online exams: On your arrival to exam room, is there an eLearning technologist in the		
room? (if not, contact the Examinations Office without delay)		
Let candidates in no later than 10 minutes (sooner in a larger location)		
Do the candidates know they are now under examination conditions?		
Are coats and bags in designated area and are mobile phones switched off (batteries		
removed if nec.) and in plastic bags under chairs?		
Have you made start of exam announcements?		
Online exams: Has a technical failure occurred was the student moved (ensure it's no		
more than twice)		
Online exams: Has a whole cluster failure occurred? Do you need to revert to paper?		
Distribute Q&A papers promptly and allow extra time as allocated by the Examinations		
Office.		
Collected materials from empty desks 30 minutes after start of exam and displayed the		
'Exam in progress late entry prohibited ' sign on the door		
Collected examination slips and checked identity of students' at the same time (please		
remember female Muslim students' identities need to be checked before exam (or after		
if necessary)		
If identity cannot be confirmed has a CANDIDATE IDENTITY NOT CONFIRMED sticker		
been placed on their answer book?		
Have you completed the necessary invigilator report forms for any incidents that may		
have occurred		
Fifteen minutes prior to end of exam have you made announcements		
Collected and counted the exam materials prior to the candidates leaving their seats		
Leave exam room how you found it		
Exam material envelopes clearly marked:		
Up to six scripts per envelope		
If more than one envelope mark 1 of 2, 2 of 2 etc.		
Enclose examiner copy of attendance list and question papers in envelope marked 1 (if		
more than one envelope)		

The University of Manchester

INVIGILATOR REPORT FORM

(to be completed by Invigilator PRINT CLEARLY)

Invigilator:	
Name of Candidate:	
University ID Number:	
Date of Examination:	
Examination session (am/pm):	
Candidate seat number:	
Examination Room:	
Time of Incident:	
Examination paper title:	
Examination code:	
REASON/S FOR USE OF INCIDENT REPORT FORM: (Please tick as appropriate)	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones,	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc Specific complaint from Student	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc Specific complaint from Student Errors or omissions on the examination paper	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc Specific complaint from Student Errors or omissions on the examination paper Query on the examination paper (no error found)	
(Please tick as appropriate) Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, mobile phones, etc Specific complaint from Student Errors or omissions on the examination paper Query on the examination paper (no error found) Any candidate illness and/or extended absence from the room Suspected exam misconduct e.g. notes found in a candidate's possession, writing on hands and other body parts, unauthorised scrap paper, annotated books, calculators when not permitted, use of any electronic and or	

Please provide a short report of the incident including details of:

i) What happened (description of incident)

ii) When (What time did the incident occur)

- Who (was involved in the incident including Student(s); Invigilator(s); witnesses How (was the incident dealt with or what action taken) iii)
- iv)
- v)

vi)

IDACT OF INCIDI	ENT ON STUDENT	(e):		
ease tick yes/no as appropria	te and indicate volumes)			
		YES	NO	VOLUME
lividual Student only				
	paper			
Student sitting identified Students in the exam ve		her papers:		
Student sitting identified Students in the exam ve	nue	her papers:		
dividual Student only I Student sitting identified I Students in the exam ver all Students in venue, plea	nue	her papers:	Đ	

For incidents of 'suspected exams misconduct 'only please complete and bring to the Student Services Centre immediately after exam along with the Student.

REPORT:

Report of Examinations Misconduct form

PRINT ONL' Student UID		Ref	USDP/SUM/	
Exam Code		Degree Prog Year		
		School	LIC / DCT	
Date			UG / PGT	
Room				
Time of Incident				
Discovered by Invigilator completing this				
form				
Has the examination	script been signed and time written at		YES N	0
the point the inciden	t occurred (all books in left hand			
	t as fully as possible, BUT NOT EXPRESSING	Photographed any opinions or p		
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EXAMINATION SCRIPT	S
то:	
PAPER CODE (See top right of question paper)	
NUMBER OF SCRIPTS ENCLOSED	
PACKET NO. (TOTAL NO OF PACK (eg 1 of 2, 2 of 4)	ETS)
ATTENDANCE LIST(S) & SPARE PAPERS FOR please tick if enclosed in this packet EXAMINERS' USE	
INVIGILATOR'S NAME(please print)	
If found, please contact the Student Services Centre Burlington Street, The University of Manchester, Manchester M13 9PL Telephone: 0161-275-2024 or 2021	

Examination Materials envelope front

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EXAMINATION ROOM MATERIALS TO BE RETURNED TO THE STUDENT SERVICES CENTRE

Please complete a separate envelope for each examination in your room.

INVIGILATOR: Please enclose in this envelope the following

documents (tick box to indicate which are enclosed): See Surplus examination question papers (and envelopes) page 29 Yellow copy of completed attendance sheet See Green invigilation attendance sheet page 30 Candidates' attendance slips (secured with rubber bands) List of student names and registration numbers Authorisation slips (handed in by staff collecting scripts) Completed Examination Incident Report Form(s) (if any) Any student registration (swipe) cards which may have been left in the examination room INVIGILATOR'S NAME: EXAMINATION ROOM: DATE: _____ TIME:

<u>Please seal this envelope and return to:</u> Student Services Centre Burlington Street The University of Manchester

Examination Attendance Summary Sheet

MANCHESTER 1824

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THE UNIVERSITY OF MANCHESTER EXAMINATION ATTENDANCE SUMMARY SHEET

EXAMINATION CODE:		
DATE:		
TIME:		
ROOM:		
ROOM.		
TOTAL NUMBER OF CANDIDATES IN ATTE	NDANCE:	
NAMES OF ABSENTEES:	NAMES OF ADDITIONS:	
This sheet to be returned with the Attendance Services Centre.	Slips to the Examinations Team, Student	





IMPORTANT INFORMATION

INVIGILATORS MUST COMPLETE THIS FORM BEFORE THE PAPERS ARE RETURNED TO THE EXAMINATIONS OFFICE

	Name:	Signature	Arrival Time:
Snr Invigilator (if app):			
Invigilator I:			
Invigilator 2:			
Invigilator 3:			
Invigilator 4:			
Invigilator 5:			
Invigilator 6:			
exam Location:			
Date & Start time ((E.g. 18 th Jan, 9.45):		
xams taken in the	room (Please list all exa	am codes):	
Please tick this box during the above ex	to confirm that no incie xam session	dents occurred in th	ne exam room
	ked then an incident re have been completed a		

THIS PC IS UNAVAILABLE FOR THIS EXAMINATION

PLEASE GO TO SEAT NUMBER

Glossary

Good practice dos and don'ts

When conducting your invigilator duties, there are some good practice rules that you need to adhere to that will ensure your examination runs smoothly.

These tips can be found in the following table:

Good practice Dos and Don'ts		
Can you fulfil your duty	If you are reporting to the Student Services Centre on Burlington Street (for a morning exam), you must be there no later than 9.00am. Telephone the Student Services at the earliest opportunity if you	
	cannot fulfil your duty.	
Be punctual	It is essential that you are punctual and arrive at the examination room <u>no later than 30 minutes</u> before the start of the examination to set out the exam materials.	
	Don't arrive at the last minute with no time to spare cannot fulfil.	
ID & Rubric	Ensure you wear your Identification badge (ID badge) and any other high visible items that you are asked to wear.	
Rubric	Ensure you check the rubric and read the question paper carefully for any specific instructions for this examination, e.g. graph paper required or authorised calculators permitted.	
Clear speech and instructions	Use clear, audible speech when making any announcements and ensure you are clear in your instructions and guidance when assisting candidates.	
Print	PRINT clearly when completing any forms and other written administration duties.	
Scrutinise & be alert	Ensure the candidates are under constant scrutiny! Be alert for candidates requiring assistance. Do not stay at the front of the room – make sure you patrol.	
Who is in room	Ensure that nobody, other than the candidates and University staff involved in the administration of the examination, enters the examination room.	
Be aware and patrol	Be aware that any item (pen, pencil case, handkerchief, etc.) may be used for dishonest purposes. Patrol the whole examination room regularly and quietly, taking a different route on each occasion.	
	Don't turn your back on the candidates when at the front of the examination room.	



Personal space and conversation	Be aware that candidates find it disturbing if you stand close enough to be able to read their work and/or stand behind them for long periods of time. Keep conversation with candidates and your fellow invigilators to a minimum and the conversation should only be related to the examination in question. DO NOT talk unnecessarily with your fellow invigilators - even whispering disturbs the candidates. Do not say anything to a candidate that might be regarded as directly assisting them to answer an examination question. Do not offer any advice on the interpretation of the questions.
Answer books	It is helpful to carry spare answer books as you walk around the room.
Unoccupied desks	30 minutes after the exam has started, collect examination material from unoccupied desks. Do this as you walk quietly around the room.
Invigilator numbers	When there is more than one invigilator, one of you should be stationed at the back of the room as often as possible.
Alert discreet professional	Be alert but discreet as you invigilate, especially if you suspect malpractice. Be professional at all times. Do not engage in the following activities: Reading of personal material (books, newspapers, crosswords etc.). Using an in-situ PC, a mobile phone or tablet device. Leaving the room when no other invigilator is present. Gazing out of the window.
Footwear, phone calls & noise	To help reduce noise as you move around the room, please attempt to wear soft sole shoes. Do not do the following: Making or receiving telephone calls not related to the examination in progress. Raising your voice or become irate. Invigilators should deal with student issues in a calm, quiet manner.

Disruptive Candidates and physical contact	 Do not do the following: ⇒ Allowing candidates to communicate in any way with each other. ⇒ Allowing any candidate to disrupt the smooth running of the examination. If necessary, you may instruct the candidate to leave the examination room. ⇒ Do not physically touch a candidate.
Remember	Examinations are extremely stressful for students. Unless a matter is of extreme importance, a student should not be interrupted during an examination.



Contacts and links

If you have any questions about any information you have read in the guide, you can contact the Student Services Centre Invigilator team on the following email:

invigilation@manchester.ac.uk

Or you can call the Student Services Centre on:

0161 275 5000

University's Policy on Examinations

http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectiond-theprocessofassessment/policyonexaminations/

Please keep this guide for future reference.

eQuiz

Now that you have read the course, you can do the Invigilator eQuiz. The link to do this is here:

http://www.training.itservices.manchester.ac.uk/staff/SSC/Invigilators/Assessment/Invigilator%20 e-Ouiz/story.html

After the quiz

Once you have completed the Invigilator eQuiz, please follow the on-screen instructions for guidance on what to do with your results.