

EXAMINATIONS POLICY: ADMINISTRATION AND INVIGILATION

Invigilators

1. Faculty and staff assist with examination invigilation and receive training and materials from Registry Services.
2. The normal ratio of invigilators to students in examinations is two invigilators for between two and fifty students; three invigilators for between fifty one and hundred students.
3. Variation of these ratios is at the discretion of the Academic Registrar, in consultation with the Chair of the Academic Board, if necessary.
4. Invigilators are responsible for the enforcement of the regulations and policies for the conduct of the University's invigilated examinations.
5. The Senior invigilator in each examination session will take the overall responsibility for the conduct of the examination and the invigilation process, including ensuring that the number of examination scripts collected matches the total number of students examined.
6. All invigilators must be present in the examination room at least fifteen minutes before the start of the examination and they should familiarise themselves with the invigilation information available in the room.
7. If the invigilator is not the instructor for the exam, Registry Services will have contact details for the instructor or relevant Head of Department so that any issues arising in the examination can be resolved immediately.

Venue set-up and starting an examination

8. The furniture in the examination room will be laid out by University support staff according to agreed conditions. On arrival, invigilators will lay out question papers and answer booklets. At the end of the examination, Registry Services or Security will lock the room immediately after the invigilators leave.
9. Students are not permitted to enter the room until the invigilator has invited them to do so. If invigilators arrive to find the students have entered the room, they must be asked to leave immediately and invigilators must ensure that all desks and chairs are checked carefully for any extraneous material before the students are permitted to re-enter the room and the examination can begin.
10. Where seats have not been pre-assigned in an examination session, students should be randomly assigned seats by the invigilators and not permitted to choose their seat independently. Seats closest to the door should be kept free for late-arriving students.

11. Senior invigilators must read the standard announcements at the beginning of the examination. Students may not begin writing until told they may do so by the invigilators.
12. Attendance is taken on the examination attendance list by the invigilators, and absentees will be recorded. Students who do not attend will be given a failing grade for the exam. An 'incomplete' grade may be assigned by the Academic Progress Committee for cases deemed to be legitimate absences upon successful petition from the student.

During the examination

13. Anomalies arising during an examination session should be recorded on an Examination Incident Report Form (available in each examination venue) and returned to Registry Services after the examination. These may include, for example, a mobile phone going off that caused a disruption, a student becoming ill, a student arriving late or leaving early, etc.
14. Invigilators must remain in the examination room for the entire period of the exam and check the examination room at intervals to address the risk of academic misconduct
15. Invigilators should be aware of the potential misuse of small data storage units. Students are not permitted access to electronic devices (iPads, laptops, mobile phones etc.) during an exam. Invigilators must ensure that any such devices brought into an examination room are made inaccessible to students during the examination.
16. Students should be made aware of the consequences of and understand the regulations relating to academic misconduct, particularly in relation to the possession and use of electronic devices and mobile phones in an examination context.
17. Students who cannot attend and sit the final exam for medical reasons should obtain supporting documentation from a medical professional and submit it to the Academic Progress Committee along with a petition to take a re-sit the following semester. Students have the right to appeal assigned grades in cases of illness (see [Academic Appeals Policy: Grade Challenges](#)).
18. Students who are taken ill during an examination, should obtain supporting documentation from a medical professional at the earliest opportunity and submit it to the Academic Progress Committee along with a petition to take a re-sit the following semester. Students have the right to appeal assigned grades in cases of illness (see [Academic Appeals Policy: Grade Challenges](#)).
19. Students are responsible for their own timekeeping during exams. All rooms have clocks. If a clock is not functioning properly, the invigilator will either call out the time at key points or project it onto the classroom screen. If a student has a disability that would prevent accurate timekeeping, he/she should contact Student Affairs to request special examination arrangements.

20. If a fire alarm sounds during the exam, the invigilator should make a note of the time and ask students to stop writing. All participants should leave the building following usual guidelines. Students must be instructed that they are still under exam conditions and must not talk to each other. Invigilators must monitor students and keep the group together. Before restarting the exam, students must be asked to draw a line under the work that they had already completed before the alarm. The occurrence must be recorded on the Examination Incident Report Form.

