University Examinations
Invigilator Guide

This document outlines Registry, department and invigilator responsibilities in relation to Brunel University Examinations:

ERS & SOS forms and Announcements explained

Examination Session Timings

Reference Guide

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Examinations Record Sheet (ERS) - detailed completion instructions

Student Observation Sheet (SOS) - detailed completion instructions
Examinations Record Sheet (ERS) and Student Observation Sheet (SOS)

Detailed guidance is provided regarding the use and distribution of these key record forms at the end of the main Guide.

Invigilators must ensure they complete an ERS for every examination, providing a double-signed copy to both department representative and Registry; where there are multiple examinations taking place in the same venue for the same department, providing no one examination exceeds 15 candidates, the same ERS form can be used.

An SOS should be used to record any incident involving an individual or small number of candidates.

Announcements to be made by Invigilators

A separate appendix provides the text for use before and after examinations and in case of an emergency evacuation.
The appropriate version should be used as a script, as well as a guide to the general examination rules:

TAG (Registry’s Timetabling and Awards Group) provide support for the University examinations, including oversight of the invigilation team. Queries should usually be directed to this team in the first instance via examinations@brunel.ac.uk
# Examination Session timings

The table below lists key points within an examination, indicating how academic input and support interlace with other roles and activities.

<table>
<thead>
<tr>
<th>Time after Start</th>
<th>Activity and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>by -45 minutes</td>
<td>Invigilators sign-in for briefing.</td>
</tr>
<tr>
<td>by -30 minutes</td>
<td>Papers/Packs delivered to each room; Lead checks number and detail (eg date, time, module, duration) of papers; All - Room(s) setup.</td>
</tr>
<tr>
<td>-20 minutes in IAC -15 minutes in others</td>
<td>Lead - invites candidates into examination room; Room setup needs to be complete.</td>
</tr>
<tr>
<td>by -15 minutes</td>
<td>Course leader/academic arrives;</td>
</tr>
<tr>
<td>-3 minutes</td>
<td>Invigilator gives examination instructions, from script; Hand over to academic if there are extra instructions.</td>
</tr>
<tr>
<td><strong>Start time</strong></td>
<td>Late candidates are not permitted to enter the examination venue after this time</td>
</tr>
<tr>
<td>from +15 minutes</td>
<td>Invigilator(s) check attendance slips, signatures, id cards, and mark-up attendance list; Lead Invigilator will: - check numbers against attendance sheet and head count - begin completion of ERS details and supervise completion of any SOS forms. Late candidates may only be admitted exceptionally (and given no extra time).</td>
</tr>
<tr>
<td>&gt;+30 minutes</td>
<td>Course leader/Academic may (choose to) leave the examination, leaving contact details;</td>
</tr>
<tr>
<td>&gt;+60 minutes after start and &lt; -30 from finish</td>
<td>Candidates may exceptionally leave the examination: - temporary exit requires invigilator attendance; - final exit ensure attendance slip and answerbook(s) are correctly marked, tagged and remain neatly on candidate desk. Invigilators will deal with candidate queries or requests; - any academic queries will be referred to the Academic; - all exits noted on attendance sheet and other incidents noted on SOS and/or ERS.</td>
</tr>
<tr>
<td>from -30 (to finish)</td>
<td>No more candidates to leave - Announce examination finishes in 30 minutes</td>
</tr>
<tr>
<td>-15 minutes</td>
<td>Course leader/Academic may (choose to) return to the lead examination room;</td>
</tr>
<tr>
<td>-5</td>
<td>Announce examination finishes in 5 minutes</td>
</tr>
<tr>
<td><strong>Finish time</strong></td>
<td>Finish examination, noting those continuing other exam(s) if appropriate</td>
</tr>
<tr>
<td>When scripts collected, checked and counted</td>
<td>Allow candidates to leave, noting those continuing examinations in the same and/or nearby rooms, and reminding everyone to take all belongings and any litter.</td>
</tr>
<tr>
<td>(Lead)</td>
<td>Check between answerbooks, scripts, attendance slips and attendance sheet; - note number of each on the ERS; - match number of candidates and number of scripts; - Sign ERS. Department administrator: - re-checks numbers of scripts, attendance slips and attendance sheet; - signs ERS form, leaving copy with invigilator. Lead gives department staff scripts, attendance slips and top copy of ERS and any SOS forms; and returns copies of ERS and any SOS forms to Registry.</td>
</tr>
<tr>
<td>(All invigilators)</td>
<td>Sign out</td>
</tr>
</tbody>
</table>
University Examinations

Invigilator Guide

1. Essential Requirements

1.1 The University requires that a minimum of two invigilators should be present in each examination area, and in larger examination venues there should be a staff: candidate ratio of not less than 1:50 in the Lecture Centre and 1:75 in the IAC.

1.2 An academic responsible for each examination paper must be present for the first 30 minutes of the examination and from then on must be contactable via the details provided by the department to the invigilator in the venue or to Registry (TAG).

1.3 Departments are responsible for advising candidates and invigilators of any special provisions relating to the examination, eg Statutes or other texts or type of calculators permitted, concessions for individual candidates (such as access to a dictionary, extra time allowed), and for advising him/her, where necessary, of any additional instructions or corrections to the paper.

1.4 All staff involved with examinations, including invigilators, should be familiar with the “Candidate Guide” available from the examinations website; those providing invigilation for candidates with additional needs should also review the guidance notes provided for these examination arrangements.

2. On the Day of the Examination

2.1 Invigilators must report to the designated meeting point (noted in the rota) not less than 45 minutes before the start of the examination session.

2.2 Invigilators will be greeted by a member of Registry (TAG). Lead invigilators will be given details of the examination(s) they are servicing, a team of invigilators and all appropriate paperwork including an attendance list. There will also be an examination pack in each examination venue, containing all relevant notes, contact details, scripts and equipment: it is the lead invigilators’ responsibility to ensure the pack is complete (and if necessary replenished) at the start and finish of each examination.

2.3 Lead and regular invigilators will also need to collect sufficient answerbooks, of the appointed colour, for each examination, ensuring that any spares are returned to the relevant store at the end of the examination.

2.4 Department administrators will bring question papers, any other permitted equipment to the examination room at least 30 minutes before the examination is due to begin, and will help guide the room setup in preparation for the candidates. Larger venues need to be fully prepared 30 minutes ahead of an examination.

2.5 An academic should arrive at least 10 minutes before the examination is due to begin, and has responsibility for confirming any permitted equipment or notes brought into the examination by candidates, and to handle any academic queries raised regarding the paper or the examination.

3. Admission to the Examination Room

3.1 One invigilator, as identified by the lead invigilator, should take responsibility for admitting candidates to the examination room, normally not more than 10 minutes before the examination is due to start (up to 30 minutes before in the larger venues). The lead invigilator should check with the department staff supporting preparation of the room that everything is ready, before admitting the candidates.

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3.2 All candidates should be silent from the time of entry to the examination room until the examination is concluded, papers collected and they have left the room.

3.3 The invigilator should remind candidates to leave coats, books etc in the designated area - usually the front of the venue. A CD will be used to make these announcements in the larger venues. Coats may not be hung on the back of seats and bags etc must be stored away from desks in a designated area.

3.4 Candidates with watch alarms or other apparatus which could create noise or hold revision notes, e.g. calculators and mobile devices, should be instructed to switch them off. These items must then be placed in a clear plastic wallet or bag and placed under the candidate’s examination desk or chair. Candidates should not have any personal items on their person during the examination.

3.5 Where candidates are permitted to bring texts, calculators into the examination room for use at their desks, the attending academic must check and confirm that they meet the department’s criteria.

3.6 An invigilator, as identified by the lead invigilator, should check toilets for notes once candidates have been allowed into the examination. This needs to be repeated 40 minutes into the examination and at several points throughout the examination. Lead invigilators will need to co-ordinate to ensure the shared facilities within each venue are checked sufficiently but without unnecessary duplication.

4. Seating Arrangements

4.1 Candidates should be instructed to sit in the seat designated for them and to display their identity card prominently in the top right hand corner of the desk with their photograph displayed face up. Candidates should be asked to complete only the 1st attendance slip attached to the front of their answerbook. All candidates must also write their Student Number and seat numbers, the date and the title of the paper on the front cover of the examination answerbook before the start of the examination.

4.2 All attendance slips should be collected whilst doing ID checks as early as possible, and should be ready for collection 30 minutes into the examination. If there are separate attendance slips from the department then these should be collected and kept separate to the usual paperwork for the department staff to collect with the scripts at the end of the examination.

4.3 The invigilators must be satisfied before the start of the examination that the seating arrangements are satisfactory, e.g., desks are sufficiently spaced; candidates settled, with coats, bags and personal effects stowed out-of-reach, and scripts etc in place.

5. Starting the Examination

5.1 The lead invigilator or those identified by the lead invigilator shall take responsibility for starting the examination, reading the appropriate script, and for telling the candidates the duration and finishing time(s).

5.2 The author(s) of the examination paper is(are) required to be present in the examination room for the first 30 minutes of the examination and following this to be available by phone in case of any problem with the paper. If after the first 30 minutes of the examination there is a question relating to the examination paper please contact the lead invigilator who will contact the paper’s author, or the Registry (TAG) for assistance. In this instance please advise candidates to carry on with other sections of the examination and not to wait for an outcome. The invigilator should ask the candidates to read through the paper and raise any queries at the start of the examination.

5.3 The examination may not be started early where candidates are still missing, but if all candidates are known to be present, the invigilator may authorise an early start. The start of
an examination may not normally be delayed because of the absence of candidates; Registry (TAG) will advise in any exceptional instance.

5.4 The invigilators shall **not admit to the examination room candidates who arrive after the published start time** of the examination. Details of any candidates arriving late should be taken using the relevant form, and the candidate given the helpsheet regarding the consequences of late arrival.

5.5 The invigilator responsible for each examination shall record on the ERS supplied: the time the examination starts and finishes; the number of candidates present, late and absent; the number and colour of answerbooks used; and the numbers of attendance slips and scripts collected;

6. **Absentee and Identity Checks**

6.1 Once the examination has started candidate identity and attendance checks should be carried out. Using the attendance lists, invigilators should:

- mark candidates as present;
- check their identity against the identity cards on each desk;
- ensure the correct candidate is seated at the correct desk;
- confirm the attendance slip is correctly completed, but **NOT** disturb candidates to check the front of answerbooks;
- Candidates are not permitted to leave before the end of their exam. Candidates leaving early in exceptional circumstances need to have their identity checked and attendance recorded, along with their departure time, before leaving. An SOS form should be completed.

6.2 Once the examination has been started the candidates should not be disturbed for ID checks, where cards are missing. In this instance, Registry (TAG) should be contacted and the candidate’s identity will be checked against SITS data.

6.3 Any candidate wearing religious dress that covers their face may need their ID checked at the end of the exam, privately and by a female invigilator. Notify Registry (TAG) if this is necessary, and support will be given.

7. **During the Examination**

7.1 Invigilators must walk quietly around the room at regular intervals. Soft soled shoes are advisable.

7.2 Candidates should request assistance of any sort by raising their hands:

7.3 The invigilators should respond promptly to any request from a candidate.

7.4 Candidates should be silent and must **not be permitted to communicate** with each other nor should they have access to any materials not permitted at their desk. The invigilators should ensure that candidates do not disturb each other. The invigilator should instruct a candidate who is disturbing the others or otherwise impeding their work to leave the room.

7.5 The invigilators shall note any incidents affecting the whole examination cohort on the ERS, eg any disturbance and its duration. The invigilators should contact Registry (TAG) if any incident is sufficiently serious as to indicate that extra time will be needed. The invigilator shall also note any individual (or small group) incidents on an SOS (Student Observation Form), eg where a candidate is unwell or there is a potential of misconduct.

7.6 Where a candidate is taken ill, the invigilator should follow local emergency instructions as provided in the examination pack. Security should be called if first aid or an ambulance is
The candidate, advised by a first aider, will need to decide if they are well enough to continue or not. In either case the candidate should be advised to consider submitting a case for mitigating circumstances to their department.

7.7 Candidates are not expected to leave their desk during the examination, and may only leave the room with the permission of an invigilator. Any candidate permitted to leave the room temporarily must be accompanied. At least one invigilator should remain in the examination room at all times. Not more than one candidate for the same examination should be permitted to leave the room at any one time, except in the larger venues, where more candidates can be accompanied from the room, provided not more than half the invigilators are absent.
No candidate may leave the room, except in an emergency, within 60 minutes of the start or less than 30 minutes before the end, of the examination.

7.8 In exceptional instances, candidates may be allowed to use the lavatory. In these cases the candidate must show the invigilator the content of their pockets prior to leaving their desk. The invigilator should usually be of the same sex as the candidate. If no one is available then the candidate must use the disabled toilet and the invigilator should wait outside; otherwise the invigilator must accompany the candidate into the bathroom area, not stand in the corridor outside.
On return to the examination the time of leaving and returning to the examination shall be noted on the attendance list.

7.9 Candidates (and invigilators) are not permitted to smoke or eat during an examination; unless candidates are allowed to eat on medical grounds.

7.10 Should any candidate(s) raise a question about the examination paper, or the means of expressing their answer, academic support needs to be sought. If it is not possible to contact the academic directly, an invigilator should contact the supervisor or the Registry (TAG). Candidate(s) should be advised to continue with another section of the paper in the meantime.
Where appropriate, check if the academic response should be given to the whole cohort or just the individual concerned. Where the whole cohort is to be informed, ensure any additional requirement candidates are also included.
The time that the query is first raised and then answered should be noted on the ERS/SOS form.

8. Suspected Misconduct during an Examination

8.1 Where an invigilator suspects actual or planned misconduct in an examination they must confiscate the evidence and the candidate answerbook(s); the candidate(s) involved should be provided with new answerbook(s); a note of the time at which this is done needs to be recorded on both an SOS form and at the point the candidate(s) has reached in the removed examination answerbook(s); details of what occurred should also be recorded on the SOS (Student Observation Sheet) and attached to the ERS at the end of the examination.

8.2 The SOS will be kept with the ERS, together with any confiscated material, by Registry, and copies provided to the department. Any disciplinary action will proceed in accordance with SR6. Invigilators may be asked to assist in any investigation of the matter.

9. Emergency Incidents during an Examination

9.1 Where a bomb alert has been received by the University, or a fire is discovered in the Indoor Athletic Centre, an officer of the University will inform the invigilators. The Fire Alarm will be
sounded in case of fire or other emergency in other venues. Invigilators should follow the emergency procedures sheet, which includes instructions regarding when any evacuation should be initiated and usual roster points.

9.2 Where evacuation is indicated, invigilators should instruct candidates to cease writing, to leave their question papers and answerbooks on the desk and to leave the room in silence. They should not stop to collect personal belongings.

9.3 Candidates need to be reminded that they must remain silent if they wish to continue the examination once re-started.

9.4 The invigilators should accompany the candidates to a place of safety (University officers will normally be on hand to advise) and keep them silent. The Head of Registry will be responsible for authorising a return to the examination room and/or specifying any alternative arrangements to be made. Where an examination is restarted, the invigilators must ensure that the finishing time is recalculated so that candidates receive the correct total time for the paper.

10. At the End of the Examination

10.1 The invigilators will announce when there is 30 minutes left and then 5 minutes left to the end of the examination; this announcement may need to be made more than once if the examination venue is hosting examinations of varying lengths.

10.2 Candidates will be told to cease writing, and to ensure that each answerbook they have used is identified with their id and seat numbers and the examination questions answered. Also remind candidates to fold over the right hand strip to cover their details. Candidates should also be asked to take the removed strips to the re-cycling bins on their way out.

10.3 Where more than one answerbook has been used, they should be joined with a treasury tag (or similar).

10.4 Department staff will arrive to provide guidance on the order and to help with the collection of scripts. Departments need to provide sufficient staff to ensure this can be carried out efficiently and with reasonable speed, especially in larger examination venues.

10.5 Candidates must remain seated and silent until all the material to be assessed has been checked and collected.

10.6 Unless otherwise specified in the rubric of the examination paper, candidates may be permitted to take the question paper out of the examination venue. They may not remove any unused answerbooks from the examination venue. Any other materials supplied by the University (eg Statutes, calculators or pencils) must also be left on the desk for collection.

10.7 The invigilators will count the number of answerbooks, and the number of scripts. (Answerbooks are the actual number of books used – This may be greater than the number of candidates; scripts are the books joined together for each candidate e.g. 1 candidate may have used 3 books but this would be counted as 1 script – The total number of scripts should match the number of candidates).

10.8 Candidates should wait until they are invited to leave. At this point the invigilator should remind everyone that there may be other candidates completing longer examinations, and those leaving should remain quiet until they have left the building and nearby area. Candidates should also be reminded of what should be left, and to collect all their belongings, including litter.

10.9 The numbers of answerbooks and scripts should be entered on the Examination Record Sheet (ERS) and verified by department staff. Any discrepancy between the number of candidates

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and the number of scripts needs to be resolved, and an explanation also noted on the ERS before department staff remove scripts from the examination venue.

10.10 The completed ERS should be signed by both the lead invigilator and lead department representative, to confirm agreed numbers and content. Any SOS should be attached to the original, with SOS copies attached to the ERS copy. This copy will be taken by department staff and the original needs to be returned, by the invigilator, to the Registry.

Once numbers are agreed, and the ERS/SOS completed and signed, department staff will remove the examination scripts and any other equipment. Help from invigilators may be needed, especially in the evenings.

10.11 Invigilators should make a final check of the examination room:

- all spare examination answerbooks shall be removed to the storage area;
- examination packs shall be checked, replenished if necessary, and checklist initialled;
- any litter should be binned, and desks straightened if necessary;
- lead invigilators should initial timesheets and return attendance lists, ERS/SOS forms and any other equipment to the Registry (TAG).

10.12 All invigilators must sign out in the relevant TAG Examinations office, before leaving the building.

10.13 The Lead Invigilator must make sure that all spare answerbooks are returned to the storage area, examination packs are complete, and that paperwork and equipment is returned to Registry.
**Examinations Record Sheet (ERS)**

The ERS is a carbon copy document used to record details of the examination. It is an important document, since it may be referenced during later claims of mitigating circumstances or appeals, or in any disciplinary matters. Consequently, it is a key responsibility of invigilators to ensure it is an accurate record of the examination, including any observations.

At the end of the examination, the numbers of candidates, scripts and answerbooks needs to be recorded by the invigilator. The lead invigilator and department representative must check these numbers, and both sign the ERS to verify.

The top copy must be returned to the Registry representative by the lead invigilator and the other copy must be given to the department representative.

Information that must be recorded on the first section of the ERS is as follows:

- Details of the examination that you are invigilating including, module, date, venue, duration and start time (ie there needs to be an ERS for each module);
- Number of candidates present at the start of the examination;
- Number of any candidates leaving before the end of the examination;
- The exact time the examination commenced;
- The exact time the examination ended;
- Any reading time added to the start of the examination;
- The number of completed attendance slips;
- The colour of examination answerbooks used;
- Any general observations about the examination; eg any emergencies, noise from outside the venue, extreme temperatures, power failures;
- The total number of examination answerbooks collected after the examination;
- The total number of scripts collected after the examination;

Section 2 is for the record of any disturbances or other irregularity affecting the whole (or most of the) cohort. Also indicate the total number of toilet breaks where indicated. Individual times of departure and return should be entered on the attendance list.

At the end of the form are two sets of signatures to complete:

- Signature of the lead invigilator verifying that the information recorded on the ERS form is a true account of the examination specified, that all announcements have been made, and verifying the numbers of candidates, scripts and examination answerbooks.
  Note that names need to be given as well as signatures;
- Signature of the invigilator and the department representative, to verify the numbers of candidates, scripts and examination answerbooks have been checked and agreed.
  Note that names and signatures are required and the ID card number of the department administrator.

Any Student Observation Sheets (SOS) need to be attached; the department representative taking a copy of ERS and all SOS, and the top copy returned to the Registry.
Student Observation Sheet (SOS)

A SOS must be filled out if you observe any of the following incidents:

- Illness
- Potential Misconduct or Cheating
- Other*

*other can include an extended academic query, or any other situations of note, affecting a candidate. Toilet breaks need to be recorded separately, on the attendance sheet or (in larger venues) on the separate sheets provided for this purpose.

Please make sure that the SOS is filled out to the best of your ability as this will be used by a department in situations of appeals, disciplinary investigation etc. Notes regarding key elements to record are given on the sheet.

If you need more space than the box provided please continue on a second SOS.

Examples of how to fill out a SOS will be shown during invigilator training.

Any Student Observation Sheets (SOS) need to be attached; the department representative taking a copy of ERS and all SOS, and the top copy returned to the Registry.