University Examinations
Guidelines for Invigilators

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

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Examinations Record Sheet (ERS) and Student Observation Sheet (SOS)

Guidance is provided regarding the use and distribution of these key record forms.

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

A 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.

Thank you for supporting the examination process.
University Examinations

Notice to Invigilators

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.
   1.2 An academic responsible for each examination must be present for the first 30 minutes of the examination and from then on in must be contactable via the details provided by the school to the invigilator in the venue or via Registry (TAG).
   1.3 Schools 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 “Guidelines for Students” 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 Lead Invigilators will be greeted by a member of Registry (TAG) and given details of the examination(s) they are servicing, 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 School administrators will bring question papers, any other permitted equipment to the examination room 30 minutes before the examination is due to begin, and will help guide the room setup in preparation for the candidates.
   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 (15-20 minutes before in the larger venues). The lead invigilator should check with the school 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 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, e.g. calculators and mobile telephones, 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 school’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 the attendance slip provided. All candidates must also write their id and seat numbers, the date and the title of the paper on the front cover of the examination book before the start of the examination. Schools may also provide attendance slips for their records; candidates are also required to complete these.

4.2 All attendance slips should be collected whilst doing ID checks as early as possible, after the first 30 minutes of the examination. If there are separate attendance slips from the school then these should be collected and kept separate to the usual paperwork for the school 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 Candidates may not write in their answerbooks during any reading time allowed.

5.3 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.

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5.4 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 a minority of candidates; Registry (TAG) will advise in this instance.

5.5 The invigilators shall not admit to the examination room candidates who arrive more than 30 minutes after the start of the examination, but should instruct such candidates to report to their school office. A note of the time of arrival of candidates admitted after the start of the examination or sent to their school office must be made on the Examination Attendance Sheet.

5.6 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 been running for 30 minutes, and all late candidates admitted, 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;
   - late candidates should already have their time of arrival noted on the sheet, and any candidate leaving at this early stage needs to have their identity checked and attendance recorded, along with their departure time, before leaving.

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 examination, 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.

7.2 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 may require a candidate who is disturbing the others or otherwise impeding their work to leave the room.

7.3 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.

7.4 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 cheating.

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7.5 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 required.
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 school.
An invigilator may allow a candidate extra time up to a maximum of 10 minutes at the end of the examination to compensate for temporary illness.

7.6 Candidates 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 30 minutes of the start or less than 30 minutes before the end, of the examination.

7.7 When being taken to the toilet the candidate must show the invigilator the content of their pockets.
The invigilator should 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.

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

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

7.10 The invigilators should respond promptly to any request from a candidate for additional answerbooks.

7.11 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.
The time that the query is first raised and then answered should be noted on the ERS form.

8. Suspected Cheating During an Examination

8.1 Where an invigilator suspects that a candidate has cheated or is intending to cheat in an examination they must confiscate the evidence and the candidate's answerbook; the candidate(s) involved should be provided with a new answerbook;
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 has reached in the removed examination answerbook;
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 school. Any disciplinary action will proceed in accordance with SR6.
Invigilators may be asked to assist in any investigation of the matter.

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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 Sports 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.

9.2 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 the examination is to be restarted.

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 top corner of the examination book cover their details.

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

10.4 School staff will arrive to provide advice on the order and to help with the collection of scripts. Schools 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 school staff. Any discrepancy between the number of candidates and the number of scripts needs to be resolved, and an explanation also noted on the ERS before school staff remove scripts from the examination venue.

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10.10 The completed ERS should be signed by both the lead invigilator and lead school 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 school 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, school 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 The Supervisor 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.

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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 school 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 school 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 candidates admitted late;
- Number of candidates absent 30 minutes after the start of the examination and any vacant seat numbers;
- Number of 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 books 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, and that all announcements have been made. Note that names need to be given as well as signatures;
- Signature of the invigilator and the school 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 school administrator.

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

Thank you for supporting the examination process.
Student Observation Sheet (SOS)

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

- Illness
- Potential 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 school 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 school representative taking a copy of ERS and all SOS, and the top copy returned to the Registry.

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