

Staff Guide Academic

1 Introduction

This paper outlines the responsibilities of academics attending examinations, and how this should work alongside the invigilation service.

It also gives details regarding venues and specific arrangements for the examinations.

2 Key Responsibilities

Senate Regulations state: “**4.12** Examinations shall be supervised. The author(s) of an examination paper shall normally be available for immediate consultation before, and for at least the first half-hour of, the examination... “

Academics are needed at the start of the examination, in case of academic questions regarding the paper and to check any permitted equipment and paperwork.

They are also welcome to remain throughout the examination, or to leave, having provided the invigilator with a contact number in case of later academic queries.

The invigilators have been instructed to fulfil the responsibilities for starting and finishing examinations, ensuring queries receive a rapid and effective response with appropriate academic support, and checking attendance, identity and conduct of all candidates. Please allow them to carry these duties out.

The Examinations Policy introduced for May 2014 has had some minor updates, as summarised in [SEN6462](#) (page 2-4) reported to 280th Meeting of Senate. The “Late is Late” policy remains and so since candidates will not be admitted after the start of an examination, it is important that all staff also arrive in plenty of time for a prompt start. Please also note that the afternoon sessions will have a later 14:30 start.

3 Venues and Arrangements

This year we have just two main venues, each with an office where you should be able to locate Registry staff or invigilators:

Building and Rooms	Staff entry	Student entry	Registry Location
Netball Hall and Sports Hall	Main door, from concourse	Back door, opposite end to concourse	IAC Office Meeting room about halfway along the offices, also used by Registry during Graduation
John Crank 127 & 121	Any entrance	Main entrance by quad	

In the IAC there will usually be at least one invigilator for each examination, with lead invigilators over-seeing them; there will also be a central lead invigilator at the main table.

In the lecture centre there should be at least one invigilator in each classroom. They should be helping to set out papers on the desks for your examination.

On arrival at the venue, please identify yourself to the lead invigilator in the IAC (at the main table) and to the invigilator helping set out papers for your examination, or to the invigilator in your Lecture Centre room. They need to be aware you have arrived, know when you will be leaving (or if you are staying throughout the examination), and to have contact details.

4 Invigilation for Candidates with Additional Requirements

If you are involved in providing invigilation for candidates with additional requirements, please be aware of the additional guidance available from [Welcome to Examinations](#) (Staff ATC Guide, Use of amanuenses and Invigilator Guide, including the Invigilator Announcements).

Ideally you should attend a training session, designed for those supporting candidates with additional requirements. Please email Examinations@brunel.ac.uk for details of time and venue, and to book a place.

5 Concerns or Feedback

If you have any immediate concerns regarding the examination, please inform the invigilator.

If you have urgent concerns about the invigilator, or their response to any issues you raise, please refer to the Registry Location: Staff in that office should be able to contact Registry staff for you.

If you have any less urgent feedback (positive or negative) please email examinations@brunel.ac.uk. We maintain a continuous review, before, during and after examinations, and so appreciate all comments, especially if it enables us to improve the service immediately.

6 Examination Session

The table below lists key points within an examination, indicating how academic input and support interlace with other roles and activities. Please note that while academic attendance is noted immediately prior to the start of an examination, and during the first 30 and last 5 minutes, academics are very welcome to remain in the venue throughout an examination.

We simply note that the invigilators have been briefed to carry out responsibilities including checking attendance, identity and conduct of candidates, and ensuring the correct number of scripts and answerbooks are provided to the department administrators. They need to be allowed to carry out these responsibilities.

by -30 minutes from examination start	Room setup; Invigilators and Department administrators should be present
by -15 minutes	Course leader/Academic arrives; reports to Registry Location (IAC Office or LC106) to leave contact details; meets and briefs Invigilator re any special arrangements, including any extra instructions that may need to be given by academic or invigilator.
-20 minutes in IAC -15 minutes in others	Invigilator invites candidates into examination room; Academic may need to check permitted equipment (eg calculators) or paperwork
-3 minutes	Invigilator gives examination instructions, from script; Hand over to academic if there are extra instructions.
Start time	Invigilator starts examination, using script, noting start and finish times.
from +15 minutes	Invigilator(s) check attendance slips, signatures, id cards, and mark-up attendance list; Lead Invigilator will: check numbers attendance slips against attendance sheet and head count begin completion of ERS details and supervise completion of any SOS forms.
>+30 minutes	Course leader/Academic (may choose to) leave the examination, leaving contact details; Invigilators will deal with candidate queries or requests, noting interruptions and exits from the room on the ERS/attendance sheet. Any academic queries will be referred to the Academic.
-15 minutes from finish time	Course leader/Academic (may choose to) return to the lead examination room
Finish time	Invigilator to finish examination, using script
	Department staff will arrive to supervise and help collection of scripts; Department staff (including academics) may be needed to confirm student identities.
	Lead invigilator will allow candidates to leave once scripts checked and collected, noting those continuing examinations in the same and/or nearby rooms, and reminding everyone to take all belongings and any litter.
	Lead Invigilator will: Check numbers of answerbooks, scripts, attendance slips and attendance sheet; Sign off ERS, including number checks, with department representative; 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.