

# University Examinations

## Staff Guide

### Administration

#### 1 Introduction

This paper outlines responsibilities for school administration during examinations, and how this should work alongside the invigilation service.

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

#### 2 Responsibilities

Please ensure that all staff involved in examinations are aware of the Examinations Policy, and of the appropriate guides. These are all available from [Welcome to Examinations](#).

Schools currently remain responsible for provision of question papers and any other school-provided equipment to all examination venues, and additionally for provision of answerbooks to candidates for whom additional requirement arrangements have been made (except for those in central venues).

The Sports Centre will be open from at least 45 minutes before examinations are due to begin, and Lecture Centre rooms from 30 minutes before. Invigilators will be on hand, from at least 30 minutes before the examinations are due to begin, to help set out papers.

Invigilators will finish each examination, and ensure candidates remain in their seats while papers are collected. School staff should arrive in time for the finish of their examination, to supervise and help collect scripts etc. A lead staff member should be identified as responsible for checking the numbers of scripts and attendance lists. This staff member will need to agree numbers of candidates, scripts and attendance slips, and to sign the ERS form confirming numbers.

Schools will be given scripts, attendance slips (where provided), top copies of ERS and any SOS forms, and should also ensure they collect any other equipment or paperwork supplied (such as calculators or pencils).

Especially given the continuing policy of “late is late”, it is very important that examinations are set up in plenty of time - 20 minutes before the examination is due to start in the Sports Centre, and 15 minutes in the John Crank.

### 3 Venues and Arrangements

#### 3.1 Plan

#### 3.2 Venues

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 121 & 127	Any entrance	Main entrance by quad	

On arrival at the venue, please call into the Registry location, so that we know you have arrived.

Invigilators will be identifiable via lanyards. Please identify yourself to the invigilator(s) for your examination.

In the IAC there will usually be at least one invigilator for each examination, with lead invigilators over-seeing them. They should be helping to set out papers on the desks for your examination.

In the lecture centre there should be at least one invigilator in each classroom.

#### 4 Invigilation for Candidates with Additional Requirements

Please ensure that all invigilators for your candidates with additional requirements are aware of the additional guidance available from [Welcome to Examinations](#) (Staff ATC Guide, Use of amanuenses and Invigilator Guide, including the Invigilator Announcements).

Ideally they should attend a training session, designed for those supporting candidates with additional requirements. Please email [Examinations@brunel.ac.uk](mailto:Examinations@brunel.ac.uk) for details of time and venue, and to book places.

#### 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](mailto: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 administrative input and support interlace with other roles and activities.

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 school administrators. They need to be allowed to carry out these responsibilities.

by -45 minutes	Invigilators sign-in for briefing.
by -30 minutes	Papers/Packs delivered to each room; Lead checks number and detail (eg date, time, module, duration) of papers; All - Room(s) setup.
-20 minutes in IAC -15 minutes in others	Lead - invites candidates into examination room; Room setup needs to be complete.
by -15 minutes	Course leader/academic arrives;
-3 minutes	Invigilator gives examination instructions, from script; Hand over to academic if there are extra instructions.
<b>Start time</b>	Invigilator starts examination, noting start and finish time on local clock.
from +15 minutes	Invigilator(s) check 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).
>+30 minutes	Course leader/Academic may (choose to) leave the examination, leaving contact details;
>+60 minutes after start and <-30 from finish	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.
from -30 (to finish)	No more candidates to leave; Announce examination finish in 30 minutes
-15 minutes	Course leader/Academic may (choose to) return to the lead examination room;
-5	Announce examination finish in 5 minutes
<b>Finish time</b>	Finish examination, noting those continuing other exam(s) if appropriate
	School staff will arrive to supervise and help collection of scripts; Invigilators will help collect examination answerbooks etc, checking they are correctly completed (including question numbers) and tagged and ensuring one script for every candidate (including early finishers). School staff (including academics) may be needed to confirm student identities.
When scripts collected, checked and counted	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.
	(Lead): Check between answerbooks, scripts, attendance slips (if provided) and attendance sheet; note number of each on the ERS; match number of candidates and number of scripts; Sign ERS. School administrator: re-checks numbers of scripts, attendance slips (if provided) and attendance sheet; signs ERS form, leaving copy with invigilator. Lead gives school staff scripts, attendance slips (if provided) and top copy of ERS and any SOS forms; and returns copies of ERS and any SOS forms to Registry.
	(All invigilators) Sign out