



ACADEMIC REGISTRY

Invigilators' Handbook

Edinburgh Campus

Updated March 2018

CONTENTS

INTRODUCTION	3
MAIN DUTIES SUMMARISED	4
GUIDANCE NOTES FOR INVIGILATORS	5
1. BEFORE THE EXAMINATION	5
2. BEGINNING OF AND DURING THE EXAMINATION	5, 6
3. END OF THE EXAMINATION	7
REGULATION 9 (New) Assessments and Examinations – extracts	8
Regulation 9, Paragraph 8 (Conduct)	8, 9
Regulation 9, Paragraph 10 (Invigilation)	10, 11
ADDITIONAL INFORMATION	12
1. SCHOOL CONTACTS	12
2. STUDENT ID CARDS	12
3. CALCULATORS	12
4. MOBILE TELEPHONES, SMART PHONES, ELECTRONIC DEVICES	12
5. DICTIONARIES	13
6. SUSPECTED CHEATING IN EXAMINATIONS	13
7. ILLNESS/MEDICAL ATTENTION	14
8. FIRE ALARMS	14
9. EXAM ADJUSTMENTS FOR STUDENTS WHO HAVE A DISABILITY	15
10. EXAMS IN COMPUTER OR ALTERNATIVE ROOMS	16
11. SEATING PLANS/ALLOCATION OF SEAT NUMBERS	17
12. INSTRUCTIONS TO CANDIDATES	18
TERMS OF ENGAGEMENT	19
PERSONAL DETAILS	20
1. INVIGILATORS' AVAILABILITY	20
2. PAYMENT/TIMESHEET	21
NOTIFICATION OF INVIGILATORS' TIMETABLES	22
EXAMINATION DIETS	22
EXAMINATION VENUES	23
APPENDICES	24
1. STATIONERY REQUIREMENT FORM	24
2. ATTENDANCE SLIP	25
3. EXAMINATION REPORT FORM	26
4. EXAMINATION INCIDENT REPORT FORM	27
5. ATTENDANCE LIST	28
6. ANSWER BOOK DISPOSAL ENVELOPE	29
7. ATTENDANCE SLIPS DISPOSAL ENVELOPE	30
8. EXAMINATION IDENTITY FORM	31
9. MEDICAL ATTENTION PROCEDURE	32

INTRODUCTION

Examinations are a key element of assessment for the majority of students at Heriot-Watt University. Invigilators have an important role during examination diets to ensure the examinations run effectively and efficiently in accordance with the University's Regulations and Policies. The Invigilator's role also includes ensuring that candidates are put at ease in what can be an extremely stressful time for students.

In addition to following the Guidance Notes and University Regulations, invigilators will need to use their discretion and common sense in any difficult circumstances that may not be covered in this Handbook. Any unusual or difficult circumstances should be reported to the Examinations Officer as soon as possible.

This Handbook should provide you with enough detail to help you invigilate the examinations. It is essential that the University Regulations, Policies and Guidelines are enforced to ensure that the examinations run effectively and efficiently. If you do have any query or concern that is not covered in this Handbook, please do not hesitate to contact a member of the Registry Operations Team (see contact details below). The Handbook will not have all the answers for abnormal situations that may arise – this will only come with time and experience.

Please take time to read the Handbook, Regulations and Guidelines issued. You will be notified if any changes to Regulations or Policy are made that may affect this information.

It is essential that you notify us as soon as possible if you are unable to work any period of time allocated to you during an examination diet as alternative arrangements will need to be made to ensure the smooth running of the examinations. Please advise us of the date, time and location that you cannot work.

We look forward to working with you.

With thanks



Karen McArthur
Head of Registry Operations
Academic Registry

Contact details:

Lynn Boag, Examinations Officer (tel: 0131 451 3382, email: L.C.Boag@hw.ac.uk)
Claire Russell, Administrative Assistant (tel: 0131 451 3752, email: C.Russell@hw.ac.uk)
Registry Operations Office, Academic Registry (tel: 0131 451 3727, email: registry@hw.ac.uk)
Examinations Assistant (tel: 0131 451 3221, email: ar-invigilators@hw.ac.uk)
Karen McArthur, Head of Registry Operations (tel: 0131 451 3379, email: K.McArthur@hw.ac.uk)

All contacts situated within the Registry Operations Office, Academic Registry, Room G.15, Lord Balerno Building, Edinburgh Campus

MAIN DUTIES SUMMARISED

All invigilators are responsible for ensuring that the information in the Invigilators' Handbook is adhered to and applied during examinations, but here is a summary of your main duties:

- arrive at the examination venue **45 minutes** before the scheduled start of examination
- ensure that the examination stationery requirements have been provided and are distributed appropriately
- ensure that examination papers are distributed correctly and that **candidates do not start to read papers until they are told to start the examination** (except for candidates entitled to prior sight of the paper)
- admit candidates to the examination venue **not earlier than 15 minutes** before the scheduled start of the examination (except for candidates with prior sight of the paper)
- assist candidates with seating numbers, if appropriate, and deal with any exam adjustments for students who have a disability, with empathy and discretion
- read out instructions to candidates before the start of the examination
- ensure that adequate **patrolling of the examination venue takes place at all times**
- collect attendance slips (**after the first 15 minutes of the exam**) and check these against attendance lists noting any anomalies on the Examination Report Forms
- make random checks on calculators and any authorised materials/dictionaries
- do not permit candidates into the examination venue **after the first 30 minutes**
- do not permit candidates to leave the examination venue in **the first 60 minutes or within the last 30 minutes**
- complete and sign the Examination Report Forms for every session (and Incident Report Form if applicable) and return along with examination answer books and attendance slips to the Examinations Office, Lord Balerno Building

GUIDANCE NOTES FOR INVIGILATORS

BEFORE THE EXAMINATION

- 1 All invigilators must arrive at the examination venue 45 minutes before the scheduled start of the examination to identify which examination/s they are responsible for. (You will be informed in writing of the exact venue when you are advised about your examination timetables for each diet.)
- 2 Invigilators should ensure that the examination stationery requirements detailed on the Examination Stationery Requirements Forms are provided (see appendix 1). If the stated requirements are incomplete or if additional items are necessary, contact the Examinations Assistant: extension 3221 or the main Registry Operations office: extension 3727
- 3 A School contact will deliver the examination papers and attendance lists to the venue 30 minutes prior to the start of the examination. If the examination papers and attendance lists have not been delivered on time, the invigilator is responsible for telephoning the School contact.
- 4 Invigilators should ensure that examination papers together with any additional material are distributed.
- 5 Candidates should be admitted to the examination venue not earlier than 15 minutes before the scheduled start of the examination.
- 6 Read out instructions to candidates before the start of the examination.
- 7 All bags must be placed under candidates desks. Invigilators should ensure that candidates place onto examination desks only such items as are permitted for the examination e.g. authorised calculators, dictionaries if special approval has been given.
- 8 If mobile telephones are taken into examination venues, they must be switched off and left in bags under the candidate's desk. If the candidate does not have a bag, the mobile phone should be placed face down under their desk.
- 9 Where a calculator is required for the completion of an examination, a candidate may use any basic scientific calculator, except the following: graphics calculator, programmable calculator and a calculator which features text storage or retrieval facilities.
- 10 Smart watches must be removed and placed in bags under the candidate's desk. If the candidate does not have a bag, the smart watch should be placed face down under their desk. All other watches (analogue, digital) must be placed on candidates' desks in clear view.

BEGINNING OF AND DURING THE EXAMINATION

- 1 Invigilators must ensure that candidates take their seats quickly and that they do not communicate with one another. Candidates should be allowed to take one non-alcoholic, non-carbonated drink into the examination venue. This is restricted to one clear bottle no larger than 500ml. No food should normally be permitted (unless for medical conditions e.g. diabetes).
- 2 Invigilators should start patrolling the front and back of examination venues while candidates are taking their seats and encourage them to complete attendance slips and the front cover of answer books.
- 3 Invigilators should issue any instructions regarding the examination eg: on the completion of attendance slips (including seat number where appropriate) and answer books and on the

return of answer books. If anonymous marking arrangements are in place appropriate instructions to candidates should be issued. Invigilators should advise candidates that student ID cards (or alternative ID eg: driving licence, other photographic ID) must be displayed on desks.

- 4 Invigilators must give clear verbal instructions to all candidates stating when they may begin writing and when they must stop writing.
- 5 Invigilators must not attempt to comment on or interpret any queries on any question. If a candidate raises a query, the candidate must be told to make a note on the answer book and work to the paper. The invigilator must make a note of the query and report this on the Examination Report Form.
- 6 If a candidate arrives within the first 30 minutes, they may be permitted to sit the examination however no extra time will be given. Invigilators should note that candidates are not permitted into the examination venue later than 30 minutes after the scheduled start of an examination. If candidates do arrive at the venue after 30 minutes, they should contact the Examinations Officer on ext: 3382 who will advise you accordingly.
- 7 Invigilators should remember that a candidate may leave the examination venue only on the following occasions (appropriate paragraph of Regulation 9 (New) Assessments and Examinations shown in brackets):
 - a) temporarily, in the company of an invigilator or assistant (8.11) *
 - b) on completion of the examination and with the permission of an invigilator (8.18)
 - c) when ordered to by an invigilator (8.20)
- 8 In all cases the candidate should remain seated until given permission to leave.
- 9 When a candidate leaves the examination venue to go to the lavatory, he/she should be accompanied to the entrance of the lavatory by an invigilator (of the same gender wherever possible).
- 10 A candidate shall not leave the examination venue in the first 60 minutes or within the last 30 minutes of an examination, with the exception of those who have written medical consent or with known exam support arrangements.
- 11 Between 15 - 30 minutes after the start of the examination, invigilators should collect the attendance slips (see appendix 2) from the desks, alphabetise them and check them against the attendance list, noting absentees on the Examination Report Form (see appendix 3). Invigilators should count the number of candidates present and compare this number with the attendance list (see appendix 5). Invigilators should ensure that any candidates who attended the examination and completed an attendance slip but who are not on an attendance list are added manually.
- 12 If a candidate is required to leave for medical reasons and does not return, the invigilator should collate his/her answer book with those of the other candidates, note on the book when and why he/she left the examination and report his/her withdrawal on both copies of the Examination Report Form.
- 13 Contact Tel No for medical assistance: ext 3010 (nurse available until 6 pm). After hours, dial 111.
- 14 Invigilators should collect any answer books from vacant places.
- 15 If any unusual incident occurs during the examination, invigilators should take action in accordance with Regulation 9, paragraphs 8.19, 8.20, 8.21 or 10.13.
- 16 During examinations, it is important that invigilators are vigilant and focus on ensuring that there are no problems with the examinations process. Invigilators should adequately patrol the entire examination venue (including the back). In accordance with Regulation 9,

paragraph 10.9, invigilators must not engage in activities during examinations which are inconsistent with their examination duties.

17 The following practices are NOT permitted:

- Using personal items or reading personal material (laptops, mobile phones, tablets, books, newspapers, crosswords etc)
- Reading the contents of answer books which have been handed in during the course of the examination or reading the question papers
- Verbal communication between invigilators (unless related specifically to the examination in progress)
- Any activity which could be considered as being disruptive to candidates (including collecting attendance slips in the first 15 minutes or collecting answer books in the last 15 minutes)
- Leaving the venue when no other invigilator is present
- Eating or drinking (except bottled water)

END OF THE EXAMINATION

- 1 Candidates should be reminded to remain seated until all answer books and question papers are collected and they are given permission to leave by an invigilator. They must also be reminded that they are still under examination conditions and that talking is not permitted until they are outside the venue. Invigilators should continue to patrol whilst candidates are completing the front of their answer book. No answer books should be collected until all candidates are finished writing.
- 2 Candidates must remain seated until all answer books and question papers are collected and are given permission to leave by an invigilator. Record any deficiencies on the Examination Report Forms provided.
- 3 Dispose of completed answer books as follows:
 - a) Invigilators must complete two Examination Report Forms.
 - b) The answer books should be placed in the Examination Answer Book Disposal envelope(s) (see appendix 6) provided together with the attendance list and one Examination Report Form. The exam code and title should be marked clearly on the outside of the envelope(s). The envelope(s) should be sealed and delivered *in person* direct to the Examinations Office, situated in the main Registry Operations office in Lord Balerno Building and should be 'signed in' for onward delivery to the School. They must not be sent through the internal or external mail.
 - c) One Examination Report Form should be returned in the Attendance Slip Disposal envelope (see appendix 7) together with the Attendance Slips and Incident Report Form (if applicable) direct to the to the Examinations Office.
 - d) Six copies of the examination question paper must be returned in the Examination Answer Book Disposal envelope.
 - e) Dispose of remaining examination question papers once all students leave the examination venue in the waste sacks provided.
 - f) Invigilators should note that for some examination diets, the above procedure may differ. Clear instructions will be given by the Examinations Officer in this instance.
- 4 Invigilators should check that all examination materials have been returned to the invigilators' table in SH2 and in JW1 and left there along with any unused stationery. When invigilating in academic rooms (including Computer rooms), please ensure that unused material, stationery and answer books are returned to the Examinations Office after each examination.

REGULATION 9 (New) Assessments and Examinations - extracts

8. Conduct

- 8.1** The provisions of paragraphs 8.2 to 8.24 shall apply to all written examinations. Relevant provisions of paragraphs 8.2 to 8.24 shall apply to oral and practical examinations, as determined by the Head of School.
- 8.2** In each examination venue there shall be at least two invigilators and there may be one or more examination assistants. The method of appointment of invigilators and examination assistants and their duties other than those stated below shall be as prescribed in paragraph 10 of this Regulation.
- 8.3** A candidate shall act in accordance with any instructions issued by an invigilator.
- 8.4** A candidate shall not be permitted to introduce printed or other material such as dictionaries including electronic dictionaries into the examination room except such as may be authorised by the Head of School. Mobile telephones and other electronic equipment shall be switched off and shall be deposited with other personal items in an area designated by an invigilator. Checks may be made of any material or equipment brought into the examination room.
- 8.5** Where a calculator is required for the completion of an examination, a student may use any basic scientific calculator, except the following: graphics calculator, programmable calculator and a calculator which features text storage or retrieval facilities.
- 8.6** A candidate must bring his or her matriculation card to an examination and shall display it on the desk for the duration of the examination.
- 8.7** A candidate shall be admitted to the examination room not earlier than fifteen minutes before the start of the examination.
- 8.8** A candidate shall not normally bring food into the examination room but may be allowed to bring in one clear bottle of non-alcoholic and non-carbonated beverage, no larger than 500ml.
- 8.9** A candidate shall not be admitted to the examination room later than half an hour after the start of the examination except with the permission of an invigilator*.
- 8.10** A candidate shall not leave the examination room earlier than one hour after the start of the examination except with the permission of the invigilator and shall not leave the examination room during the last thirty minutes of an examination. A candidate shall return all his/her examination scripts and, where appropriate, any papers or other materials and equipment belonging to the University.
- 8.11** A candidate who has to leave the examination room temporarily shall be accompanied by an invigilator or an examination assistant.
- 8.12** A candidate shall normally remain in his or her place whilst in attendance at a written examination except in circumstances provided for in paragraphs 8.10 or 8.11.
- 8.13** On the instruction of a Head of School or his or her nominee, absences from the examination room during the examination or late arrivals at and early departures from the examination room

must be noted on a candidate's examination script by the invigilator.

- 8.14** A candidate may begin writing and shall stop writing on the instructions of an invigilator.
- 8.15** At the start of an examination a candidate shall receive an attendance card on which he or she shall immediately write his or her name, course, matriculation and seat number, the subject of the examination and the date and which he or she shall sign. A candidate who has completed an attendance card shall be deemed to have taken the examination and his or her answer-book shall be assessed accordingly.
- 8.16** A candidate shall write answers in the answer-books or other examination stationery provided. At the end of an examination a candidate as instructed by an invigilator shall return all answer-books together with any other material with which he or she has been supplied, or on which he or she has written or drawn during the examination.
- 8.17** The answer books completed by a candidate during an examination shall thereafter become the property of the University and shall not be released except in accordance with the due process of law.
- 8.18** When a candidate receives permission to leave the examination room he or she shall do so expeditiously and quietly.
- 8.19** A candidate may not communicate with, receive assistance from or copy from the paper of another candidate or use any other unfair means during an examination. When an examination irregularity occurs, a candidate shall hand over to the invigilator any unauthorised material and shall normally be permitted to continue with the examination.
- 8.20** A candidate may be required by an invigilator to withdraw from an examination for good cause. The invigilator shall as soon as possible report any such withdrawal to the Examinations Officer who will inform the appropriate Dean, the Head of the candidate's School or his or her Director of Studies and the Head of the School offering the module.
- 8.21** The answer-book of a candidate who has committed an examination irregularity or is required to withdraw shall be passed by the invigilator to the Examinations Officer who will forward this to the Head of School offering the module together with a note on the Examination Report Form explaining the circumstances of the withdrawal.
- 8.22** A candidate whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate them to a typist under supervision and at his or her own expense. A request from the examiners for such action shall require the approval of the Head of the School offering the module.
- 8.23** A candidate in any examination who wishes to type or dictate his or her answers may apply for permission to the Head of the School offering the class. Notwithstanding the provisions of paragraph 10.1 an amanuensis who is not a member of the academic staff may with the approval of the Head of School act as invigilator. The candidate may be required to bear the cost of any special arrangement.
- 8.24** A candidate who disregards the procedures in this regulation concerning the introduction of printed or other material, electronic equipment, mobile telephones and calculators (other than those

authorised by a Head of School) into an examination room, may be liable to disciplinary action.

10. Invigilation

- 10.1** The Examinations Officer shall appoint invigilators for each examination in a particular module. He or she may also appoint one or more additional invigilators. The duties of all invigilators shall be as indicated by the Examinations Officer on the authorisation of the Vice-Principal.
- 10.2** There must be two invigilators, normally one male and one female, for the first fifty candidates in an examination room, and one for every further fifty or part thereof.
- 10.3** For each examination the Examinations Officer shall ensure that there is available an adequate number of examination assistants who shall work under the direction of the invigilators. An examination assistant need not be a member of the academic staff of the University.
- 10.4** The Head of School or his or her nominee shall be responsible for the delivery of examination papers to the examination room at least 30 minutes before the start of an examination.
- 10.5** All invigilators and examination assistants must report to the examination room at least thirty minutes before the start of an examination. An Invigilator shall ensure that sufficient quantities of the examination paper, answer books and other materials necessary for the examination have been provided; such preparation shall be completed before any candidates are admitted to the examination room and at least fifteen minutes before the advertised start of the examination.
- 10.6** At the beginning of each examination an invigilator shall draw the attention of candidates to the rubric printed on the back page of the answer book which gives information to candidates on the conduct expected of them during the examination and the penalties for cheating, and shall give any other necessary instructions.
- 10.7** Not later than half an hour after the start of an examination an invigilator or examination assistant shall collect the attendance slips, shall check that all sections have been completed including seat number and shall compare them with the list of students eligible to take the examination. He or she shall record any discrepancies on the list and immediately following the examination report the matter to the Examinations Officer.
- 10.8** At the end of an examination an invigilator shall collect the answer books from each candidate together with any other material relevant to the examination on which a candidate has written or drawn during the examination.
- 10.9** For the duration of an examination an invigilator shall not be engaged in activities inconsistent with his or her duties as an invigilator and shall ensure that adequate patrolling of the venue takes place during the examination.
- 10.10** At the end of examinations the invigilators shall ensure that the answer books and other material from each candidate are returned to the Academic Registry for collection by the Head of the School offering the module or to his or her nominee.
- 10.11** An invigilator shall not discuss an examination paper with a candidate individually but he or she may make a general

announcement to all candidates in order to explain any typographical errors in or omissions from the examination paper or to convey other instructions from the examiners.

10.12 An invigilator shall ensure that all regulations relating to the conduct of examinations are observed.

10.13 An invigilator shall report any unusual incident or any apparent breach of the regulations on the prescribed form to the Academic Registry for onward delivery to the Head of the appropriate School immediately after the examination. The invigilator shall also report what action was taken as a result of the incident. The Head of School shall ensure that any required disciplinary action is taken forward. A copy of the report shall be given to the Examinations Officer.

* Regulation 9, para 8.9: A candidate shall not be admitted to the examination room later than half an hour after the start of the examination except with the permission of an invigilator.

Note: Due to the introduction of the policy on the management of examinations in different time zones, there should be no exceptions to Regulation 8, para 8.9. Invigilators must not permit candidates to the examination room later than 30 minutes after the start of the examination. If any candidates arrive for an examination later than 30 minutes, invigilators should contact the Examinations Officer on ext: 3382 for advice.

ADDITIONAL INFORMATION

SCHOOL CONTACTS

All Schools will provide Academic Registry with a contact name and telephone number.

The School contact is responsible for delivering the examination papers to the examination venue 30 minutes prior to the start of the examination. The contact will issue the examination papers to the relevant invigilator(s) for distribution. Invigilators are responsible for telephoning the contact if the papers have not arrived 30 minutes prior to the start of the examination.

STUDENT ID CARDS

Invigilators should instruct candidates that student ID cards or photographic ID must be displayed on their desk during the examination. Any candidate who does not display photographic ID must complete an Examination Identity Form (see appendix 8). The form should be issued by an invigilator and another form of ID should be checked for signature, if available e.g. bank card. If ID is provided this must be recorded and the form and left on the candidate's desk to be collected along with the attendance slips.

Students have been advised that their identity will be checked against their photo ID to ensure the correct person is sitting the exam. If for any reason the student is wearing a face covering they should expect to have to remove the covering for University staff to verify their identity. The student can request that someone of the same gender undertakes the check in a private space.

CALCULATORS

Where a calculator is required for the completion of the examination, a candidate may use any basic scientific calculator, except the following: graphics calculator, programmable calculator and a calculator which features text storage or retrieval facilities.

Note: calculators are permitted in examinations unless a Head of School has instructed otherwise. This will be noted on the Stationery Requirement form.

MOBILE TELEPHONES, SMART PHONES AND OTHER ELECTRONIC DEVICES

Mobile telephones should not normally be taken in to the examination venue but if they are taken in, candidates are informed that they must be switched off and left in bags under their desk. Smart watches must also be placed in bags under their desk. If a candidate does not have a bag with them, they must place the mobile phone and smart watch face down under their desk.

Analogue/digital watches must be removed and placed in clear view on the candidate's desk.

Invigilators must be on the alert for all possible forms of cheating using electronic devices.

DICTIONARIES

Dictionaries are NOT permitted. The only exceptions are:-

- for students who have been assessed by the University's Disability Service and use of a dictionary is a specific requirement
- for students taking courses where provision of a dictionary is an integral part of the assessment process and professional practice requires such usage, e.g. within Languages and Intercultural Studies (LINCS)

SUSPECTED CHEATING IN EXAMINATIONS

Candidates should be deterred from attempting to cheat and invigilators should make an announcement before the start of the examination. Invigilators should adopt the following procedures:

Where an invigilator has reasonable grounds for suspecting that a candidate is cheating or has unauthorised material on his/her possession, the following action should be taken:

- If possible, discretely obtain confirmation from another invigilator
- The invigilator should take possession of any unauthorised material
- The candidate should normally be allowed to continue with the examination
- The invigilator should mark in the answer book at the point the notes were found and record it on the Examination Incident Report Form, stating the time and this should be countersigned by another invigilator
- Indicate "IP" in the box provided on the front of the answer book

It is not necessary for invigilators to contact the School. If the candidate does not hand over the unauthorised material, make a note of this on the Incident Report Form.

It is permissible to check pencil cases or to ask a candidate to turn out his/her pockets if an invigilator suspects they may be concealing notes, however it is not permissible to ask a candidate to remove items of clothing eg: hats/caps/face coverings. If an invigilator suspects a candidate, he/she must be extra vigilant by continually and discretely observing the candidate but without causing a distraction; it is useful to note that observing candidates from the back of the room is less distracting to the candidate in question and others around them.

ILLNESS/MEDICAL ATTENTION

In the case of illness, a short spell outside the examination venue, in the presence of an invigilator, often enables the candidate to re-enter to complete the paper.

If a candidate is required to leave for medical reasons and does not return, the invigilator should collate his/her answer book with those of the other candidates, note on the answer book when and why he/she left the examination and report his/her withdrawal on both copies of the Examination Report Form.

If a candidate requires medical attention, the University Medical Centre has issued a statement on the procedure to be followed (see appendix 9)

Contact Tel No for medical assistance: ext 3010 (nurse available until 6 pm). After hours, dial 111.

FIRE ALARMS

In the event of fire alarms being sounded during examinations, the building should be evacuated in accordance with the Fire Alarm instructions. The instructions are as follows:

- Candidates should be informed to stop writing immediately
- Candidates must leave all examination materials and personal belongings in the examination venue
- Candidates should be informed to evacuate the building by the nearest fire exit
- Candidates should be asked to assemble in the appropriate area (for JW Study Hub: beside the statue in the piazza; for Sports Hall 2: in the car park in front of the Centre for Sport and Exercise; Invigilators must check assembly point for academic rooms)
- The invigilator must make a note of the time of the fire alarm
- The invigilator must contact the Head of Registry Operations or the Examinations Officer for further instructions

Invigilators should familiarise themselves with the locations of fire exits and assembly points.

EXAM ADJUSTMENTS FOR STUDENTS WHO HAVE A DISABILITY

There are a number of students in the University who have disabilities. Some students will be taking their examinations in venues along with candidates who do not have disabilities. You will receive an attendance list for every examination that you are invigilating. The attendance list has a column (see appendix 5) which indicates the adjustments that candidates have been given.

It is the responsibility of students who have been given permission to additional time before or after an examination, to identify themselves to the invigilator before the start of the examination.

Candidates who have been given permission to prior sight of the examination paper are permitted into an examination venue at the prescribed time. Normally these candidates will sit at the back of the venue* in order to minimise the amount of disruption when other candidates are being admitted and where possible they should be separated at the back from other candidates with prior sight to avoid discussing the paper. Candidates who have been given permission to additional time in an examination normally sit to the rear of the venue to avoid disruption when the majority of candidates leave at the end of the examination.

Some candidates are issued with officially stamped adhesive labels which they may place on the front of their answer books to alert markers that particular allowances should be made. If a student with a disability arrives at an examination venue without labels, these should be supplied by the invigilator, on request. A supply of labels will be available from the Examinations Office.

The attendance list may also record if a candidate is permitted to sit the examination in a separate venue. Please note that when checking attendance slips against the attendance list, these candidates should be marked as absent, but a note entered on the Examination Report Form should indicate that they may be sitting the examination in a separate venue.

If a candidate informs an invigilator that they have additional time/prior sight and they are not listed on the Attendance List, this may be because they were assessed after the Attendance List was printed. These candidates should have a letter from the Student Wellbeing Centre or a copy of their exam adjustment as recorded on our database. If candidates do not have documentary evidence regarding their special requirements, invigilators must allow the additional time but record this on the Examination Incident Form.

Please remember that it is the responsibility of the candidate to identify him/herself before the start of the examination and that some candidates will prefer not to make use of the adjustments or allowances that have been made for them.

* also see information regarding 'Seating Plans/Allocation of Seat Numbers' on page 17.

STUDENTS SITTING EXAMS IN A COMPUTER OR ALTERNATIVE ROOM

Students sitting exams in these rooms have been given permission to do so because of their specific exam adjustment eg: use of an alternative room that accommodates other students who have been granted exam adjustments or use of a computer. Some candidates in alternative rooms will require adhesive labels which indicate to the marker to disregard poor spelling/grammar/handwriting. These can be adhered to the front of answer books by the candidate. Candidates using a PC in the computer room will not usually require these labels unless there is also a handwritten element of their paper.

Invigilators should note:

- There will be a number of different exams taking place at the one time and therefore also different exam durations
- There is no seating plan for exams in these rooms
- Students taking exams in these rooms have a variety of disabilities. *Please be empathetic in dealing with them and flexible with, for example, form filling*

EXAMS IN COMPUTER ROOM

Candidates will be provided with instructions for logging onto a PC network for exams. Candidates will log on using login and password details provided by an invigilator. These details must be returned to the invigilator immediately after logging on.

If a candidate arrives at a computer room but is not expected to use a PC, it is likely that they should be sitting in an alternative room. If unsure, please check with the Examinations Officer.

Additional Information for Invigilators in a Computer Room:

- Remind candidates to print the last 3 digits of their student ID number on the top of their worksheet and to save their work regularly
- At the end of their exams, candidates should number the pages, save their work and print off on the self-service printer
- Candidates should 'hole-punch' the papers before placing in their answer book (which should be completed as normal)
- If there is a printer failure in the computer room during office hours, IT must be contacted on extension 4045. If there is a printer failure outwith office hours, the work will be saved on a memory stick provided by the Examinations Office. Candidates should be advised on the procedure for signing off their printed work.

EXAMS IN ALTERNATIVE ROOM

Candidates should be permitted to sit at any desk. Candidates who are expected to use an adhesive label which indicates to the marker to disregard poor spelling/grammar/handwriting should be provided with this by their School and it will be included in their exam pack. An additional supply of labels is available and provided by the Examinations Office.

ATTENDANCE LISTS

If a candidate in either room is not on the attendance list but they are present in the room and there is a paper for them, they should be allowed to sit the exam. Please note this on the Examination Report Form. If a candidate arrives but there is no paper for them, please contact the Examinations Officer or Administrative Assistant for advice.

SEATING PLANS/ALLOCATION OF SEAT NUMBERS

Candidates are issued individual seat numbers for examinations taking place in large examination halls only eg: Sports Hall 2 (SH2) and James Watt I Study Hub Auditorium I (JWI Study Hub).

Students can access their examination details, including exam venues and seat numbers, where applicable, via Student Self Service (SSS). Students are informed to check their details prior to each examination.

Candidates must sit at a specific desk if seat numbers have been allocated. Desks will not be labelled but allocated seats will be clearly identifiable from the numbered rows and alphabetical columns marked along the walls.

If a candidate arrives for an examination in one of the large halls and they do not have an allocated seat number nor appear on the Attendance List, they should be seated at an available desk and the relevant stationery for that examination should be provided by the Invigilator.

If a candidate arrives who has been identified as having prior sight of the paper and/or additional time, he/she should report to the Invigilator as normal. Seat numbers, if applicable, have been allocated to students who have been granted exam adjustments, however, Invigilators should offer the student the option to sit at the back of the venue, if there is an available seat.

Invigilators should ask candidates to complete their Attendance Slip, as normal, and must ask them to include their individual seat number in the section 'SEAT NO', if applicable.

INSTRUCTIONS TO CANDIDATES

These instructions must be read to candidates before the start of the examination:

1. If your mobile phone is in your pocket please remove it now, make sure it is switched off and place it in your bag. If you do not have a bag, place it carefully face down under your desk.
2. You are only permitted to bring one 500ml clear plastic bottle of water into the exam room. All other bottles/liquids should be placed in bags or at the front of the hall, otherwise these will be confiscated by an invigilator until the end of the exam.
3. Please place your student ID card or photographic ID on your desk and in clear view. If you do not have photographic ID, you must complete an Examination Identity Form. Please raise your hand now if you do not have photographic ID.
4. You should not have any unauthorised electronic devices or pre-printed materials in the venue. If you have a smart watch, please remove this and place it in your bag or carefully face down under your desk. All analogue/digital watches must also be removed and placed on your desk, in clear view.
5. Please note that cheating in an exam is treated very seriously by the University. If you do have any material relevant to the exam which you have brought in by mistake, please ensure it is put away securely in your bag. If you do not have a bag, please raise your hand and an invigilator will collect your notes; these will be placed in a bin.
6. Checks will be made on authorised dictionaries and calculators.
7. Attendance Slips – complete all sections of the Attendance Slip including the seat number, where one has been allocated. Remember to sign and date.
8. Answer Books – for completion and return of answer books, please read the instructions on the front and back of the answer book. Once the exam has finished you should remain seated until you are instructed to leave by an invigilator. No answer books (used or unused) may be taken from the venue. This will be treated as cheating and will be treated very seriously by the University.
9. Exam question papers must not be taken from the venue. These will be collected by an invigilator at the end of the exam.
10. For multiple choice or other exams where an answer book is not required, all completed papers will be collected by an invigilator at the end of the exam in the multiple choice cover provided.
11. If you require additional answer books or authorised materials, please raise your hand and an invigilator will assist you.
12. If you wish to leave the venue before the end of the exam, please raise your hand and an invigilator will attend to you: your answer book, question paper and any other material must remain on your desk. You must not leave the venue in the first 60 minutes and not within the last 30 minutes of the exam.
13. If you have a query on an exam question, please notify an invigilator, write a note in your answer book, and continue as best you can with the paper.
14. In the event of a fire alarm, you must leave all materials and personal belongings and proceed to the nearest designated Fire Exit. You should assemble at (*inform candidates of assembly point – see Fire Alarms on page 14*).
15. You may begin writing at (*start of exam*).

(Announce last 30 minutes before end of examination stating that no-one can leave the venue and to remain silent)

TERMS OF ENGAGEMENT

Invigilators are engaged to ensure that examinations are conducted in accordance with the University Regulations, policies and procedures and in an efficient and effective manner. The main objective is to put candidates at their ease on what can be a stressful occasion for them whilst maintaining control of the examination. In this respect, invigilators act as 'agents' for the University and, in particular, the Academic Registry which has responsibility for managing the University's examinations.

Invigilators are offered work to meet the demands of the University's examination requirements. There are no fixed hours and no guarantee can be given as to the amount of work available. Continuation as an invigilator will be by mutual agreement depending on University needs and taking account of previous contribution and performance.

Examinations vary in length; the most common durations are 2 or 3 hours. The work of an invigilator starts 45 minutes prior to the start time of an examination and finishes approximately 15 minutes after the end of the examination. Some examinations which involve candidates with extra time may last longer. Invigilators will be paid for the actual time required to set up for these exams plus time to return to the Academic Registry thereafter; however, for guidance, this will be a minimum of 3.5 hours for a 2 hour examination and a minimum of 4.5 hours for an examination of 3 hours duration. Examinations are held at different venues across the Edinburgh campus and invigilators may be expected to walk across the campus whilst carrying examination materials.

All invigilators are issued with a copy of the Invigilators' Handbook and must follow these instructions at all times. The Handbook specifies the general procedures relating to the preparation, conduct and conclusion of examinations and also refers to more difficult circumstances such as emergency, fire alarms, misbehaviour and cheating. It is recognised however, that it is impossible to legislate for every eventuality. Invigilators will need to use their discretion and common sense in any difficult circumstances and are required to report all abnormalities to the Academic Registry as soon as possible after the examination by completing an Examination Report Form or Incident Form.

All invigilators are required to sign a Declaration form confirming that they will comply with written and verbal instructions given by a member of staff of the Academic Registry and will conduct the examination in accordance with the University Regulations, policies and procedures and the guidance contained in the Invigilators' Handbook. Invigilators can expect to receive support and guidance from members of the Registry Operations' team, within the Academic Registry, and should inform the Examinations Officer or the Head of Registry Operations if they wish to discuss, in person, any issues or grievances they may have.

Colleagues within the Registry Operations team will monitor the effectiveness of invigilators and take action as necessary. The services of an invigilator who does not comply with the above may be discontinued.

Invigilators are also required to keep the Examinations Officer informed of any changes to their contact details.

PERSONAL DETAILS

INVIGILATOR'S AVAILABILITY

A letter will be sent to invigilators asking for their availability for examinations.
A sample of the Availability Form is below.

Invigilator's Details:

«Title» «Forename» «Surname»
«Address1»
«Address2»
«Address3»
«POSTCODE»

Contact Details:
(please enter tel no/email address)

Please indicate below the sessions you will be available to invigilate.

Date/Day	Start 09:00	Start 13:00	Start 17:00
Monday 3 December	√		
Tuesday 4 December		√	√
Wednesday 5 December	√	√	
Thursday 6 December	√		√
Friday 7 December	√	√	√

This form should be completed and returned by (dd/mm/yyyy) to the Academic Registry (Examinations), Heriot-Watt University, Lord Balerno Building, Edinburgh, EH14 4AS or by email to: ar-invigilators@hw.ac.uk

Your individual timetable will be mailed to you approximately 1 – 2 weeks before the start of the examinations diet*.

It is important that if you become unavailable, you let us know as soon as possible, by telephoning 0131 451 3752 or 3727 to enable us to find a replacement.

**see note on notification of timetables on page 22.*

NOTIFICATION OF INVIGILATORS' TIMETABLES

Requests for availability of invigilators will be sent out approximately 6 weeks prior to the December and spring examination diets, and approximately 4 weeks prior to the autumn diet.

Invigilators should expect to receive notification of their individual timetables approximately 2 weeks before the start of the December and spring diets and 1 week before the autumn diet of examinations.

Please note that if you do not receive an availability request in advance of examinations, your services will not be required for that particular diet.

EXAMINATION DIETS

Academic Year 2017/2018

DECEMBER	4 - 15 DECEMBER 2017
SPRING (Graduating Students)	23 APRIL - 4 MAY 2018
SPRING (Continuing Students)	7 - 18 MAY 2018
AUTUMN (re-sits)	2 - 10 AUGUST 2018

Academic Year 2018/2019

DECEMBER	3 - 14 DECEMBER 2018
SPRING (Graduating Students)	22 APRIL - 3 MAY 2019
SPRING (Continuing Students)	6 - 17 MAY 2019
AUTUMN (re-sits)	1 - 9 AUGUST 2019

Academic Year 2019/2020

DECEMBER	9 - 20 DECEMBER 2019
SPRING (Graduating Students)	27 APRIL - 8 MAY 2020
SPRING (Continuing Students)	11 - 22 MAY 2020
AUTUMN (re-sits)	6 - 14 AUGUST 2020

Academic Year 2020/2021

DECEMBER	8 - 19 DECEMBER 2020
SPRING (Graduating Students)	26 APRIL - 7 MAY 2021
SPRING (Continuing Students)	10 - 21 MAY 2021
AUTUMN (re-sits)	5 - 13 AUGUST 2021

Academic Year 2021/2022

DECEMBER	7 - 18 DECEMBER 2021
SPRING (Graduating Students)	25 APRIL - 6 MAY 2022
SPRING (Continuing Students)	9 - 20 MAY 2022
AUTUMN (re-sits)	4 - 12 AUGUST 2022

Please note that the above examination diets are subject to change.

EXAMINATION VENUES

Some examinations take place in one of the two larger venues on the Edinburgh campus as follows:

James Watt I Study Hub Auditorium (JWI Study Hub)
Sports Hall 2 (SH2)

When you receive information about the examinations, these locations may be abbreviated as shown above in brackets. The JWI auditorium is located within the James Watt Study Hub (accessible via the Hugh Nisbet building or directly from the piazza opposite the Lord Balerno building) and SH2 is part of Oriam, Scotland's Sports Performance Centre (previously, the Centre for Sport and Exercise).

Examinations also take place in a number of academic rooms across the campus. If you are involved in invigilating examinations which are not held in JWI or SH2, you will be asked to report to the Examinations Office in Lord Balerno Building, or an appointed central location, to collect the materials required to set up the examination/s.

Other academic rooms used for examination purposes and are located in the following buildings across the Edinburgh campus:

William Arrol (WA)
David Brewster (DB)
Mary Burton (MB)
Edwin Chadwick (EC)
Esme Fairburn (EF)
Earl Mountbatten (EM)
James Nasmyth (JN)
Hugh Nisbet (HN)
Scott Russell (SR)

Note: Room numbers start with G for ground floor, with 1 for first floor, 2 for second floor and 3 for third floor eg: EM244 is Earl Mountbatten building, 2nd Floor, Room 44; MBG11 is Mary Burton building, Ground Floor, Room 11.

STATIONERY REQUIREMENTS AND SPECIFIC INSTRUCTIONS

Appendix 1

Course

Location

Date and Time

Number of Students sitting exam

Number per student

Total

Examination Answer Books

Additional Graph Paper Sheets

Do you require Multiple Choice covers?

YES / NO

Please tick this box only if Calculators are NOT permitted

Further requirements (please tick if required)

Formulae & Tables for Exams of the Faculty of Actuaries (yellow)

New Cambridge Statistical Tables (blue)

Mathematical Formulae (red)

Thermodynamic Properties of Water and Steam Fluids Data (Steam Tables)

Examination Data Books

Separate formula sheet

ADDITIONAL INSTRUCTIONS FOR INVIGILATORS

eg: Open book exam / Separate formula sheet / Dictionaries (LINCS exam only) etc

**HERIOT-WATT UNIVERSITY
EXAMINATIONS – ATTENDANCE SLIP**

(To be completed by candidate before commencing examination and placed with student ID card on table)

FAMILY NAME:		FIRST NAME:			
STUDENT ID NO:		PROGRAMME & YEAR:			
COURSE TITLE:					
COURSE CODE:		LOCATION:		SEAT NO: (if applicable)	
DATE OF EXAMINATION:		SIGNATURE:			

EXAMINATION REPORT FORM

Examination Code:	Date:
Title of Examination:	Language: English
Location/Campus:	
Venue	Room:
Start time:	End time:

Were there any disturbances/unusual occurrences during the exam? Y/N

(External noise, interruption etc) Please provide details:

(please continue overleaf, if required)

Did any of the candidates exhibit irregular behaviour during the exam? Y/N

*If yes, please complete the **Incident Report form**.*

Absentees *(on-campus exams: please list all absentees below; off-campus exams: please complete fully the centre sitting list)*

Number of candidates on attendance list/centre sitting list	
Number of candidates added to the attendance list	
Number of candidates present at examination	
Number of candidates absent from examination	
Number of examination answer books returned	

As invigilator, I confirm the accuracy of the information tendered on this form. I also confirm that the examinations have been carried out according to the University's regulations.

Invigilator Name <i>(please print)</i>	Signature	Date

DISPOSAL: one copy to be enclosed with attendance slips/centre sitting list
 one copy to be enclosed with examination answer books

EXAMINATION INCIDENT REPORT FORM

Examination Code:	Date:
Title of Examination:	
Location/Campus:	
Venue:	Room:
Start time:	End time:

Candidate Name:	
Candidate ID No:	
Time of Incident:	

Nature of Incident	Please Tick
Failing to obey instruction from invigilator	
Talking with another candidate	
Disruptive behaviour	
Copying from another candidate	
Unauthorised material found on candidate <i>(Please confiscate material and return with this report)</i>	
Any other unusual incident	

Please provide full details of incident and action taken (eg. Candidate found with notes under desk at 10:15. Notes were removed and the candidate continued with exam.):
<i>(please continue overleaf, if required)</i>

Candidate notified that incident will be reported to Head of School **Y/N**

As Invigilator, I confirm the accuracy of the information submitted on this form.

Invigilator Name:
Signature:
Date completed:
Invigilator Name:
Signature:
Date completed:

Please return the Incident Report Form with the Examination Report Form and slips for this examination.

THIS IS AN EXAMPLE ONLY – STUDENT NAMES WILL BE INCLUDED

INVIGILATOR SEATING PLAN

Examination A11MY-1ED-SU
Session - Sports Hall 2 dd/mm/yyyy 17:00
No of Students 16
Expected

Hostkey	Name	Seat Number	Special Needs Description
090000002		A, 7	
H00000000		A, 5	
H50000006		B, 1	
H00000007		A, 4	
H00000006		B, 2	
090000007		C, 8	10 mins extra per hour, Quiet room shared (SR 214)
090000001		A, 8	Computer if required, 15 mins extra per hour, Disreg spell\gram\handwriting
H00000004		B, 3	
H00000005		B, 5	
080000007		A, 6	
H00000009		B, 4	
H04000004		B, 8	15 mins extra per hour, Disreg spell\gram\handwriting
H00000002		A, 1	
H04000014		A, 3	
H03100004		A, 2	
H00100004		B, 6	

EXAMINATION ANSWER BOOK DISPOSAL

EXAM CODE	
EXAM TITLE	
SESSION	
INVIGILATORS	

Please enclose the following with answer books:

Please Tick:

1. ATTENDANCE LIST
2. ONE EXAMINATION REPORT FORM
3. SIX COPIES OF EXAM PAPER

-
4. NUMBER OF ANSWER BOOKS ENCLOSED
 5. NUMBER OF ENVELOPE
(Number of Answer Book envelopes returned to Examinations Office, Academic Registry
(eg: 1/3, 2/3, 3/3)

DISPOSAL ENVELOPE FOR ATTENDANCE SLIPS

EXAM CODE	
EXAM TITLE	
SESSION	
INVIGILATOR/S	

Please return the following items to the Examinations Office,
Academic Registry

along with the examination answer book envelope/s:

1. ATTENDANCE SLIPS	please tick <input type="checkbox"/>
2. ONE EXAMINATION REPORT FORM	<input type="checkbox"/>
3. ONE EXAMINATION INCIDENT FORM	<input type="checkbox"/>
4. STATIONERY REQUIREMENT FORM	<input type="checkbox"/>

EXAMINATION IDENTITY FORM

This should be completed if candidates do not have photographic ID

SECTION 1 – (to be completed by CANDIDATE in BLOCK CAPITALS)	
SURNAME:	_____
FORENAME:	_____
STUDENT ID NO:	_____
DATE OF BIRTH:	_____
ADDRESS:	_____ _____
EXAM CODE:	_____
EXAM TITLE:	_____
YEAR OF STUDY:	_____
SIGNATURE:	_____
DATE:	_____
SECTION 2 – (to be completed by the INVIGILATOR)	
NON-PHOTOGRAPHIC ID PROVIDED, YES / NO:	_____
IF NO: Leave blank	
IF YES: Please specify (eg. Bank card):	_____ _____ _____
SIGNATURE:	_____
DATE:	_____

NOTE FOR INVIGILATORS

MEDICAL ATTENTION DURING EXAMINATIONS

Please note that if any students require medical attention during an examination the Receptionists in the Medical Centre have been given the following standard instruction:

“In the first instance, such patients should be triaged by the Duty Nurse. However, the Physician-in-charge has instructed all staff that students, particularly final year students, who take ill during an examination should be "fast tracked through", ie if the Nurse is fully occupied, one of the doctors should be asked to see the patient.”

The Medical Centre would normally expect invigilators to telephone to let them know that an emergency is being brought to the Medical Centre but, to save time, they suggest that a student taken ill during an examination should be brought directly to the Medical Centre. The Duty Nurse would of course go to an examination hall if the student was unable to come to the Medical Centre. This of course can take longer if she has a patient with her at the time.

Invigilators should be aware that the more information they can give to the Medical Centre, eg if the student is in their final year, would help expedite matters.

Contact Tel No: ext 3010 (nurse available until 6 pm). After hours, dial 111.

The Medical Centre is located on The Avenue. From the bus terminus, the entrance is first left after the George Heriot Wing.