

## Off-Campus Examinations Agreement

As the main administrative contact I confirm for and on behalf of the Examination Centre the following:

1. We have received and read a copy of Heriot-Watt University's Handbook Instructions for Hosting Heriot-Watt Examinations and have understood the contents, and accept the responsibilities as set out in the Handbook.
2. We have received and read a copy of the Heriot-Watt University Invigilators' Handbook and have understood the role and responsibilities of the invigilators.
3. We accept full responsibility for the appointment and conduct of invigilators, for overall security of the examination arrangements, and for the receipt, safe-keeping and return of examination papers, in accordance with Heriot-Watt University's regulations, rules and guidelines.
4. We certify that all invigilators appointed shall be responsible individuals with appropriate invigilation experience, as stipulated by Heriot-Watt University and confirm that all invigilators:
  - Shall receive a copy of the Heriot-Watt University Invigilators' Handbook containing examination regulations, and the rules and guidelines for off-campus examinations;
  - Shall be required to sign an Examination Report Form confirming compliance with the Heriot-Watt University's requirements for examination security and invigilation.
5. We will take the necessary steps to ensure that all personal data acquired under this agreement is processed only in accordance with the requirements set out in Heriot-Watt University's Handbook – Instructions for Hosting Heriot-Watt University Examinations and fulfil our obligations as a Data Processor under the Data Protection (DP) laws referred to in the handbook.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

Name of Examination Centre : \_\_\_\_\_