

GUIDELINES
FOR
EXAM INVIGILATORS
General Procedures



Medina Foundation for Music

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Medina Foundation for Music

Guidelines for Exam Invigilators

General Procedures

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1

Preamble

This set of guidance notes is intended to inform Invigilators of regulations and procedures with regard to Medina College of Music examinations.

2

Allocation of Invigilation Duties

- 2.1. The Examinations Coordinator is responsible for overseeing procedures at the Exam Centre.
- 2.2. Invigilators and Senior Invigilators for examinations shall be appointed by the Board of Administration.
- 2.3. There should be at least one Invigilator in an examination room and the recommended ratio is at least one Invigilator to every fifty candidates. It is also recommended that, where possible, there is at least one male and one female Invigilator.
- 2.4. There will also be two corridor supervisors present in each corridor at all times.

3

Responsibilities of Senior Invigilators and Invigilators

- 3.1. The responsibilities of Senior Invigilators are as follows:
 - a. the collection of papers from the Examination Centre Office,
 - b. the conduct of the examination, from the admission of the students to the examination room until the scripts are collected and returned to the Examination Centre Office,
 - c. the distribution of the question papers and answer lists to the examination rooms before the start of the examination,
 - d. ensuring that all regulations and procedures are adhered to and that students are kept under constant supervision,
 - e. ensuring a rotation of invigilators and corridor supervisors during the exam,
 - f. deciding whether to exclude a student from the examination room, and
 - g. reporting to the Examinations Coordinator in the event of a suspected breach of regulations.

3.2. The responsibilities of Senior Invigilators are as follows:

- a. commencing the examination promptly, making all announcements (Appendices A-D), noting the time that the examination commences and subsequently ending the examination at the appropriate time,
- b. completing the attendance record of students in the examination room,
- c. the verification of the identity of students in the examination room,
- d. keeping a record of any incidents or circumstances that may need to be taken into consideration by the Board of Examiners,
- e. the collection of all the answer sheets and verifying that the number of answer sheets collected matches the number of attendees,
- f. ensuring all unused answer sheets are returned to the Invigilators' desk and that all question papers not used by students for recording their answers are collected from desks,
- g. ensuring that only materials permitted by the examination rubric are brought into the examination room, and
- h. determining whether emergency procedures for evacuation should be initiated.

3.3. All Invigilators must:

- a. be familiar with the contents of these guidelines, including the regulations in Appendix 2,
- b. arrive in good time at the examination room for the start of the session. This is normally twenty minutes before the start of an examination,
- c. before the start of the examination, make themselves aware of the location of all fire exits,
- d. before the start of the examination, ensure they are aware of the contents of the rubric of the examination papers and of any special materials that are permitted by the rubric,
- e. ensure that only materials permitted by the examination rubric are brought to the examination desks. The only other permitted materials are essential writing materials. No pencil cases or similar are permitted at examination desks. Any other materials, bags etc. must be left at the front of the examination hall,
- f. give the examination their full attention, and
- g. be aware of any conditions that may interfere with a student's concentration, and if possible take steps to remedy any distractions that are within the control of the Invigilator.

4

Preparation of the Examination Room

- 4.1. The Senior Invigilator is responsible for collecting the examination papers and attendance lists from Examination Centre Office at least thirty minutes before the start of the examination and taking them to the examination rooms. The Senior Invigilator will be met at the room by the Invigilator.

- 4.2. Invigilators will put out the following on the desks:
- Question papers FACE UP on the desks numbered as shown on the packets prepared by the Examinations Board.
 - Answer sheets, unless candidates are required to answer only on the question paper.
 - Any special requirements (as indicated on the rubric of the question paper) should be placed on the desks indicated.
- 4.3. When the Senior Invigilator is satisfied that the room is prepared for the examination the candidates should be admitted to the room.

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Admission of Candidates to the Examination Room

- 5.1. Each candidate will have been allotted a room number and index number for each examination. Upon entering a designated examination room a candidate will look for and seat himself/herself at the desk upon which his/her index number will have been displayed.
- 5.2. No persons other than candidates, Invigilators and members of the Academic Administration should be admitted to the examination room. At the end of each session, no one should be allowed into the room until the examination has ended.
- 5.3. The Senior Invigilator is responsible for admitting candidates into the examination room, ten to fifteen minutes before the examination is due to begin and ensuring that candidates are silent once they have entered the examination room.
- 5.4. Invigilators should ensure that students leave bags and other personal belongings well away from their desks in a designated area.
- 5.5. Students are only permitted to take the following items to their examination desk:
- Small plastic bottles of water
 - Essential writing materials
- 5.6. The following items are not permitted at examination desks:
- Food, drink other than water and sweets*
 - Mobile phones either on the desk or in a pocket
 - Any notes or texts, unless permitted in the rubric.
 - Pencil cases
- *Special consideration will be given to diabetic students whose condition will be brought to the attention of the invigilator and who will be permitted to eat as necessary.*
- 5.7. Students must not open the exam paper until instructed to do so by the Invigilator.
- 5.8. The examination must not begin until the Invigilator has completed the announcements and informed candidates that they may start writing.

6

Identity and Attendance Verification of Candidates

- 6.1. It is a requirement at examinations that candidates' identities are verified when the attendance check is carried out. The procedure is as follows:
- a. All candidates over 16 years of age will be required to bring with them to examinations their ID Card and Attendance Slip which must be left on the top right hand corner of their desk.
 - b. Candidates under 16 years of age will be required to bring with them to examinations a copy of their Birth Certificate and Attendance Slip which must be left on the top right hand corner of their desk.
 - c. When the examination has begun, the Invigilators should collect the attendance slips from the candidates' desks and at the same time check that the name on the attendance slip matches the index number. The Examinations Board should be contacted if an Invigilator is in any doubt about a candidate's identity.
 - d. Attendance slips must be collected in desk number order, and then checked against the attendance sheet. Examination entry lists should be amended for candidates marked absent, but who arrive late. Any absentees should be listed on the absentee sheet, which is returned to the Examinations Board at the end of the examination.
 - e. At the end of the examination the examination entry lists are returned to the Examinations Centre main office with the completed answer sheets and attendance slips.

7

Late Admission to the Examination Room

- 7.1. Candidates arriving late are allowed to enter the examination up to thirty minutes after the start of the examination. The Senior Invigilator will need to use his/her discretion for any candidate arriving after the first thirty minutes: if no candidate has left the examination, then it is better to allow the late candidate to attempt the examination in the remaining time available. Under these circumstances there will have been no breach of security. However, the time of arrival of the candidate should be noted on the incident sheet, and the candidate must be informed that they will not be permitted to continue with the examination after the official end time of the examination.
- 7.2. The details of any late candidates must be added to the attendance sheet.

8

Anonymous Marking Procedures

- 8.1. An anonymous marking scheme operates for all examinations. As above, candidates are required to bring with them their attendance slip on which is printed their index number. Any candidate who has not brought their attendance slip with them can have their index number verified during the course of the examination. Alphabetical lists of all current candidates giving their index number will be available in the main office. If a candidate's name cannot be found on one of these lists then a candidate will not be allowed to take the exam.
- 8.2. Candidates will be asked to write their index number in the box located in the right-hand corner of the question paper and/or on any other sheets that may have been used. If any candidate writes their name on any sheet in error, then this can be eliminated at the end of the examination.

9

General invigilation Procedures during the Examination

9. 1. At least one Invigilator is required to be present in the examination room throughout the examination with two further Invigilators present in the corridors. Invigilators should:
 - a. Position themselves around the examination room so that all candidates can be seen by at least one Invigilator.
 - b. Walk around the room periodically, whilst being mindful of creating unnecessary distractions for the candidates.
 - c. Ensure that any consultation required with other Invigilators is conducted quickly and quietly.
9. 2. Supplementary answer sheets will be kept on the Invigilators' desk in each examination room, and may be issued on request with a treasury tag for attaching it to the main answer paper.
9. 3. At some point during the examination, the answer sheets and question papers should be removed from the examination desks where a candidate is absent. This ensures that these do not get mixed up with completed examination papers at the end of the examination and that none are removed from the examination room by candidates.

10

Examination Incidents

- 10.1. Any incidents that examiners need to be made aware of should be noted on the incident sheet kept on the Invigilators' desk (Appendix E). This is subsequently copied to the relevant examiners. Examples may include: candidates reporting an intention to continue with an examination despite feeling ill; candidates leaving the examination unusually early; warnings to students for suspected breach of regulations, for example communication, use of notes or other suspicions of cheating (Appendix C). Times should be recorded where appropriate. Invigilators should NOT write the time of leaving on the student's examination paper.
- 10.2. If a candidate believes that they are too ill to continue with an examination, or arrives but feels unable to start an examination, they should be told that they need to make arrangements to see a doctor immediately to obtain a medical certificate to confirm that they are unfit to take the examination and to send this note to the Principal. If a candidate starts an examination but is unable to complete it, it will be the examiners' responsibility to take into consideration the circumstances when returning a mark for the examination. Therefore full notes on the incident sheet will be required, which can be taken into consideration in addition to their medical report.
- 10.3. Under no circumstances should an Invigilator advise a candidate that they must continue with an examination, despite feeling ill. The decision to continue should be taken by the candidate, albeit an informed decision. Candidates should be informed of what will happen if they are absent from an examination (10.2 above), or if they take an examination when they are not on their best form.
- 10.4. If a candidate arrives and says that they have not been feeling too well but would like to take the examination, ask them if they would prefer a seat near to the exit at the front of the room and move them if required.
- 10.5. If a candidate suffers a panic attack during the examination and does not feel able to continue, it may help if the candidate is allowed to temporarily leave the room for a few minutes in the company of an Invigilator. If the candidate does not feel able to continue with the examination they should be advised that they need to make arrangements to see a doctor immediately to obtain a medical note to confirm that they are unfit to take the examination. They should then speak to their School about completing an Extenuating Circumstances form.
- 10.6. If an Invigilator suspects that a candidate is cheating in an examination, he/she should attempt to seek the opinion of another Invigilator, and should report the matter to the Senior Invigilator. The procedure for dealing with such situations is given at Appendix C.
- 10.7. It will be the judgment of the Senior Invigilator to exclude from the examination room any candidate who is behaving in such a way that causes disruption to other candidates and who does not correct their behaviour following a verbal warning. Any such action has the authorisation of the Director of Planning and Academic Administration.

11

Temporary Absence from the Examination Room and Early Departures

- 11.1. In the interest of the majority of the candidates, unnecessary comings and goings must be forbidden. Candidates may ask to leave the room temporarily for good reason and should raise their hand if they need attention; candidates may not leave the room to smoke. Candidates may leave only one at a time, and must be accompanied by an Invigilator. No student intending to return to the examination should be allowed to leave the examination room unaccompanied. If a candidate leaves the room then returns, they must complete the examination in the normal time *i.e.* they will not be given time at the end of the examination to compensate for time lost during their absence. If a candidate is absent from the room for a substantial amount of time because of illness or panic, then the Invigilators should advise them of their options as in 10.2-5 above.
- 11.2. On completing an examination, a candidate should prepare their exam paper for marking and hand it to an invigilator before leaving the room.
- 11.3. Candidates are not permitted to permanently leave the examination in the first thirty minutes. This is because candidates arriving late are allowed to enter the examination room up to thirty minutes into the examination, and ensures that late arrivals will not have communicated with any person who has seen the examination paper. Candidates are also not allowed to leave the examination in the last fifteen minutes. This minimises disruption at the end of the examination.

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Queries on the examination paper

- 12.1. The Chief Examiner or delegate will be available to answer any queries during the examination sessions. If there is a query on the examination paper the Senior Invigilator should inform the Examinations Coordinator who will get in touch with the Head of Department responsible for that particular question paper.
- 12.2. The Examinations Coordinator should always be informed of any problem with the question paper as there may be candidates taking the examination in a separate room.

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Procedure for the End of Examinations

- 13.1. The Invigilator will announce when fifteen minutes of the examination time remains, and will end the examination at the appropriate time, making the necessary announcements. Candidates are allowed five minutes after the end of the examination for completing details on answer sheets and collating all their answer material. No additions may be made to answers during this period, and at the end of the five minutes all writing must cease.
- 13.2. Invigilators are responsible for collecting all the answer sheets before the candidates are permitted to leave the room. When collecting answer sheets Invigilators should check that the index number has been entered on the front cover and on any subsequent sheets used. For ease of tracing any discrepancy, books should, as far as possible, be collected in desk number order. Any unused answer sheets and other materials distributed to candidates should also be collected and returned to the Invigilators' desk.
- 13.3. When all the desks are clear of examination books, the Senior Invigilator will announce that the candidates may leave the room. Until that time candidates must remain seated and silent.
- 13.4. Candidates are NOT permitted to remove any paper from their desk, including question papers, additional material supplied by the College nor any answer sheets.
- 13.5. When the candidates have left the examination room, the number of scripts within each module should be counted and matched against the number of attendees to ensure that all the answer sheets have been collected.
- 13.6. The answer sheets and any question papers used by students for recording their answers together with the examination attendance list and any spare question papers will be taken to the Examinations Centre office.
- 13.7. The Senior Invigilator must sign the absentees' sheet to confirm that the number of returned, unused, answer sheets correlates with the number of absentees.
- 13.8. The Invigilator is responsible for ensuring that all lights and the amplification system (if present) have been turned off upon leaving.
- 13.9. The Senior Invigilator should ensure that the following is returned to Examinations Centre Office:
 - List of absentees
 - List of any students added to the attendance list
 - Attendance Slips
 - Invigilators Attendance form
 - Any completed incident sheets
 - Key to the room (if applicable)

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Procedures for Candidates with Special Arrangements

- 14.1. There is a formal procedure for approving student applications for alternative assessment arrangements in examinations. Alternative assessment arrangements are arranged for a range of circumstances including dyslexia, visual, physical and sensory impairment or chronic illness. Only candidates whose applications have been successful are permitted alternative assessment arrangements in examinations. Alternative assessment arrangements can include the following: extra time, rest breaks, use of a computer, amanuensis, reader, *etc.* These candidates may have been designated individual examination rooms.
- 14.2. The Invigilators will be informed of any alternative assessment arrangements that the candidate is allowed for the examination. Some guidance on dealing with candidates with alternative assessment arrangements is given at Appendix D.
- 14.3. For all candidates having alternative assessment arrangements, the Invigilator should ask them if they are satisfied with the examination environment, *e.g.* where they are seated with regard to the lighting. A few minutes should be allowed before the examination starts to make the examination environment as comfortable as possible for the candidate.

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Power Failure

- 15.1. If there is a power cut which results in visibility being reduced to such an extent that the students ability to write is impeded, the examination must be stopped. The Senior Invigilator should note the time and make the following announcement:

“Due to the power failure the examination is being halted. Please stop writing, keep silent and remain in your seats while we ascertain how long the power failure is likely to last.”
- 15.2. One of the Invigilators should contact the Examinations Coordinator to inform of what has happened. The Examinations Coordinator will immediately seek to ascertain why the power failure has occurred and how long it is likely to last. Upon receipt of this information a decision will be made as to whether or not the examination will be re-started on the basis of how long the power failure is likely to last and how much examination time has elapsed.
- 15.3. If the power is restored within a short period of time the Senior Invigilator will announce that the examination is to be re-started and will inform the candidates of the new end time.
- 15.4. If the decision is taken not to continue with the examination then the Invigilators should collect all the examination scripts in the usual way. The Senior Invigilator should then give candidates permission to leave.

16

Fire Emergency Procedure during Examinations

- 16.1. Senior Invigilators are responsible for the preparation of every examination room and ensuring that any exit doors are unlocked and available for use.
- 16.2. The Invigilator is responsible for initiating evacuation procedures in the event of an emergency, such as a fire, bomb scare, gas leak, etc. This could be as a result of hearing the fire alarm or receiving communication from the Examinations Coordinator. In such cases the Invigilator should make the following announcement:

"Ladies and Gentlemen - an emergency has arisen which makes it necessary for you to leave the building. Please walk out calmly by (*whichever exits are useable*). Do not stop to collect your belongings. Leave all examination scripts and papers on your desk. Please assemble at [*give local assembly point*] and please do not leave this area until you are told to do so."
- 16.3. Upon hearing the alarm Invigilators shall:
 - a. collect Attendance Sheets,
 - b. ensure that all students have left the examination room by the nearest safe route,
 - c. close doors behind them once they have left the room, and
 - d. report to assembly point (Assembly point will be indicated on the Fire Action Notice).
- 16.4. No one shall return to the building for any reason until authorised to do so.
- 16.5. Lifts are not to be used.
- 16.6. Invigilators should make sure that all available exits are opened and that students abide by the announcement given.
- 16.7. When evacuating an examination room the Invigilator should remove the attendance sheets. At the Assembly Point a register (using the attendance sheets) must be taken to ensure, as far as is possible, all candidates and Invigilators have left the building.
- 16.8. When the Fire Brigade arrives, the Senior Fire Officer will take control of the situation and his/her instructions must be followed. No one must re-enter the building for any reason until the Senior Fire Brigade Officer has given permission to do so.
- 16.9. The Invigilators should ask all students to remain at the assembly point until a decision has been taken by the Examinations Coordinator as to whether or not the examination will be abandoned. If the emergency turns out to be a false alarm and permission is given to re-enter the building it may be decided to restart the examination, depending on how much time has elapsed since the examination was stopped and also how much examination time is left. Any decision taken will be done in consultation with the Fire Officer as the safety of the students must take priority.

Appendix A

Examination Announcements (Start of Examination)

The following instructions are to be issued to candidates by the Invigilator: (Please use the microphone in the large venues if one has been provided)

Welcome to this examination session. Can I please have your attention for the following important announcements?

- a) You are now about to start your examination; candidates must remain silent at all times, unless permitted to speak by an Invigilator. You must not attempt to communicate by any means with another candidate or indulge in any kind of behaviour which may disrupt other candidates.
- b) You are reminded that all personal belongings must be left either at the designated space in this examination room or on the Invigilators' desk. This includes pencil cases and revision notes. Possession of any form of notes, either on your person, or on or around your desk is not permitted.
- c) All mobile phones must be switched off and any alarms deactivated. If your phone is in your bag and you think there is a possibility that it could still be switched on then you may leave your seat to check this now.
- d) Dictionaries, including electronic ones, are not permitted.
- e) Please now take a moment to check that you have the correct examination paper on your desk, but do not open or turn over the paper until I instruct you to do so. If you think that you do not have the correct exam paper, please raise your hand now.
- f) You should now turn over your exam question paper. Write your index number in the appropriate space on the question paper, answer sheet or examination paper, as required. Please check this number carefully against your Attendance Slip. If you are using a question paper you should also write your details in the top right-hand corner.
- g) Place your Attendance Slip and ID card or Birth Certificate on the top right-hand corner of your desk.
- h) All rough work must be completed in the question paper; pages must not be torn out of the book. You should also write your index number at the top of each extra sheet you use.
- i) You may not leave the examination room during the first 30 minutes or the last 15 minutes of the examination. If you require attention you must raise your hand and wait until I come to you. If you leave the examination early, you must hand in your script; please show respect for fellow students who are still working and leave the room as quietly as possible.
- j) At the end of the examination you will be asked to remain seated and silent for further announcements and until all answer sheets are collected.
- k) You must not remove any answer sheets or question papers from the examination room.

Once it is time for the examination to start the following announcement should be made

- l) The time is <state start time>. Good luck everybody, you may now open your exam paper and commence writing.

EXAMINATION ANNOUNCEMENTS (END OF EXAMINATION)

You should announce when there are only 15 minutes left of the examination and that candidates are not allowed to leave the examination.

At the end of the examination announce that the examination time has finished then:

- a) The examination has now finished, please stop writing now.
- b) Ensure that you have completed the appropriate sections of the answer sheets. You must not amend existing answers. Make sure the numbers of the questions you have answered are written in the relevant section on the front of the question paper and that you have also written the module title and module number on the cover.
- c) Any supplementary books should be attached to the main book with a treasury tag.
- d) Check that you have written your index number correctly.
- e) You must remain seated and silent until all answer sheets have been collected and you have been told to leave.
- f) You must **not** remove any answer sheets or question papers from the examination room.

When all the answer sheets have been collected, ask the candidates if they have all handed in their examination scripts (just to check that none have been missed) and then instruct the candidates that they may leave the examination room.

Appendix B

Examination Regulations

CONDUCT OF STUDENTS IN EXAMINATIONS

- i. Any student in breach of these regulations and/or committing any act which might obtain for him/herself or for another student an unpermitted advantage shall be regarded as cheating. Students must not, in any way, attempt to present an examination script as their own work when the script includes, or would include, material produced by any unauthorised means whatsoever. Any material quoted from other sources must be acknowledged. Any conduct in breach of the provisions of this paragraph may be deemed to constitute cheating within the meaning of the College's Cheating and Plagiarism Policy.
- ii. Personal belongings of students, including bags, shall be left in the place designated for this purpose at the examination venue.
- iii. Smoking is not permitted in an examination venue at any time.
- iv. Students shall not be permitted to take to an examination desk any pencil case or similar receptacle (unless this is transparent).
- v. Each student shall be required to place his/her Attendance Slip and ID card or Birth Certificate on the desk in the examination venue for the duration of his/her examination. Attempts at impersonation of any candidate shall be deemed to constitute cheating within the meaning of the College's Cheating and Plagiarism Policy where both the impersonator and the student shall be deemed to be in breach of the regulation.
- vi. Students shall be admitted to the examination venue ten to fifteen minutes before the start of the examination, as deemed appropriate by the Senior Invigilator.
- vii. No student shall be admitted to the examination venue later than thirty minutes after the start of the examination unless the Senior Invigilator can confirm that no student has already left the examination venue, either temporarily or permanently.
- viii. No student may leave the examination venue, either temporarily or permanently, until thirty minutes after the start of the examination, save in exceptional circumstances and with the permission of an Invigilator.
- ix. No student may leave the examination venue, either temporarily or permanently, during the last fifteen minutes of the examination, save in exceptional circumstances and with the permission of an Invigilator.
- x. Any student who temporarily leaves the examination venue must be accompanied by an Invigilator. Any student who leaves the venue temporarily without being accompanied by an Invigilator shall not be readmitted to the examination.
- xi. No student shall communicate with any other student in an examination venue, prior to, during or at the end of the examination on any matter or in any way whatsoever.

- xii. All answers and rough work shall be completed on the stationery provided and written legibly. With the approval of the Principal, examiners shall be permitted not to mark an illegible examination script.
- xiii. When the Senior Invigilator announces the end of the examination students shall: stop writing their answers immediately; and remain seated in silence until permitted to leave the examination venue by the Senior Invigilator.
- xiv. The use of dictionaries is not permitted in any examination unless specified otherwise in the rubric to the examination paper or provided for under the provisions of section 14, which outlines how students apply for special provision in examinations.

Appendix C

Guidance to Invigilators on dealing with suspected academic misconduct (cheating) in an examination

1. One or more of the following academic actions are available to the invigilator/examiner who catches a student cheating during an exam. These options may be taken by the invigilator/examiner to the extent that he/she considers the severity of the infringement
 - a) An oral reprimand with emphasis toward prevention of further occurrences;
 - b) Assignment of a score of zero (0) for the specific exercise, resulting in the proportional reduction of final grade;
 - c) Assignment of a score of zero (0) for exercises completed up to the point where the student was caught cheating, wherein the student may then complete the rest of the paper;
 - d) Confiscation of the paper and issuing of a new one wherein the student may start the exam afresh;
 - e) Confiscation of the exam paper and assignment of a failing final grade;
2. Academic dishonesty cases that occur in the course of an exam shall be handled by the invigilator. After an invigilator takes action, he/she should complete a brief report that identifies the student who was found responsible, the general nature of the offense and the action taken regarding this on the Examination Incident Sheet located on the Invigilators' desk.
3. If an Invigilator is unsure of how to deal with an incident, the Examinations Coordinator should be called for advice.

Appendix D

Guidance to Invigilators on dealing with candidates with alternative assessment arrangements

1. Dyslexia

1. 1. Dyslexic students are permitted to use an English dictionary in the examination. The dictionary is provided by the College.
1. 2. Dyslexic students have the option to indicate that they are dyslexic on their examination script. For this purpose they are issued with a label by the College which they are permitted to take to their examination desk. The Invigilator should ensure that no crib notes have been written on these labels. Not all dyslexic students will choose to use the labels as the use of them can identify their script to the examiners (thus losing the right to anonymity).
1. 3. Some candidates will be supplied with examination papers in a particular colour as this aids their reading. As an alternative to this some candidates may bring a colour overlay to put on top of their examination paper.

2. Visual Impairment

2. 1. The level of visual impairment can vary considerably and so the type of alternative assessment arrangements provided will vary. Some candidates just require enlarged examination papers together with extra time. Other candidates may require the aid of an amanuensis, a reader, and/or Braille papers. If a Braille examination paper is provided the Invigilator will be supplied with a copy of the examination paper in case the candidate has any queries when reading the Braille paper.
2. 2. For severely visually impaired candidates it is important that the Invigilator announces both their arrival and departure (*e.g.* so the student is not left talking to 'thin air') and lets the candidate know what they are doing.
2. 3. Ask the candidate if they need any help in preparing themselves for the examination. If you need to guide them across the room to a chair, you should let the candidate take your arm (above the elbow), not the other way round. Once the chair is reached the Invigilator should put their arm that is being held by the candidate on the back of the chair and allow the candidate to transfer their hand to the chair. The candidate will then be able to seat themselves. The Invigilator should not attempt to seat the candidate as this is both undignified and unnerving.
2. 4. If a guide dog is present do not make a big fuss of it. Remember it is a working dog. Do make sure that it has adequate space and ventilation whilst in the examination room.

3. Rest Breaks

3. 1. Some candidates may be permitted rest breaks during the examination. This may be in addition to, or instead of, extra time. The candidate should indicate to the Invigilator if they wish to stop for a rest break. The Invigilator should note each time the examination is

stopped on the incident sheet provided and the time the examination is restarted. The stoppage time should then be added onto the official end time of the examination.

3. 2. The Invigilator will be informed of the maximum length of time that is allowed for the rest breaks. If the candidate does not take any rest breaks during the examination this should be noted on the incident sheet.

4. Using a Computer

4. 1. The candidate should be allowed time to familiarize themselves with the computer and set it up according to their requirements. The Invigilator should sit in a position so that they can see what the candidate is doing on the computer at all times.
4. 2. Logging on to a network is NOT permitted. Students should use the C drive only, and save their work on the memory stick provided unless other instructions have been provided to the Invigilator. The Invigilator will be supplied with memory sticks. The candidate should be advised to save their work on the memory stick, approximately every ten minutes.

5. Amanuensis

5. 1. Some candidates will need an amanuensis, who will write the examination answers from the candidate's dictation. The amanuensis must not make any comment on what they have been asked to write apart from asking for clarification on spelling *e.g.* for technical words or proper names. The candidate must be allowed to check what the amanuensis has written and ask for changes to be made if necessary; this must take place in the allotted examination time.

6. Hearing Impairment

6. 1. For candidates with hearing impairments, Invigilators must:
 - i. attract the attention of the candidate before speaking;
 - ii. always face the candidate when speaking, standing about 3-6 ft. away, and keeping their face and mouth clear to enable the candidate to lip-read;
 - iii. not shout, as it distorts sound and use clear and non-exaggerated lip movements
6. 2. If the candidate does not understand you, repeat what you have said and try to rephrase it. This is because some words look alike on the lips.
6. 3. A candidate may require the Invigilator to wear a radio aid so that they can hear what is being said. This works like a small induction loop system. The candidate wears the amplifier round their neck and the Invigilator wears the microphone. The Invigilator will be informed if they need to wear this radio aid which will be brought to the examination room by the candidate.

7. Panic

7. 1. Some candidates may be taking their examination in a small room because they suffer panic attacks if taking the examination with a large group of students. Normally when they are with a small group or on their own there should not be a problem. However, if for any reason, the candidate feels the need to get some fresh air, this is acceptable provided an Invigilator accompanies them. No additional time for the examination is allowed for this, an incident sheet should be completed.

Appendix E

Incident Report Sheet

To be completed by Invigilator

Incident was raised by	Candidate		Invigilator		Incident affected all candidates	
Candidate's name			Index Number			
Date			Time of Incident			
Exam Title				Level		Module

Reason/s for use of Incident Report Sheet

Please tick as appropriate

Any disruptions, including power cuts, light failure, noise, mobile phones, fire	
Specific complaint by Candidate	
Errors or omissions in the exam paper	
Query on the exam paper (no error found)	
Candidate illness and/or extended absence from the room	
Suspected exam misconduct e.g. notes found in a candidate's possession, writing on hands and other body parts, unauthorised scrap paper, annotated books etc	
Any other	

Please provide a short report of the incident including details of what happened, who was involved in the incident including student(s), invigilator(s), witnesses and how the was incident dealt with.

Name of Invigilator		Signature	
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References

Guidelines on Examination Procedures for Invigilators – Keele University, UK.
[https://www.keele.ac.uk/media/keeleuniversity/paa/recordsexamsdocs/Invig%20Handbook%20Dec
2012.pdf](https://www.keele.ac.uk/media/keeleuniversity/paa/recordsexamsdocs/Invig%20Handbook%20Dec%202012.pdf)