

The Invigilator's Guide to Higher Education Examinations

This booklet has been produced to guide you through invigilating undergraduate examinations at TEC Partnership for Grimsby Institute of Further & Higher Education and the University of Hull examinations. This guide booklet has been produced in accordance with the Code of Practice HE09 Assessment of Students. Invigilators must familiarise themselves with procedures stated within this booklet prior to invigilating any HE examination.

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INVIGILATOR ROLE AND RESPONSIBILITIES

The Invigilator's role is to ensure that examinations are conducted in accordance with this guide and the Code of Practice HE09 Assessment of students <https://grimsby.ac.uk/quality-and-standards-handbook-home/>

Appointments

Invigilators are expected to fulfil their commitment to cover examination appointments that have been accepted. If unable to invigilate the invigilator must immediately contact the HE Examinations Officer.

Collection of Examination Materials

The Invigilator is responsible for the collection of the HE Examination pack from the HE Examinations Office (Room 2B65) no later than **30 minutes** before the scheduled start of the examination. For main hall examinations arrival should be no later than **45 minutes** before the scheduled start of the examination.

Invigilators must not open the examination pack until arrival in the examination room and must never leave exam papers unattended.

Checking the Examination Facilities

Invigilators must:

- Arrive at the examination room no later than 20 minutes before the start of the examination
- Locate emergency exits and nearest toilets
- Check the room conditions are conducive for examination purposes; clean and tidy, layout, etc.
- Check the accuracy of the clock. If faulty, please contact the HE Examinations Office
- Identify and designate a safe area of the examination room where candidates should leave watches, phones, bags, outer coats, hats and any other unauthorised items during the examination

If there is a problem with any of the above, please contact the HE Examinations Office straight away. Do not try to deal with any emerging issues yourself.

Preparation of Examination Room

Before the candidates are admitted the Invigilator must ensure:

- The seating arrangements are satisfactory
- All desks are numbered
- All examination materials have been distributed, other than the question papers
- Display the following in a prominent position outside the examination room;
 - 'Candidate List – For Display' [Appendix 7](#)
 - 'Silence', 'Mobile Phone/Watches/Fitness Trackers' and 'Instructions to Candidates Undertaking Examinations' [Appendix 5](#)

For candidates using a PC see additional instruction '[Candidates Using Computers](#)' (Page 13)

Examination Materials

Invigilators should check the information outlined on the examination package to ensure that all materials required for the examination(s) have been supplied. You will be provided with the following items:

Stationery Enclosed Checklist		Appendix 1
Invigilation Report Booklet		Appendix 2
Room Plan *		Appendix 3
Announcement Card		Appendix 4
Signage #	Silence	Appendix 5
	Mobile Phone / Watches / Fitness Trackers	
	Instructions to Candidates Undertaking Examinations	
Help Guide & Quick Guide		Appendix 6
Examination Question Papers		
Answer Booklets or Multi Choice Answer Sheet		
Candidate List – For Invigilator Use Only		Appendix 7
Candidate List – For Display #		Appendix 7
Access Arrangements Sheet *		Appendix 8
Calculators *		
Dictionary *		
Additional Assessment / Examination Cover Sheet *		Appendix 9
Attendance Register Card(s) – Green		Appendix 10
Attendance Card(s) – Pink		
Mini Pack	Instructions For Late Arrivals	Appendix 11
	Reminder To Invigilator - Mobiles	
Instructions for using a PC in HE Examinations *		Appendix 12
Clock & Stand		
Mobile Phone		
Other Items e.g. Note Paper *		
HE – Exam Pack Contents and Key Tasks		Appendix 13

* If required – not all exams need these materials/paperwork, check the exam pack checklist/question paper

Ensure that the candidate lists and signage are displayed to candidates outside the exam room

If any items appear to be missing, or if anything is unclear, contact the HE Examinations Office.

CANDIDATE ADMITTANCE INTO THE EXAMINATION

Checking Candidates

You must verify the identity of each candidate prior to admission to the examination room against the candidate list. The Student ID card is the **only** form of identity accepted.

Candidates must always wear their Student ID cards and lanyard whilst on site; if a candidate does not have their Student ID they must be directed to the student records desk to obtain a new ID card. The exam must start at the scheduled time; do not allow extra time for late candidates obtaining ID.

Admission and Preparation of Candidates

Admit the candidates to the examination room; normally **10 minutes** before the scheduled start of the examination. For examinations in the hall you may need to admit candidates earlier in order to start the examination at the scheduled time*.

You must remind candidates that they are under examination conditions when they enter until leaving the room permanently.

You must also request candidates to:

- Leave all unauthorised items in the designated area of the room at their own risk (see 'unauthorised material' section)
- Sit at the correct desk, as informed
- Place their Student ID card at the top right hand corner of their desk
- Complete the attendance card including desk number
- Complete their name and signature in the top corner before folding over and complete all other details on the front cover of the answer booklet. All supplementary sheets provided during the exam must also be completed
- For candidates listed on an 'Access Arrangement Sheet' [Appendix 8](#) an 'Additional Assessment/Examination Cover Sheet' [Appendix 9](#) must also be completed

****When admitting candidates, please be mindful of the time. It is your responsibility to ensure that, as close as possible, the examination begins at the scheduled start time. NEVER start an examination earlier than the scheduled start time.***

Unauthorised Material

The Invigilator should instruct students to leave all unauthorised material in a designated part of the examination room before proceeding to their allocated seat. The place appointed by the Invigilator for the deposit of unauthorised materials must be identified on the seating plan and must be in full view of the Invigilator(s). All items brought into an examination room by a candidate are at the sole risk of that student and therefore, students have been advised not to bring valuable items; the Grimsby Institute of Further & Higher Education (GIFHE) does not accept liability for any losses. Unauthorised items include (but are not limited to):

- Any watches including fitness trackers

- Outer coats, hats, caps and bags
- Note paper
- Personal dictionaries
- Mobile phones - Ensure that mobile phones are switched off completely. It may be necessary for students to immobilise the alarm programme by removing the SIM card and/or battery from the mobile phone as an extra precaution to avoid the possibility of an alarm ringing. If a mobile phone sounds during an examination, it may be deemed a suspected malpractice. All incidences must be recorded in the Invigilation Report Booklet [Appendix 2](#)
- Food/sweets - Use discretion as candidates may be exempt from this ruling if for medicinal purposes e.g. the sweets may help ease a candidates coughing. In such instances, they should be taken to check the packaging to identify any hidden annotations
- Drinks – No drinks permitted other than clear bottles of water

The judgement of the Invigilator on what constitutes unauthorised material is final, subject to any special instructions on the question paper or from the Exams Officer.

Permitted Items

Candidates should only take into the examination room essential stationery items needed to complete the examination and must be contained in a transparent pencil case/plastic bag, which should be visible and displayed on the desk at all times (*Invigilators should randomly check pencil cases for any unauthorised items*).

Water – candidates are permitted to take one bottle of water with all labels removed into the exam.

Candidates must place all permitted equipment on their desk.

Candidates Not Listed

If a candidate's name does not appear on the Candidate List [Appendix 7](#), you must check with the HE Examinations Officer and follow instruction.

Access Arrangements

Candidates with access arrangements will have an 'Access Arrangement Sheet' [Appendix 8](#) detailing their requirements. Example arrangements may include; reading or writing on behalf of the candidate, additional time, permission to use a word processor and/or stop the clock breaks.

Any student with access arrangements must complete an 'Additional Assessment / Examination Cover Sheet' [Appendix 9](#)

Only arrangements listed are to be accommodated, if a candidate does not wish to utilise the arrangement make a note in the Invigilation Report Booklet [Appendix 2](#).

If a student queries the arrangements contact the Exams Officer urgently.

STARTING THE EXAMINATION

- NEVER start an examination earlier than the start time indicated on the examination paper
- Ensure that all unauthorised persons have left the examination room, see below [Authorised Persons](#)
- Distribute question papers placing them face up to allow student to check they have the correct examination paper and materials. In some instances, question papers may double up as answer booklets, the HE Examinations Officer will identify these when you collect the examination pack and provide instruction
- Read the 'At the start of the examination' from the 'Announcement Card' [Appendix 4](#) to candidates. The announcement must be read exactly as written, no variations are permitted
- Start the examination promptly at the scheduled time. NEVER start the examination early even if all students are present; the same examination may be taking place in multiple rooms
- Record the start time on the Invigilation Report Booklet [Appendix 2](#)

DURING THE EXAMINATION

Check all Student ID cards to ensure that they match the Attendance Card (Pink) [Appendix 10](#) and the candidate seated at the desk. Once verification has taken place remove the Attendance Card. Check that the number of collected cards corresponds with the number of candidates present, and record on the Attendance Register Card (Green) [Appendix 10](#).

Authorised Persons

The Invigilator is responsible for ensuring that unauthorised person(s) are not allowed in the examination room from the start of the examination until all students are dismissed. Authorised people include:

- Invigilators
- Candidates
- HE Exams Officers
- Person(s) authorised by the HE Exams Officer

Invigilator Conduct

- Only talk to candidates or to other Invigilators when absolutely necessary. Any discussion must be in a quiet manner so as not to disturb the other candidates
- Go about your invigilation duties as quietly as possible
- Quietly walk about the examination room
- Do not eat, read a book/newspaper or do any unrelated work
- No personal mobile phones are permitted unless used as designated examination phone
- The designated examination phone must only be used for examination related issues
- Ensure the designated examination phone is set to silent
- Invigilators must ensure that their own personal phones are switched off
- Remain professional at all times

Candidates Arriving Late

Due to the below late arrival rules and multiple examination rooms, NEVER start an examination earlier than the start time indicated on the examination paper.

Within 30 minutes

- Candidates are **permitted** to enter the examination late within the first 30 minutes after the formal start*
- Complete Section 4.1: Late Arrivals of the Invigilation Report Booklet [Appendix 2](#)
- Candidates arriving late must **NOT** be allowed additional time
- The Student ID card must be checked for all late candidates

After 30 minutes

- Candidates are **not permitted** to enter the examination 30 minutes after the formal start*
- Candidates who arrive after 30 minutes are to be given the 'Instructions to late arrivals to HE Examinations' [Appendix 11](#). The information slip provides further advice and guidance about what they need to do as a result of their late arrival for the examination
- Complete Section 4.1: Late Arrivals of the Invigilation Report Booklet [Appendix 2](#)

*An examination is deemed to have formally started when an Invigilator announces, "*This examination has now formally started and you may begin writing.*"

Candidate Attendance List

It is important that the Candidate Attendance List [Appendix 7](#) is a true and accurate record of the candidates who attended the examination.

Absent Candidates: write the word 'Abs' or 'Absent' on the Candidate Attendance List next to the candidate's name. Do not leave blank

Candidates in attendance: place a tick alongside the names of all candidates who are present.

Carry out a headcount of the number of candidates actually present in the examination room and then compare the total against the number of examination Attendance Cards (Pink) [Appendix 10](#) collected and against the examination Candidate Attendance List to ensure that all candidates are present and correct.

Disturbance of Students

Invigilators are responsible for minimising disturbance within the examination room and must only communicate with each other when it is essential to do so.

Students must not communicate with other students and are required to behave in a quiet and orderly manner. Invigilators must report any instances of disturbance and in extreme circumstances have the authority to remove a student from the examination room who is acting in an inappropriate manner. The Invigilator must attempt to supervise the removed student if circumstances allow, for example multiple Invigilators or MIS HE present. Any

allegations of inappropriate behaviour may lead to disciplinary action in accordance with the Student Disciplinary Policy.

For instances of external disturbance, the Invigilator must report to MIS HE who will take the appropriate action.

Malpractice

Constant vigilance is essential. Invigilators must ensure that students do not commit an act of academic misconduct.

Academic misconduct may be defined as; *'Engaging in any action which results in an unfair advantage over other students taking the same assessment'*. This may include the following;

- Cheating to gain an unfair advantage
- Exchanging, obtaining, receiving, passing on information (or the attempt to) by means of talking, electronic, written or non-verbal communication
- Taking any written, printed materials or electronically stored information into the examination room, unless expressly written on the examination paper
- Failing to abide by the instructions or advice of an Invigilator, Exams Officer or awarding body
- Gaining access to unauthorised material relating to the examination before or during the examination
- Obtaining a copy of an 'unseen' examination question paper in advance of the date and time authorised for its release
- Personation: The legal term for impersonating another person with the intention to deceive or gain unfair advantage
- Having unauthorised items that have not been placed in the designated area
- Attempting to challenge the decision of the Invigilator in the examination room regarding what constitutes an unauthorised or contraband item

Any breach of the instructions issued to students must be reported to the HE Examinations Officer who will advise the Curriculum Manager.

Malpractice Reporting / Action

At all times, Invigilators must act with the **utmost circumspection** particularly in handling apparent malpractice. It must be remembered that there may be an innocent explanation of a student's suspicious conduct.

If there is a suspicion of malpractice by a candidate during the examination;

- Observe carefully and discreetly the candidate(s) concerned
- Discuss the matter quietly with a fellow Invigilator or if only one invigilator present contact the HE Examinations Officer for advice, assistance or for a witness to be present in the event that malpractice has occurred. It may be necessary to act immediately; use your own judgement to determine the action required.

If convinced that malpractice may have occurred:

- Warn the candidate involved of your suspicions and inform them that a report will be made regarding the suspected breach of regulations
- Remove and retain any unauthorised material
- Remove the examination answer book that the candidate has been writing in
- Permit the candidate to complete the examination and provide him/her with a new examination answer book in which to complete the examination
- Record a full account of the incident in the Invigilation Report Booklet [Appendix 2](#) after the examination. The HE Examinations Officer will arrange to submit the suspected breach and accompanying evidence to the HE Quality Office who may contact you at a later date to request your attendance to an Unfair Means Board to provide your account of the incident

If in any doubt contact the HE Examinations Officer for advice/support

If the incident has caused disturbance to other candidates the HE Examinations Officer will determine if any extra time will be permitted.

Unacceptable behaviour

Any candidate disrupting the smooth running of the examination or disturbing other candidates in any way is in breach of the Code of Practice HE09 Assessment of Students and may be required to leave the examination.

If it has been deemed necessary to require a candidate to leave an examination, the Invigilator must record the incident in the Invigilation Report Booklet [Appendix 2](#). The HE Examinations Office will arrange to notify the Curriculum Manager and Programme Leader.

If the incident has caused disturbance to other candidates the HE Examinations Officer will determine if any extra time will be permitted.

Candidates' Queries

Any query by a candidate about the content of examination questions must not be answered. If a student queries an apparent misprint or ambiguity you must contact the HE Examinations Officer for clarification immediately. Instruct candidates to continue to work to the examination question paper as presented. Details of students' queries must be entered on the Invigilation Report Booklet [Appendix 2](#).

Emergency Evacuation

On hearing the fire alarm or if instructed to leave the examination room, the Invigilator will:

- Instruct the candidates to stop writing, inform them that they must not discuss the exam and remain silent. Note the time in order to record in the Invigilation Report Booklet [Appendix 2](#)
- Remind candidates that they are, and will, remain under exam conditions until told otherwise

- Accompany the candidates out of the building to the nearest fire assembly point using the emergency exits, leaving all belongings and exam papers, in a quiet, orderly manner.
- Take a head count and if circumstances permit take the examination Candidate Attendance List [Appendix 7](#) and check that all candidates are present
- If it is declared safe to do so, ensure candidates return to their seats, do not start writing and remain silent. Inform candidates of the new time the examination will finish and instruct the candidates to restart
- Record the incident in the Invigilation Report Booklet [Appendix 2](#)

Halting an Examination

The examination may need to be temporarily stopped before the end time due to unforeseen circumstances.

Reasons for stopping an examination on a temporary basis may include the following scenarios:

- A candidate suffers a serious illness (epilepsy, seizure, vomiting etc.) which causes a disturbance which may affect the performance of all the candidates
- There is a major disturbance outside the examination room (building works, excessive drilling etc.) which may affect the performance of all the candidates

If an incidence arises contact the HE Examinations Officer for advice. It may be necessary to act immediately; use your own judgement to determine the action required. Ensure that the start and end time of any incidence is noted.

On halting the examination endeavour to undertake the following steps using your judgement on the situation:

- Announce that there is a temporary halt to the examination due to an unforeseen circumstance
- Ensure candidates stop writing and turn over their question and answer papers
- Remind candidates that they are still under exam conditions

When the unforeseen circumstance has been resolved confirm with the HE Examinations Officer the amount of additional time permitted. Restart the examination and inform the students of the new end time.

All incidences must be recorded in the Invigilation Report Booklet [Appendix 2](#), including times and a detailed account.

Students leaving the examination

No candidates are permitted to permanently leave the examination during the **first 30 minutes** or the **last 15 minutes**.

Candidates wishing to finish the examination early must obtain permission from an Invigilator and will not be re-admitted. Candidates who wish to leave an examination without authorisation is in breach of Code of Practice HE09 Assessment of students.

- Collect all of the candidate's examination materials before the candidate is allowed to leave the examination room

- Log the time of departure against the candidate's name on the 'Candidate List - Invigilators Use Only' [Appendix 7](#)
- If not authorised to leave early, inform the candidate that permission has not been granted to leave the examination early. Record the candidate's name and student ID number along with details of the incidence in the Invigilation Report Booklet [Appendix 2](#).

Illness

If a student is suddenly taken ill during the examination, an Invigilator must contact the HE Examinations Officer to arrange medical assistance. Depending on the severity of the illness, a sick candidate may be permitted to leave the examination room temporarily or permanently.

Illness - Temporary departure

- If a sick candidate is deemed to be suffering a mild illness and is permitted to leave the examination temporarily they must be accompanied by an authorised person at all times in order to return
- The Invigilator must ensure that the student does not have access to unauthorised material and does not communicate with any other person
- No additional time is permitted

Illness - Permanent departure

- Sick candidates who leave the examination room without supervision are not permitted to return to the examination room to continue
- Arrangements should be made with the HE Examinations Officer for an appropriate person or first aider to stay with the candidate until such a time as the sick candidate recovers or alternative action taken

All examination materials must remain in the examination room.

The circumstances of any such illness, including the duration of any absence from the examination room, must be recorded in the Invigilation Report Booklet [Appendix 2](#).

Toilet Breaks

A student wishing to leave the examination room for a toilet break must be accompanied by an Invigilator. The Invigilator must enter the toilet but not the cubicle. The Invigilator must ensure, as far as practicably possible, that the student does not have access to unauthorised material and does not communicate with any other person.

Single Toilet Break

If the candidate leaves the examination room once the Invigilator should complete section 4.4 of the Invigilation Report Booklet [Appendix 2](#).

Multiple Toilet Breaks

If the candidate leaves the examination room more than once the Invigilator should complete section 4.4 of the Invigilation Report Booklet and mark 'Toilet Break' and the time on the candidates answer paper when collected.

Announcing The Time

No time announcements should be made during the examination until there are **15 minutes** remaining.

- Read the statement '15 minutes before the end of the examination' from the 'Announcement Card' [Appendix 4](#). The announcement must be read exactly as written, no variations are permitted
- Do not permit any candidates to leave during the last 15 minutes of the examination

AT THE END OF THE EXAMINATION

Ending the Examination

The examination must end promptly and at the appropriate time.

- Read out the 'At the end of the examination' from the 'Announcement Card' [Appendix 4](#). The announcement must be read exactly as written, no variations are permitted
- Ensure all candidates stop writing
- Collect all examination materials ensuring a script is present for all candidates and the front cover of all scripts have been completed (check under the folded corner)
- If applicable, check 'Additional Assessment / Examination cover Sheets' [Appendix 9](#) have been completed (check under the folded corner)
- Ensure that additional scripts and loose sheets are secured to the first script
- Check the number of papers corresponds to the candidate list
- Candidates are allowed to keep a copy of the question paper **only** if declared on the front of the question paper
- Answer booklets/sheets including any note paper(s) is not allowed to be removed (note paper brought into an open book exam may be removed)
- When all the appropriate examination materials have been collected, you may dismiss the candidates from the examination room. Read out the 'At the end of the examination' from the 'Announcement Card'. The announcement must be read exactly as written, no variations are permitted

For students using a PC see additional instruction '[Candidates Using Computers](#)' (Page 13)

AFTER THE EXAMINATION

Invigilation Report Booklet

The Invigilation Report Booklet [Appendix 2](#) must be fully completed for every exam. The report must reflect a true and accurate account of the examination; all incidences, malpractice, late entrants and details of students leaving the examination either permanently or temporarily must be recorded. If no incidences have occurred record 'no issues'.

Return of Examination Materials

- Leave the room promptly and in the same condition as you found it. Ensure all materials and equipment is removed
- If applicable lock the room on departure
- Return all exam packs to the HE Examinations Office (Room 2B65) immediately after the examination.
- Bring to the attention of the HE Examinations Officer any irregularities noted on the Invigilation Report Booklet

CANDIDATES USING COMPUTERS

Candidates may have the use of a computer included in their access arrangements; this will be detailed on the 'Access Arrangement Sheet' [Appendix 8](#).

The HE Examinations Officer will set up the PC before the examination. An 'Instructions for using a PC in HE Examinations' card [Appendix 12](#) including login details will also be provided.

- Before the exam starts remind the candidates to save their work regularly
- Ensure candidates only use the permitted programme(s)
- Once the candidate confirms they have finished the examination, taking into account exam time scales see ['Students Leaving The Examinations'](#) (Page 10), remind the student to save and print their work. The PC must remain switched on with the saved work displayed.
- Contact the HE Examinations Officer who will print the examination paper and bring for the candidate to verify
- Once verified the candidate must sign the 'Candidate List – For Invigilator Use' in the applicable column; to ensure anonymous marking the candidate must not sign the work
- When all candidates have had their work printed and verified shut the PC's down

CONTACT DETAILS

HE Examinations Office

01472 311222 ext. 334

Opening times

Mon to Thurs: 9am to 5pm

Friday: 9am to 4.30pm

HE Examinations Officer

07507 807844 (Examinations mobile)

studentrecordsheexams@grimsby.ac.uk



GRIMSBY INSTITUTE OF FURTHER & HIGHER EDUCATION

HE EXAM PACK

Date		Start Time		End Time	
Exam Title					
Course		Level			
Tutor		No. Sitting			

STATIONERY ENCLOSED

Invigilator Report			
Room Plan			
Exam Regulations & Signage			
Exam Question Papers			
Answer Booklets			
Candidate List:	2 - 1 Invigilator use - 1 To be displayed to candidates		
		Tick Box	No.
ADDITIONAL	Access Arrangements sheet		
	Calculators Basic / Scientific		
	Dictionaries (1 FOR HULL)		
	Additional Assessment/ Examination cover sheet		
	Pink / Green		
	Multi-choice answer sheet		
	Late Attendance Slips		
	Confiscated Items receipt		
	PC Instructions		
	Desk No. Cards		
	Reminder to Invigilators- Mobile		
	Other:		

ANNOUNCEMENT CARD

This must be read word for word – no variations

At the start of the examination

1. You are under examination conditions at all times. You must not try to communicate with each other during this examination.
2. In the event of a fire alarm, you must leave all the examination materials and personal belongings and proceed quickly but quietly to the nearest designated Fire Exit.
3. Please place your University Student ID Card on your desk and in clear view at all times. Your identity will be checked by an Invigilator during this examination.
4. Candidates are bound by the Code of Practice HE09 – Assessment of students. During the examination you are forbidden to have in your possession any unauthorised material, electronic devices or watches of any kind. All owners of mobile phones that ring during this examination and anyone found with unauthorised items will be reported. If you have not switched off your mobile phone or have any unauthorised items in your possession, please make the Invigilator aware now.....***pause for response***
5. If you require assistance or need to go to the toilet, please raise your hand and continue your work until an Invigilator can help you.
6. The duration of this examination is hour(s) and the time now is..... This examination will end at..... I will inform you when you have 15 minutes remaining.
7. You may not leave this examination during the first 30 minutes or the last 15 minutes.
8. Please check the course and exam title on your exam paper are correct. Carefully read the instructions outlined on the paperwork provided for this examination. Any suspected error or other query on the question paper should be reported to an Invigilator IMMEDIATELY.
9. Please ensure that you write your name and student number on any answer booklets you use.
10. This examination has now formally started and you may begin writing.

15 minutes before the end of the examination

11. You have 15 minutes left before the end of this examination. You are not permitted to leave this examination until you are told to do so by an Invigilator.

At the end of the examination

12. Please stop writing **NOW** and remain silent in your seat until all examination scripts have been collected and accounted for by an Invigilator before you are formally dismissed.
13. You are reminded that you are under examination conditions at all times and that you must not try to communicate with each other during the collection of examination scripts.
14. Place together all your answer books.

When all appropriate examination material has been collected in and accounted for you may dismiss the candidates

15. Please take all your belongings and rubbish away with you when you leave and remember to leave **QUIETLY** as there may be examinations in progress in other areas of this building. Thank you for your patience - you may now leave this examination room.

V3 Updated Jan 2019

SILENCE PLEASE



EXAM IN PROGRESS

NOTICE TO STUDENTS



Mobile Phones / Watches / Fitness Trackers

Mobile phones, watches (including standard watches) and fitness trackers are prohibited in examinations. These should be left in the designated part of the room or with an Invigilator at your own risk.

You **MUST** turn your mobile phone **OFF** as opposed to silent as phones can still vibrate and cause a disturbance, or alternatively, enable 'flight mode' to suspend the mobile's signal transmitting functions.

You **MUST** also turn off any alarms and as they may still ring even if the phone is switched off.

Instructions to candidates undertaking examinations

- You should be at the exam venue at least 10 minutes before the scheduled exam start time.
- You are **NOT** permitted to enter an examination room **after the first 30 minutes** of the examination.
- You may **NOT start** the examination until told to do so by an invigilator.
- You **MUST** have your **Student ID card** to show the invigilator upon entering the examination room. If you do not have your Student ID card, you must visit the Student Records desk to obtain a new one.
- A candidate list will be displayed outside the examination room. If your name is not on the list, speak to the Invigilator as soon as possible who will contact the HE Examinations Officer for instruction.
- You must sit in the allocated desk.
- When you have found your desk, place your Student ID card in the top right hand corner of the desk, so it is visible to Invigilators, and complete the attendance card. The attendance card will be collected by the Invigilator during the examination.
- You **MUST** follow all instructions given to you by the Invigilator(s).
- You must write your name and signature in the top-right corner of your answer book and fold it over.
- You must write your student number in the space provided on the answer books.

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- If you suspect that an error has been made on the question paper the Invigilator should be informed immediately.
- You may not leave an examination during the **first 30 minutes** or the **last 15 minutes**.
- In the event of an emergency, follow the instructions of the Invigilator.
- No unauthorised paper or books may be taken into the examination room. Where examinations permit candidates to bring into the examination their own papers or books (Open Book examinations) this will be stated explicitly on the question paper and announced by the Invigilator.
- If you are suspected of malpractice you will be informed so by the Invigilator who will take the appropriate action.
- Any materials, such as pens, pencils and erasers, brought to an exam **must** be in a **transparent case or bag**.
- Coats, bags, books, watches, phones etc must be left in the designated area. All items are left at the owner's risk.
- Mobiles phones **must** be switched off and all alarms deactivated.
- All electronic items including electronic dictionaries, translators or calculators are **NOT permitted** unless authorised to do so by the Invigilator.
- Any materials brought into the examination room without permission will be confiscated immediately and a full written report will be made on the circumstances.
- If you wish to attract the attention of the Invigilator, please do so by raising your hand.

Higher Education Examinations Office

Instructions to Candidates Signage Hull V2

Page 2 of 2

HELP GUIDE

MALPRACTICE

Invigilators must ensure that no malpractice is taking place during the examination.

If you suspect malpractice, do not query this after the exam has taken place and the student(s) have left. Always follow the guidance.

Not reporting during the examination can prevent the case being brought to the Unfair Means Panel.

It is therefore essential to clarify with another Invigilator (if possible) and/or the Exams Officer to ensure that the correct procedure can be followed.

If in doubt, ask immediately – do not wait until after.

LATE ARRIVALS

- Candidates arriving within the first 30 minutes of the examination are permitted to enter.
- Candidates arriving after 30 minutes are not permitted to enter. Give them the 'Instructions to late arrivals to HE Examinations' slip
- All late candidates must be recorded in the Invigilation Report Booklet.
- No additional time permitted.

Never start an examination earlier than the specified start time; even if all your students have arrived as the same examination may be taking place in other rooms.

LEAVING EARLY

- Candidates cannot leave during the first 30 minutes of an exam. This is because any students arriving late can still be admitted during this time.
- Candidates are not permitted to leave during the last 15 minutes of an exam so as not to disrupt other students finalising their exam.

Please remember that although all your students may be present, the same exam may be taking place in other rooms.

GREEN ATTENDANCE REGISTER CARD

A Green Attendance Register Card must be completed for every exam. If there a multiple exams taking place in the same room, complete a card for each exam – do not complete one for all.

CANDIDATE LIST

The 'Candidate List (Invigilator Use)' should be completed correctly and accurately.

- In the 'Attended' column, place a '✓' if they are present or write 'Absent' if not – *do not leave blank.*
- Student ID card must be presented
- The 'Time Candidate Left' column must be completed for any student that leaves an exam before the end time – *this includes exams that have just one candidate.*
The time is recorded for several reasons; in case of an emergency (such as a Fire), to support any possible complaints or if an incident occurs to see who was present and possibly affected.
- 'Student Signature' column must be completed for all students who use a PC and have printed work – they must not sign the printed work as this keeps it anonymous for marking.

Please ensure you complete the 'Invigilator Use' candidate list and display the other candidate list outside the room along with the signage.

ANNOUNCEMENT CARD

The Announcement Card must be read out exactly as written – no variations.

SIGNAGE

Only signage provided by HE Exams must be displayed at exam rooms. These are;

- Instructions to candidates undertaking exams (2 pages)
- Notice to Students – Mobile Phones / Watches / Fitness Trackers
- Silence Please – Exam in Progress

Do not display any FE signage (e.g. JCQ) - these are not applicable/correct.

ROOM PLANS & INVIGILATOR REPORT BOOKLETS

A room plan (*if more than one candidate*) and an Invigilation Report Booklet must be completed for an exam.

For multiple exams in the same room complete one room plan and Invigilation Report Booklet.



QUICK GUIDE

All HE Examinations **MUST** be carried out following the instructions in the
'Invigilator's Guide to Higher Education Examinations'

If unsure before or during the examination on any of the instruction/guidance and need support contact the HE Examination Officer; see contact information on Page 13

Dictionaries (Page 3)

The 'Question Paper' and 'Stationery Enclosed Checklist' will state whether or not a Dictionary is permitted.

Announcements (Pages 6, 11 & 12)

The announcement card **MUST** be read exactly as written, no variations are permitted

Examination Times (Page 6)

Examinations must **NEVER** start earlier than the stated time. If unforeseen circumstances have delayed the start of an examination, ensure you adjust the end time appropriately and inform the HE Examination Officer

Late Arrivals (Page 7)

Candidates are not permitted to enter the examination room 30 minutes **AFTER** the formal start.

All late arrivals must be noted in the *Invigilator Report Booklet* whether they arrive before or after the first 30 minutes. Those arriving after 30 minutes must be given the 'Instructions to late arrivals to HE Examinations' slip

Malpractice (Pages 8-9)

If you suspect malpractice, please read full guidance

Candidates' Queries (Page 9)

Any query by a student must not be answered. If regarding the content of the paper, instruct candidates to continue with the examination as presented and contact the HE Examinations Officer for clarification. You should **note any query or possible error(s)** in the *Invigilator Report Booklet*

Candidates Finishing Early (Page 10)

Candidates are not permitted to leave the examination room during the first 30 minutes or the last 15 minutes

Toilet Breaks (Page 11)

All toilet breaks must be recorded in the *Invigilator Report Booklet*. If a candidate leaves the examination room 2 or more times you must also make note on the cover of the answer booklet when collected

Removing Question Papers (Page 13)

Candidate are allowed to keep a copy of the question paper **only** if there is a printed statement on the question paper

Date		Start Time		End Time	
Exam Title					
Course				Level	
Tutor				No. Sitting	

Candidate List for Display

Desk No.	Student No.	Surname	First Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Module Title : Module Code
 Course Title : Course Code/YR

FOR INVIGILATOR USE ONLY

CANDIDATE LIST

Desk No.	Student No.	Surname	First Name	Attended (please tick if attended, state 'ABS' if absent)	ID Presented (please tick)	Time candidate left (if before end)	Column only to be completed for students using a PC
							Student signature Confirming all printed work is present / handed in
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

INVIGILATOR

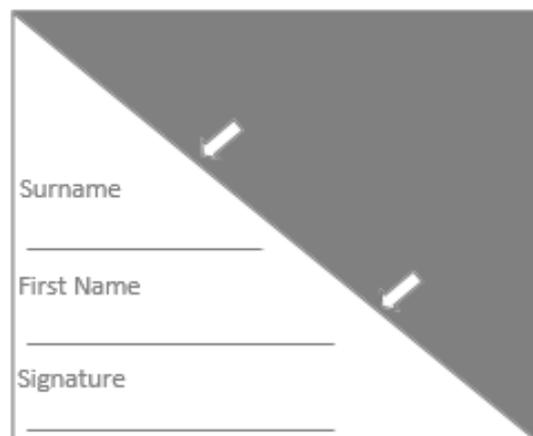
The following student(s) has the following listed access arrangement(s)

Exam Date:	Start Time:	End Time:

Course:	
Exam Title:	
Awarding Body:	

Arrangement summary:	
-----------------------------	--

Student No.:	
Surname:	
Forename:	



Surname

First Name

Signature

By using this sheet you are making the following declaration.

I wish the examiners to be aware of my disability in line with the Code of Practice HE09 Assessment of Students.

Please sign in the corner and fold over and staple the flap, this will ensure that the university's policy of anonymous marking is maintained.

ADDITIONAL ASSESSMENT / EXAMINATION COVER SHEET FOR STUDENTS WITH SPECIAL ALLOWANCES

This form should be attached to the appropriate Assessment / Examination Cover Sheet or Examination Answer Book.

Student Number

--	--	--	--	--	--	--	--	--	--

Programme of Study

Module Title

- I have a specific learning difficulty (e.g. Dyslexia, Dyspraxia)
- I have a visual impairment
- I have a hearing impairment
- I have another disability which affects my ability to produce written English (please specify) _____

ATTENDANCE REGISTER

The details below should be completed by the Invigilator after the candidates' attendance cards have been collected from their desks and checked.

Name of question paper

Date of examination

Number of candidates in attendance

Time of examination: Morning Afternoon (please tick)

Invigilator's signature

Invigilator's name (Please print).....



ATTENDANCE CARD

Complete this card and place it at the top right hand corner of your desk

Surname.....

Forenames

Candidate's Student No.....

Desk No.

Signature.....

Instructions to late arrivals to HE Examinations

**Students are NOT permitted to enter if they arrive after
30 minutes**

You must report your absence to the relevant module tutor.

If you believe that you have justifiable reasons that caused you to be late and you are able to provide evidence to support your case, you may apply for mitigating circumstances for exam absence to be taken into consideration.

For more information about how to apply for mitigating circumstances you can:

- a) Contact the HE Quality Office (Room 0H02)
- b) Refer to the Code of Practice for Mitigating Circumstances on the Grimsby Institute website: <https://grimsby.ac.uk/quality-and-standards-handbook-home/> (Section HE10)

To download a prepopulated mitigating circumstances form, go to 'Reports' in your HE ProPortal account (visit 'Student Links' in Canvas for a link and instructions).

For further information, see the Student Exam Guidance Booklet:
<https://grimsby.ac.uk/quality-and-standards-handbook-home/>
(Section HE09)

REMINDER TO INVIGILATORS



Mobile Phones

The use of mobile phones is prohibited in examinations. Invigilators should inform students to leave mobile phones in their bags in the designated area of the room.

You must inform students to turn off their mobiles;

1. When they enter the examination room,
2. Before the main announcements are read,
3. During the announcement- Final warning.

Students should be reminded that they **must** turn their phones **OFF** as opposed to silent as phones can still vibrate and cause a disturbance or to enable 'flight mode'.

Students should also be informed to turn off any alarms and as they may still ring even if the phone is switched off.

Instructions for using a PC in HE Examinations (Invigilator)

Students must not attempt to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders. Access to unauthorised resources may be used as evidence in a case for academic misconduct.

Remember to save regularly – approximately every 10 minutes.

1) Computer Login (*One login per candidate*)

For this examination, please login to the computer with the following details;

Login:	hb000001-temp
Password:	Lettera1

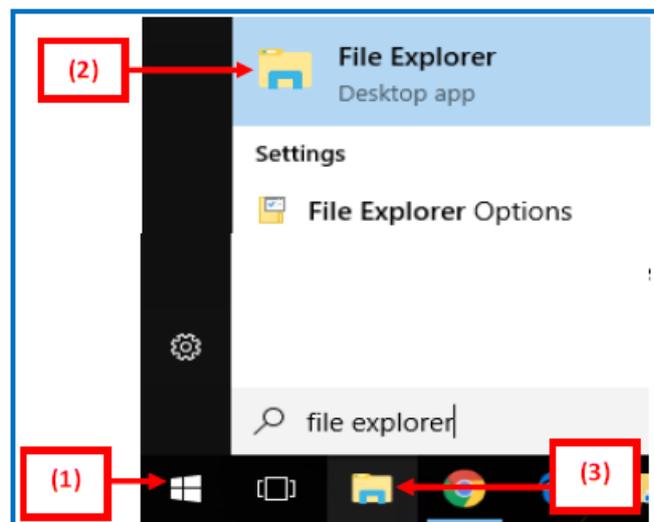
2) Loading Microsoft Word or Excel

Most examinations on a computer will be using Microsoft Word, however some will use Microsoft Excel (*any exams using Excel will be identified on the examination pack and/or question paper*).

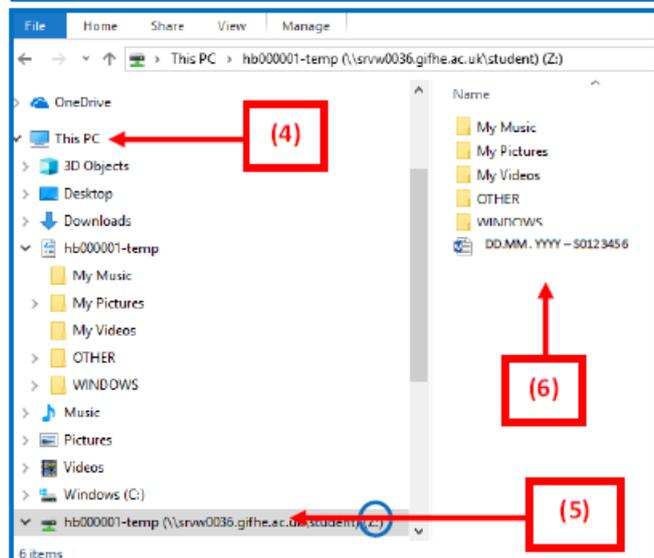
The relevant file should already be set up on the PC account with the file name following the format of the exam date and student Number e.g. 'DD.MM. YYYY – S0123456'.

The HE Exams Officer will always try to set the PC's up before the examinations start however please see below how to load the file if necessary.

- Click the 'Windows' icon (1) and start typing 'file explorer' to open the search box, and click on the search result 'File Explorer' (2)
- Alternatively, if the file explorer icon is on the display bar at the bottom, click to open (3)



- In 'File Explorer' navigate to 'This PC' (4) on the left hand side and click to open.
- Then scroll down the list and click on 'hb00000-temp (...) (H:)' (5) to open.
- (make sure it says (H:) at the end)
- Then in the list of files on the right hand side you should see the file 'DD.MM. YYYY – S0123456' (6)



Instructions for using a PC in HE Examinations (Students & Invigilators)

Students must not attempt to access unauthorised resources, including web pages, instant messaging programmes, email and shared folders. Access to unauthorised resources may be used as evidence in a case for academic misconduct.

Remember to save regularly – approximately every 10 minutes.

1) Before the exam

For examinations using Microsoft Word, students must check that the student number, exam title and course in the header* is correct. Also check that there are page numbers** at the bottom of the page.

- * If this information is missing or incorrect, access the Header by double-clicking at the top of the page or click on the 'Insert' tab at the top left of the screen, then click on 'Header' and 'Blank'. To close the header, press 'Esc' on your keyboard or click on 'Close Header and Footer'.
- ** To add page numbers, go to the 'Insert' tab at the top left of the screen, click on 'Page Number', then 'Bottom of Page' and 'Plain Number 1/2/3'. This will then automatically add page numbers to all pages of your document.

For examinations using Microsoft Excel, students must check the file name to ensure the student number is correct as this information should automatically print off. If it does not print off, write the student number only on each sheet.

Names should not be included on any printed work so as to keep anonymous for marking.

2) When the exam has finished

- Make sure the work has been saved
- Student must Inform the Invigilator that they have finished and print (*see section 3 for how to print*)

DO NOT close down the document until printed and verified

The Exams Officer or Invigilator will close down the computers at the end.

3) Printing off your work

- To print your work, click 'File' located in the top left-hand corner, go to 'Print' and then 'OK'.
- The Invigilator will then contact the HE Exams Officer who will collect the printing.

If any error messages appear, please inform the Invigilator to contact the HE Exams Officer and **DO NOT** touch the computer. Please wait patiently for further instructions.

4) Verifying your work

- The HE Exams Officer or Invigilator will ask you to check that all your work has printed.
- You must sign the 'Student Signature' column on the 'Candidate List' to verify that all work is present. Do not sign your work; this keeps it anonymous for marking purposes.

If you have any questions or problems, please inform the Invigilator immediately.

HE Exam Pack Contents and Key Tasks

Exam Pack Contents:

- | | |
|---|---|
| <ul style="list-style-type: none"> ➤ Stationery Enclosed checklist (<i>attached to brown envelope</i>) ➤ Invigilation Report Booklet ➤ Room Plan* ➤ Exam Regulations and Signage <ul style="list-style-type: none"> ▪ <i>Silence</i> ▪ <i>Mobile Phone & Smart Watches</i> ▪ <i>2 x Instructions to Candidates Undertaking Exams</i> ➤ Announcement Card ➤ Invigilator Copy – Quick Guide ➤ Exam Question Papers (in brown envelope) ➤ Answer Booklets ➤ Dictionaries* | <ul style="list-style-type: none"> ➤ Calculators* ➤ Candidate List <ul style="list-style-type: none"> ▪ <i>1 x Candidate List – For Invigilator use only</i> ▪ <i>1 x Candidate List for Display</i> ➤ Access Arrangement Sheet* ➤ Additional Assessment/Examination Cover Sheet...* ➤ Pink Attendance Cards ➤ Green Attendance Register Card ➤ Mini-Pack <ul style="list-style-type: none"> ▪ <i>Instructions for Late Arrivals</i> ▪ <i>Reminder to Invigilators – Mobiles</i> ➤ PC Instructions* ➤ Other: <i>e.g. Note Paper*</i> |
|---|---|

Key Tasks:

1. Open the brown envelope and check the question paper details match those listed on the checklist (date, time, exam title etc.)
2. Check the contents of the pack match those listed on the checklist; if anything is missing contact the HE Exams Officer urgently.
3. Display the following outside the exam room; Silence Sign, Mobile/Smart Watches Sign, 2 x Instructions to Candidate Undertaking Exams Signs (Page 1 & 2) and the Candidate List for Display (with exam details at the top) *No other signage should be displayed (e.g. JCQ or other FE Exams related signage – this is not applicable or correct to display)*
4. Complete the 'Invigilation Report Booklet' (*for multiple exams – 1 required*) and the green 'Attendance Register card' (*for multiple exams – 1 required for each exam*) as much as possible prior the start. Anything else should be recorded at the time of the incident).
5. If multiple candidates; complete a room plan (*for multiple exams – 1 required*)
6. Before admitting candidates, the following should be placed on their desks;

<ul style="list-style-type: none"> ▪ Answer booklet (<i>unless otherwise stated, e.g. question paper doubles as answer booklet</i>) ▪ Pink 'Attendance Card' ▪ Desk number (<i>if multiple students</i>)** 	<ul style="list-style-type: none"> ▪ Calculators (<i>if stated on exam paper</i>) ▪ Note Paper (<i>if stated on exam paper</i>) ▪ Additional Assessment/Examination Cover Sheet***
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* *If required – not all exams require these materials/paperwork so please check the brown envelope and exam paper*

** *If you do not have your own desk numbers, please ask the HE Exams Officer who can provide some for the exam.*

*** *If there is an 'Invigilator – Access Arrangement Sheet' in the exam pack (which states the exam details, what access arrangements should be in place and the student(s) details) an 'Additional Assessment/Examination Cover Sheet...' must be on their desks for students to complete.*

7. If the student(s) require a PC they should be provided with the PC Instructions laminate. PC's should be set up before the candidates arrive by either HE Exams or the Invigilator. HE Exams will check the set up prior to the start.
8. Write the exam name(s), start and end time on the whiteboard. This information can be found on the checklist/brown envelope.
9. Distribute the exam papers once candidates have been seated and ask them to check they have the correct paper.
10. When admitting candidates to the room, the '*Candidate List – For Invigilator Use Only*' should be completed for those who are present. Absentees should only be recorded once the first 30 minutes of the exam has passed as they can still enter until this time.
11. After the first 30 minutes, the pink attendance cards should be collected in and cross-referenced with the candidate list.
12. Before the candidate leaves (if at the end of the exam or early) check that they have completed all relevant paperwork correctly e.g. Student Number, Names, Signature, Exam Title etc. Please check under the folded corner also to ensure all information is completed.

If a student is on a PC, their printed work will be brought over by the HE Exams Officer. You must ask the student to check that all their work is present and that their student number and exam details are at the top of each page*. Then they must sign in the '*Student signature – Confirming all printed work is present / handed in*' column on the '*Candidate List - For Invigilator Use Only*'*

**Do not allow the students to put their name/signature/initials on the pages as this does not allow for anonymous marking.*

13. If a candidate has left before the exam finish time you must complete the '*Time Candidate Left*' column on the '*Candidate List – For Invigilator Use Only*' – even if you have one candidate. This is recorded for various reasons including if there is an emergency e.g. a fire. This allows us to track who should and shouldn't be expected in the exam room. Permanent departures should also be recorded in the relevant section of the *Invigilation Report Booklet*.

IF YOU ARE UNSURE OF ANYTHING PLEASE DO NOT HESITATE TO CONTACT HE EXAMS