

THE CONDUCT AND INVIGILATION OF UCB EXAMINATIONS

Academic Regulations Committee of Academic Board
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Introduction

This document details the procedures and practices for the conduct and invigilation of Higher Education examinations held by University College Birmingham (UCB). These are based on UCB policies and regulations and are aligned with cross sector requirements.

This should be read in conjunction with:

- The Invigilator Guide
- Code of Practice on the Conduct of Formal HE Written Examinations
- Code of Practice on Taught Programme and Module Assessment
- Code of Practice on Reasonable Adjustments for Students in Examinations

In all cases External Awarding Body (EAB) examinations must be conducted in accordance with EAB regulations and JCQ's Instructions for conducting examinations as required. See the Code of Practice on the Conduct of External Awarding Body Examinations for details.

Preparing for the Examination

Keeping question papers and other examination materials secure.

Examination materials, including examination papers, exam stationery and case studies must be kept securely at all times. The Examinations Unit maintains a secure storage area for this purpose. Access to the secure storage area is restricted.

In addition, all UCB staff must ensure that appropriate systems are in place to prevent unauthorised access to examination materials.

The Examinations Unit will arrange secure delivery/collection of examination materials from the Examinations Unit's secure storage area to the examination venue(s).

Checking question paper packets

For UCB exams, each pack of examination materials will contain:

- a cover sheet detailing the programme, student numbers and any additional materials required for each examination;
- the examination question papers;
- answer booklets/ answer sheets;
- attendance slips;
- seating plan;
- Invigilator checklist (See Appendix B);

- Examination Incident report form (See Appendix A);
- Signage for the venue.

On receipt, invigilators must check the examination packs thoroughly to ensure that all cover sheets and examination papers match the seating plan and timetable for the venue. Invigilators must contact the Examinations Unit immediately if there are any problems, e.g.

- The examination materials appear to have been opened or damaged in transit
- There are any differences between the material received and the cover sheet/timetable.
- The material appears not to meet the necessary requirements.

Examination materials must be supervised at all times.

Timetabling of Examinations

Starting times for examinations

The times for exam sessions may change from one period to the next depending on numbers of students, numbers of papers to be sat, rooms available and time available. UCB HE examinations are normally be scheduled to start at 10.00am for morning examinations and 2.00pm for afternoon examinations. The length of the exams may vary, however most have a 10-minute reading time. Exams may in exceptional circumstances be scheduled for a 10.00am start time on a Saturday and to accommodate part-time students may be scheduled to start at 5.00pm in the evening on a weekday.

Final details of examination start times will be published to the University via UCB online and will be provided to invigilators on confirmation of booking.

Timetable variations

Where a student has a timetable clash he or she must contact the Examinations Unit immediately. See Code of Practice on the Conduct of Formal Written Examinations for details.

The Examination Room

The Examinations Unit will arrange an appropriate venue for each written examination.

Before students enter the room Invigilator(s) should ensure that room layout is appropriate with:

- Desks arranged in a manner which will ensure that each student's work cannot be read by other students. Ideally desks should be 1.25m apart. Where possible all desks should face the same direction and each student should have a separate desk large enough to hold question papers and answer booklets.
- Suitable conditions for students taking an examination, (heating, lighting, ventilation and the level of outside noise).
- A board available to display start and finish times
- Clocks clearly visible and synchronised
- Appropriate stationery set out on desks (eg. Answer books, attendance slips)
- Quiet signs and Student Code of Conduct for Examinations signs clearly displayed outside the room.

If there are any concerns about the examination venue conditions, invigilators must contact the Examinations Unit immediately.

Seating Plans

The Examinations Unit will provide a seating plan for large venues indicating the position of each student in the examinations room.

Where a student is not included on a seating plan, the invigilator must contact the Examinations Unit immediately to verify whether the student is eligible to take the examination.

For smaller examination venues the invigilator must complete a seating plan.

Any changes made to seating arrangements during the examination must be noted on the seating plan.

Invigilation arrangements

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the students. Invigilators have a key role in upholding the integrity of the examination process.

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- Ensure all students have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination before, during and after the examination;
- Prevent possible student malpractice;
- Prevent possible administrative failures.

Invigilators **must**:

- Be familiar with this document
- Give all their attention to conducting the examination properly;
- Be able to observe each student in the examination room at all times;
- Be familiar with the Student Code of Conduct for Examinations (Appendix C)
- Only speak to each other when necessary.
- Respond as quickly as possible when a student raises their hand for help.
- Only answer questions about the rubric on the front of the exam paper.
- Inform the Examinations Manager immediately of any concerns regarding the security of the examination papers.

Invigilators **must not**:

- Carry out any other task (for example, reading a book or marking) in the examination room.
- Offer advice to the student.

The Examinations Unit must:

- Ensure that this document is available to invigilators in each examination room. This may be a printed hard copy or an electronic copy which is visible at all times.
- Appoint invigilators to make sure that the examination is conducted to the following requirements:
- Provide at least one invigilator for each group of 30 students or fewer for paper-based examinations and one invigilator for each group of 15 students or fewer for candidates using a computer.
- Invigilators may be changed, as long as the number of invigilators present in the examination room does not fall below the required number.
- When one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing students.
- Make sure that all invigilators are suitably qualified and experienced adults who must not be current UCB students. Any friend, relative, friend or peer of the student in the exam room must not be the sole invigilator;
- Make sure that invigilators are appropriately trained in their duties.
- Details of the recruitment, selection and training of invigilators together with the current job description and person specification can be found in the UCB Invigilator guide.

The Examinations Unit will allocate a Lead Invigilator for larger examination venues.

In addition to the Main Duties and responsibilities of an Invigilator a Lead Invigilator is responsible for:

- Smooth running of examinations and the co-ordination of invigilators.
- Allocation of invigilators to specific rows or exams.
- Completing invigilator attendance forms.
- Accountability for the accurate reconciliation of scripts according to the Examinations Unit cover sheets

Full details can be found in the Invigilator Guide.

At the beginning of the examination

Identifying students

Invigilators **must** establish the identity of all students sitting examinations **before** starting the examination. Students must bring their UCB student ID card to each examination and place it on their desk for the invigilator to check against the details on the attendance slip. Alternate forms of photo ID are acceptable. Where a student has no valid form of identification the invigilator must contact the Examinations Officer on duty at the venue who will be able to verify the student's identity via UCB records.

Question papers, stationery, materials and other equipment

The invigilator must take all reasonable steps to make sure that the following conditions are met.

- The correct examination question papers have been placed on the students' desks. This includes modified papers or those on coloured paper.
- The UCB examination stationery must be issued to students. Paper for rough work may only be provided if stated on the front of the examination question paper.
- In the examination room students must not have access to items other than those stated in the instructions on the question paper.
- Potential technological/web enabled sources of information have been removed such as:
 - iPods;
 - mobile phones;
 - MP3/4 players;
 - Smart watches;
 - Wrist watches which have a data storage device;
- Pencil cases taken into the examination room must be see-through.
- Students may only use a calculator for an examination where it is stated on the examination paper. In all cases UCB will provide suitable calculators for such examinations. Students may not use their own calculator for UCB HE examinations.
- No students may use English only dictionaries. Manual translation dictionaries are permitted for overseas students (e.g. Chinese to English). Electronic dictionaries are not permitted. An invigilator will inspect any manual dictionary during the course of an examination.

- Any unauthorised items that have been taken into the examination room must be placed out of reach of the students before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Possession, by a student of any unauthorised material during the examination may be deemed as malpractice.

Admission of Students

On entering the examination room students must sit in the area indicated on the seating plan or allocated by the invigilators.

Students should be reminded that they are under exam conditions as soon as they enter the exam room.

Students should bring with them their student ID card to each exam as well as necessary writing implements and any other required materials.

Students must leave all bags, coats and personal belonging at the front or back of the room, as indicated by the invigilator(s).

Students must place their mobile phones (turned off) and watches into their bag.

Students should be asked to turn out their pockets if they wish to leave their coat on.

Students should be asked to remove any hats that are not worn for religious reasons.

Starting the examination

An examination is treated as in progress from the time the students enter the room until all the scripts have been collected.

Before the students are allowed to start the examination, the invigilator must always:

- Make sure that students are seated according to the seating plan
- Tell the students that they must now follow the regulations of the examination;
- Ask students to check that they have been given the correct question paper
- Tell the students to read the instructions on the front of the question paper
- Check that students have all the materials they need for the examination
- Instruct students about emergency procedures.
- Advise students that the lecturer is available to answer questions on the paper during the reading time only.

Invigilators must also give students the following information before the examination.

You must:

- Make sure that your mobile phone is switched off and put in your bag along with your watch.
- Write clearly in blue or black ink
- Complete and sign the attendance slip on your desk
- Write your name, surname and student ID number on your answer booklets and on any additional sheets used;
- Write your desk number of the exam answer booklet/sheet and question paper
- Do all work, including rough work, on examination stationery unless otherwise stated;
- Do any rough work for multiple-choice papers on the question paper.
- Neatly cross through any rough work;
- You must remain in your seat; if you wish to gain the attention of an invigilator, you must raise your hand;

You must not use:

- Correcting pens, fluid or tape;
- Erasable pens

For examinations of 2 hours or more the Invigilator must announce to students that:

- you may only leave the room with the permission of an invigilator; you will not be permitted to leave the room during the first hour; or the last 15 minutes, of the examination;

For examinations of 1 and half hours the invigilator must announce to students that:

- You may only leave the room with the permission of an invigilator; you will not be permitted to the leave the room during the first 45 minutes, or the last 15 minutes, of the examination.

For examinations of 1 hour students are not permitted to leave until the end of the examination.

The invigilator must:

- Ensure their own mobile phone is switched off or to silent.
- Announce clearly to the students when reading time starts and when they may begin to write their answers
- Specify the time allowed for the paper(s);
- Remind students that they are not allowed to communicate in any way with, ask for help from or give help to another student while they are in the exam room.
- Only answer questions from the students about the rubric on the front of the question paper.

Reading Time

When all students have an exam paper, the examination is commenced. Where an examination includes ten minutes reading time (as stated on the question paper). This should be announced to students.

The invigilator must remind students that during the reading time they are not allowed to write in the answer booklet. Students can write as much as they want on the exam question paper itself.

If students start writing in the answer booklet during the reading time, the booklet is to be taken away and a new one issued.

Exam paper queries

An Examination Officer and lecturer for the module being examined will normally be available at the start of all examination sessions to deal with any queries that may arise at the start of an examination.

The module lecturer is available to clarify any problems identified with the paper during the ten minute reading time only. Any possible mistakes or errors in the question paper must be reported immediately to the examinations officer.

The module lecturer or the invigilator **must not**:

- Direct students to particular questions or particular sections of the question paper
- Comment on the content of the question paper
- Read a word or words printed on the question paper to a student, other than the instructions on the front cover;
- Re-phrase a question for a student
- Explain any subject-specific or technical terms to the student
- Offer any advice or comment on the work of the student;
- Give any indication of the time elapsed or remaining where a paper consists of distinct sections.

Undertaking any of the above constitutes malpractice.

A checklist for invigilators must be completed for each examination.

Attendance Slips should be collected during the reading time and invigilators are required to undertake the following checks:

- That the name and course details are completed by students
- That they relate to the ID card on the desk
- That if any doubts or queries arise, check with the lead invigilator
- That the number of attendance slips should match with the number of students sitting the exam and answer booklet collected at the end of the exam.
- Invigilators to count the number of attendance slips and complete examination front sheet

During the examination

Supervising Students

Invigilators must supervise the students throughout the whole time the examination is in progress and give complete attention to this duty at all times.

Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or students who may be feeling unwell. Any irregularities must be recorded via an Examination Incident report form (Appendix A).

Invigilators are required to move around the assessment area quietly at frequent intervals.

Students who arrive late

A student who arrives within the first 30 minutes of an exam will be allowed to enter the examination room and sit the examination but will not be allowed any extra time.

If a student arrives after the first 30 minutes of an exam they will not be allowed to enter the examination room and must be sent to the Examination Unit where in consultation with the Year Manager it will be decided if the student is allowed to take the exam based on their extenuating circumstances.

If a student is not allowed to take their exam due to late arrival at an examination venue they will be advised to complete an extenuating circumstances form explaining the reasons for their lateness.

The invigilator must record any late arrivals on the late form (Appendix D).

Leaving the examination room

A student's departure from the exam room is not permitted during the first hour or the last 15 minutes of the allocated time for examinations of 2 or more hours in length. For a 90 minute exam student may only leave the exam room after the first 45 minutes and cannot leave in the last 15 minutes. Where an examination is one hour or less in duration, students are not permitted to leave the exam room until the end of the examination.

Where temporary leave from the room is required, a student must be accompanied by an invigilator and a note made on the comfort break form stating what time the student left and returned.

Students who wish to leave the exam room permanently before the end of the exam are required to raise their hand to ask permission. The invigilator must also note on the top of the script book the time the student left. If more than one script book has been completed, these should be fastened together with a treasury tag.

Students must leave all question sheets and answer books provided during an exam on their desk.

Problems arising during an Examination

It is important that invigilators report any problems or irregularities in the examination procedure on an Examination Incident report form (Appendix A).

Malpractice

If a student is suspected of malpractice, the invigilator must warn the student that he/she will be reported to the Examinations Unit and that disciplinary measures may follow, then inform the student that he/she may continue with the examination.

Penalties for cheating and academic misconduct can be found in the General Student regulations.

Wherever possible, the invigilator should remove and keep any unauthorised material that a student may have in the examination. If necessary, the invigilator should summon assistance.

The invigilator must record what has happened using an Examination Incident report form (Appendix A).

Students shall not communicate with anyone other than invigilators once they have entered the exam room. Any student who causes a disturbance may be required to leave the room. This must be reported to the Examinations Unit immediately and Examination Incident report form completed.

Illness during an Examination

If a student is feeling ill during an examination then he/she should be taken out of the examination room/hall and a first aider requested. If the student takes a few minutes out and then feels better they may continue but with no extra time. If the student is unable to continue with the exam they must complete an extenuating circumstances form available from Registry (629 SR) or the UCB Portal.

If a student or member of the University staff or the invigilation team falls ill at an examination venue and requires emergency medical assistance which affects the running of the examination and requires the examination to be stopped, the examination will be stopped and the Examinations Manager in partnership with the Dean of School will determine whether the examination be rescheduled for another time. If an examination is rescheduled students will be informed of the new date and time through UCB Online.

Emergencies

The invigilator must take the following action in an emergency such as a fire or bomb alert.

- Stop the students from writing and remind students of the location of the assembly point. (Details of evacuation notices for all UCB examination venues can be found in Appendix F.)
- Students should be instructed to evacuate the room and to congregate at the assembly point.
- Students should leave the room in silence.
- Advise students to leave all question papers and scripts and personal belongings in the examination room
- Make sure that students are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the exam.
- Contact the Examinations Unit once evacuation is complete.
- Make a note of the time of interruption and how long it lasted.
- If the period of evacuation is not prolonged, and if the Safety or Fire Officer confirms that normal use of the building may be resumed, the examination may be re-started at the discretion of the Examinations Manager. In which case, invigilators must allow students the full working time set for the examination.
- If there are only a few students, consider the possibility of relocating to complete the examination with approval from the Examinations Unit.
- Make a full report of the incident to the Examinations Unit.

At the end of the Examination

Finishing the Examination

An invigilator must let students know when there is 20 minutes exam time remaining and remind students that they are not permitted to leave the examination room/hall in the last 15 minutes.

A final announcement that students have 5 minutes remaining is then made

At the end of the examination invigilators must:

- Tell students to stop working and remind them that they are still under examination conditions.

Instruct students to:

- Make sure they have out all necessary information on their scripts and any additional answer sheets (Student name, student ID number)
- Make sure their answers are correctly numbered
- Make sure that additional answer sheets are secured to the answer booklet with a treasury tag.
- Make sure that students with extra time carry on for the necessary additional time. Invigilators must be aware in advance of the examination which students have been granted extra time to complete.

Collecting Scripts

Invigilators must:

Collect all scripts and answer sheets before students are allowed to leave the examination room.

Check that there is a script for every attendance slip and that the names match. Complete the number of scripts and attendance slips on the cover sheet. The invigilator(s) should then sign and date the bottom of the examination instruction sheet. Please note that only invigilators who have actually counted the papers should sign.

Once all papers are collected and counted to the satisfaction of the invigilators you may instruct the students to leave.

Give the scripts to the invigilator preparing the dispatch box for the Examinations Unit.

Ensure that scripts are kept secure at all times until they are returned to the Examinations Unit.

Student Code of Conduct for Examinations

The Student Code of Conduct for Examinations will be displayed to students in advance of the sitting of their first examination.

Students following Block-mode programmes are subject to the same rules and regulations as their full-time, UK-based counterparts.

Conflict of Interest

Academic and support staff of the University should inform the Examinations Unit of any members of UCB staff who are either sitting examinations and assessments or teaching a subject where a potential conflict of interest exists for examinations and assessments. The Examinations Manager should also be informed where a potential conflict of interest exists with any member of the Examinations Unit staff with regard to examinations and assessment.

If a student is entered for an examination and has a relative or friend (or any person with a potential conflict of interest) employed at UCB, the Examinations Unit must ensure that during the examination period the student's relative or friend (or any person with a potential conflict of interest) does not have unaccompanied access to examination materials e.g. question papers and pre-release materials, either before the examination or after the examination, e.g. answer scripts. If the relative or friend (or any person with a potential conflict of interest) in question works in the Examinations Unit, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the student's examinations.

Breach of Security

This entails breaking the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of students, scripts or their electronic equivalents.

Breaches of security involve:

Moving the time or date of an examination without giving adequate notice to students or allowing a different group of students or individual student to take the exam at different time without adequate affidavit measures taken into consideration.

Permitting, facilitating or obtaining for a student unauthorised access to examination material prior to an examination.

Failing to retain and secure examination papers after an examination, in cases where the life of the paper may extend beyond that particular session.

Maladministration

This consists of malpractice in the conduct of the examinations or assessments and/or the processing of examination papers, student scripts, mark sheets, cumulative assessment records, certificate claim forms, etc. For example:

Failing to display adequate and informative examination timetables on student's examination notice boards and UCB Online and in sufficient time before the examination period.

Failing to post notices relating to the examination or assessment on all rooms where examinations and assessments are to be held;

Failing to issue to students the appropriate notices and warnings;

Not ensuring that the examination venue conforms to requirements;

Failure to ensure the safeguard and security of examination scripts once completed after an examination.

Permitting student's access to examination scripts once completed after an examination.

Failing to report an instance of suspected malpractice in examinations or assessments to the appropriate person within the University as soon as possible after such an instance occurs or is discovered;

Failing to conduct a thorough investigation into suspected examination or assessment malpractice.

Production of unauthorized and unofficial timetables by a member of staff

Any member of staff found to be in breach of the any of the above conditions will be subject to University Disciplinary procedures.'

Invigilation guidelines for students with differing needs

The Examinations Unit will ensure that invigilators, practical assistants, readers and scribes fully understand the respective role and what is and is not permissible in the examination room.

A Roving invigilator will be provided at the discretion of the Examinations Manager when there are a large number of examinations taking place at the same time.

Practical Assistant

Students using a practical assistant may need to be accommodated in another room. Where the student and practical assistant are accommodated in another room, on a one to one basis, the invigilator may additionally act as the practical assistant.

The practical assistant must be made aware, prior to the examination, of the particular task (s) he/she will be performing.

Reader/Computer Reader

The Examinations Unit will be responsible for ensuring that the student and reader cannot be overheard by, or distract other students. This will also apply if the student uses a computer reader.

Where the student and reader are accommodated in another room, on a one to one basis, the invigilator may additionally act as the reader.

Where students require only occasional words or phrases to be read, three or four students may share one reader. The student will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room a separate invigilator will be required.

Guidelines for acting as a reader can be found in Appendix G.

Scribe/Speech recognition technology

The Examinations Unit will be responsible for ensuring that the student and scribe cannot be overheard by, or distract other students. This will also apply if the student uses speech recognition technology.

Normally, the student and scribe will be accommodated in another room. Where the student and reader are accommodated in another room, on a one to one basis, the invigilator may additionally act as the scribe.

Guidelines for acting as a scribe can be found in Appendix H.

Sign Language Interpreter

Students requiring the use of a sign language interpreter may need to be accommodated in another room, in which case a separate invigilator will be required.

Word Processors

The Examinations Unit will provide a word processor (eg.laptop or computer) with the spelling and grammar check/predictive text disabled to a student where it is their normal way of working and is appropriate to their needs.

A word processor:

- Must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- Must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a student. Where required, the centre must provide a memory stick to the student, which is cleared of any previously stored data;
- Must be in good working order at the time of the examination;
- Must be accommodated in such a way that other students are not disturbed and cannot read the screen. Where a student using a word processor is accommodated in another room, a separate invigilator will be required;
- Must either be connected to a printer so that the script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The student must be present to verify that the work printed is his or her own and must initial each page to confirm this. Word processed scripts must be attached to the answer booklet.
- Must not be connected to the internet or have an active wireless or Bluetooth connection or any other means of communication;
- Must not be used on the student's behalf by a third party unless the student has permission to use a scribe.

Students using a computer must save their document to the desktop at the start of the exam and throughout. At the end of the exam the document should be copied to a USB stick (provided by Exams) and then print their final document and sign the document to verify the work as true and accurate.

As a precaution, the computer should be left on and the document open, until the work has been printed and signed.

Appendices

Appendix A - Examination Incident Report Form

Appendix B - Checklist for invigilators

Appendix C - Student Code of Conduct for Examinations

Appendix D - Late Arrival Form

Appendix E - Comfort Break Form

Appendix F - Evacuation Notices

Appendix G - Guidelines for acting as a reader

Appendix H - Guidelines for acting as a scribe

Appendix A

Examination Incident Report

**UNIVERSITY COLLEGE BIRMINGHAM
EXAMINATION INCIDENT REPORT**

An invigilator must contact the Examinations Office immediately on 0121 604 1000 EXT 2324/2299 if a student arrives for an examination and

- is not absolutely sure what paper they should be sitting or,
- the appropriate paper is not to hand or
- the course or module does not tally with the timetable.

The student should be asked to take a seat to one side during this period.

No action should be taken without speaking to an Examinations Officer first. The appropriate examinations officer will then give appropriate instructions. If the Examinations Office is contacted and the query is resolved then this incident report need not be completed.

Any incidents during the examination period i.e., student leaving examination due to sickness, student leaving examination without permission, cases of suspected cheating, or any incident which you feel needs to be noted, the incident report below should be completed.

STUDENT NAME:

.....

PROGRAMME OF STUDY:YEAR:GROUP:.....

EXAM VENUE:.....DATE:.....TIME:.....

INCIDENT:

.....
.....
.....
.....
.....
.....

ACTION TAKEN:

.....
.....
.....
.....

(Please attach any appropriate paperwork etc ., to this form)

INVIGILATOR

NAME:.....DATE:.....

SIGNATURE:..... .TIME:.....

Appendix B

Invigilator Check List for UCB Examinations

INVIGILATOR EXAMINATION CHECK LIST

Date of Examination:	Venue:
Scheduled Start Time:	Actual Start time:
Before the Examination:	
Check that all information in the Exam packs corresponds with the timetable (student numbers etc.)	
Check whether additional materials eg. Graph paper, calculators required.	
Once Students are seated:	
Students instructed to switch off mobile phones	
Students reminded that all personal belongings eg. coats, pencil cases, phones, watches, bags etc, must be left at front or side of the venue.	
Students asked to remove all inappropriate study material	
Students are asked to place their ID cards on the top right hand side of the table (students may still sit the exam if they do not have ID with them, you may ask to see another form of ID)	
Students reminded that there is no communication allowed (they should be told that if they need to speak to an invigilator they should raise their hand)	
Students instructed to complete attendance slip	
Students instructed to write desk number on top left hand side of their paper.	
Fire Evacuation procedures explained to students	
Students instructed that they cannot leave the venue in the first hour or in the last 15 minutes.	
Students instructed that on completion of their paper they must remain seated until instructed to leave by an invigilator.	
Students informed that the lecturer is available to answer questions on the paper during the reading time only.	
Students informed of their start and finish times	
START EXAM	
During reading time Invigilators to check all students ID's as they collect attendance slips.	
Invigilators to count the number of attendance slips and complete examination front sheet	
Students to be given a warning 20 minutes before the end of the exam (reminder cannot leave in the last 15 minutes of the exam)	
Students to be given a warning 5 minutes before the end of the exam.	
Students to be asked to stop writing as the exam has finished.	
Students to be reminded that they must remain seated (until they are instructed that they may leave by an invigilator)	
Answer papers collected by invigilators (as collected check that personal details ie name, course, desk no. etc. completed)	
Once all papers are collected and counted to the satisfaction of the invigilators you may instruct the students to leave.	
Examination front sheets to be completed and checked by appropriate invigilators.	

Completed by:..... Signature:

Appendix C

Student Code of Conduct for Examinations

University College Birmingham Student Code of Conduct for Examinations

- Students must be in possession of their UCB identity card at every examination that they attend. Students must place their card on their examination desk for reference by the invigilator. Students are required to complete an Attendance Slip before the start of the examination.
- Students must bring their own pens, pencils, ink, ruler and eraser but no pencil cases. Possession, by a student of any unauthorised material during the examination may be deemed to be evidence of an attempt by the student to complete the examination by unfair means.
- Students are only permitted to use a calculator if stated on the Examination paper. If a calculator is required for an examination, one will be issued by UCB at the examination venue. No other calculator, other than the one issued by UCB may be used during examinations, unless written permission has been given in advance by the Examinations Manager.
- DURING AN EXAMINATION, YOU ARE NOT ALLOWED TO USE A MOBILE PHONE OR ANY OTHER DEVICE AS A CALCULATOR.
- No students may use English only dictionaries. Manual translation dictionaries are permitted for overseas students (e.g. Chinese to English). Electronic dictionaries are not permitted. An invigilator may inspect any manual dictionary during the course of an examination.
- No student may bring canned drinks into the venue only bottled drinks (*labels removed*) will be allowed.
- Students are required to use only approved examination booklets and stationery. Rough work must be completed at the back of the booklet and handed in with the completed script. A student must not tear any pages out of an examination booklet or question paper unless it is clearly stated on the question paper. Mistakes should be clearly crossed out. If a student uses more than one answer booklet, 'tags' must be used. Tags will be provided, where necessary, by an invigilator. A student must 'tag' booklets together where he/she has used more than one booklet and must write Book 1 of 2 on the first, Book 2 of 2 on the second, etc.
- A student can enter the exam room in the first 30 minutes of the start of an examination.
- A student is not normally allowed to leave the exam room in the first hour of the start or in the last 15 minutes of the end of the examination.
- If at any time after the first hour, but before the last 15 minutes of the examination, a student wishes to hand in his/her script, the student should attract the attention of the invigilator and remain seated until the script has been collected.
- Any student who leaves the examination room without the express permission of the invigilator shall be deemed to have withdrawn from the examination and shall not be readmitted to the examination room.
- If a student wishes to communicate with an invigilator, he/she should raise his/her hand and wait until the invigilator is able to attend him/her.
- A student wishing to leave the examination room temporarily must first attract the attention of an invigilator who will arrange for the student to be escorted.
- No student shall communicate with another student in the examination room or attempt to complete his/her script by unfair means.
- No student shall continue writing after the invigilator has announced the end of the time allowed for the examination.
- At the end of the examination students must remain seated until an invigilator has collected all the scripts.

Appendix D – Late Arrival Form

Late Arrival Form

DATE:

EXAM:

I can confirm the following candidates, were informed of the regulations before starting the exam.

INVIGILATOR NAME:
(Please print)

SIGNATURE:

Candidate Name (Please Print)	Student Number	Reason for Late Arrival	Seat Number <small>(To be allocated by the invigilator)</small>	Late Arrivals Start Time	Time Exam was Paused	Re-start Time <small>(When candidates continued after main cohort left)</small>	Final Finish Time

Appendix E
Comfort Break Form

Comfort Break Form

DATE:

EXAM:
(Please circle)

To the best of my knowledge, I can confirm the following candidates, when escorted, were kept under exam conditions.

INVIGILATOR NAME: SIGNATURE:
(Please print)

INVIGILATOR NAME: SIGNATURE:
(Please print)

CANDIDATE NAME	CANDIDATE NUMBER	SEAT NUMBER	TIME OUT	TIME IN

CANDIDATE NAME	CANDIDATE NUMBER	SEAT NUMBER	TIME OUT	TIME IN

Appendix F
Evacuation Notices

Fire or Emergency

The normal form of alarm is the continuous ringing of the fire alarm bells or sirens.

If a Fire Alarm occurs during an examination:

i) **STOP EXAMINATION**

The Senior Invigilator should stop the examination. Inform students of the location of the assembly point.

ii) **EVACUATE**

Students should be instructed to evacuate the room and to congregate at the assembly point. Scripts and other examination materials should be left in the examination venue in case it is possible to re-start the examination.

iii) **RESUMPTION OF EXAMINATION**

If the period of evacuation is not prolonged, and if the Safety or Fire Officer confirms that normal use of the building may be resumed, the examination may be re-started at the discretion of the Senior Invigilator. Please telephone the Examinations Office (ext 0121 232 4124) to inform it of events and submit a brief written report (for transmission to the Internal Examiner) when returning the scripts at the end of the examination.

Please see procedures attached for the following venues:

Sports Hall
UCB
Birmingham & Midland Institute

University College Birmingham

In the event of a fire

Every classroom has a notice informing you of what to do in the event of a fire. You must leave the building as quietly and calmly as possible as soon as the fire alarm rings

You should proceed quickly to the meeting point for your programme, shown below and wait until a register has been taken and you are authorised to re-enter the University.

Assembly Points

Summer Row Site:

All higher education programmes: opposite the Post Office Tower in Newhall Street

Richmond House Site:

Care section: Great Charles Street

Hair, Beauty and Fitness section: rear courtyard

Tourism, Leisure and other occupants: Lionel Street

If you discover a fire:

- Sound the nearest fire alarm.
- If it is not possible to sound the alarm, report the fire to a member of staff.
- Do not attempt to extinguish the fire.
- If it is safe to do so, as you leave, turn off gas and electrical appliances and close all doors and windows.
- Leave the building by the nearest route (fire escape routes are signed).
- Go to your designated assembly point (see above).
- Do NOT stop to collect personal belongings.
- Do NOT re-enter the building until official authorisation to do so has been given.
- Do NOT use the lifts.
- 'Muster points' for students requiring assistance to evacuate the building are opposite the lift on each landing.

University College Birmingham

SAFETY AND INFORMATION NOTE

Sports Hall

Fire

- If you discover a fire, sound the nearest fire alarm.
- Fire alarms are located throughout the building.
- The fire alarm is a long unbroken ring.
- Leave the Sports Hall in an orderly manner by the marked fire exits.
- Do not stop to collect personal belongings, including Exam and associated papers.
- Do not use the lift.
- **The assembly point is the Phase III car park area (tarmac) located at the rear of the Sports Hall.**

December 2004

Birmingham and Midland Institute

Safety Notices

FIRE

- If you discover a fire, sound the nearest fire alarm
- Fire alarms are located throughout the building
- The fire alarm is a long unbroken ring
- Leave the room in an orderly manner by the marked fire exits
- Do not stop to collect personal belongings
- Do not use the lift

The assembly point is the corner of Eden Place and Edmund Street.

Any disabled person will need to be accompanied by enough helpers, provided by the organiser of the event, to ensure that they can be guided, carried or wheeled to safety in the event of an emergency.

Appendix G - Guidelines for acting as a reader

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. This may involve reading the whole paper to the candidate or the candidate may request only some words to be read.

A reader is not a practical assistant, a prompter, a scribe or a Sign Language Interpreter. The same person may act as a practical assistant, a prompter, a reader, a scribe and/or a Sign Language Interpreter as long as permission has been given for these arrangements.

The rules – the use of a reader

- **may** enable a visually impaired candidate to identify diagrams, graphs and tables but **must not** give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates;
- **may** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words);
- **may** read back, when requested, what the candidate has written;
- **may**, if requested, give the spelling of a word which appears on the paper but otherwise spellings **must not** be given;
- **must** read accurately;
- **must** only **read** the instructions of the question paper(s) and questions, and **must not** explain or clarify;
- **must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- **must not decode any symbols and unit abbreviations**, e.g. 22 should not be read as two squared, but the function simply pointed to by the reader. Part of the assessment is recognising what the superscript 2 means. Similarly, if the symbol > is printed, it should not be read as 'greater than' but simply pointed to by the reader.

Appendix H - Guidelines for acting as a scribe

A scribe is a responsible adult who, in controlled assessment, coursework and/or in an examination but not in orals, writes down or word processes a candidate's dictated answers to the questions.

The rules – the use of a scribe

- **must write or type** accurately, and at a reasonable speed, what the candidate has said, (except in an examination requiring word processing where a scribe will not be permitted);
- **must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded.