EXAM INVIGILATOR HANDBOOK
# Exams - General Information

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Exam Hall Regulations

The following is a copy of a notice which is displayed in the University of Edinburgh examination halls for the information of students and staff.

The University of Edinburgh Exam Hall Regulations

1. An examination attendance sheet is laid on the desk for each student to complete upon arrival. These are collected by an invigilator after thirty minutes have elapsed from the start of the examination. Students are not allowed to enter the examination hall more than thirty minutes after the start of the examination.

2. Students arriving after the start of the examination are required to complete a “Late arrival form” which requires him/her to sign a statement that they understand that they are not entitled to any additional time. Students are not allowed to leave the examination hall less than thirty minutes after the commencement of the examination or within the last fifteen minutes of the examination.

3. Personal belongings e.g. coats, jackets, electronic equipment, bags, books, papers, briefcases and cases must be left at the front/back or sides of the examination room. It is a breach of the Code of Student Conduct for a student to have in his/her possession in the examination any material relevant to the work being examined unless this has been authorised by the examiners.

4. Students must take their seats within the block of desks allocated to them and must not communicate with other students either by word or sign, nor let their papers be seen by any other student.

5. Students are prohibited from deliberately doing anything that might distract other students. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any student who causes a disturbance in an examination room may be required to leave the room, and may be reported by the invigilator.

6. All coats and jackets must be left at the front/back or sides of the examination room. No coats or jackets are permitted on the back of your chair.

7. An announcement will be made to students that they may start the examination. Students must stop writing immediately when the end of the examination is announced.

8. Answers should be written in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out. Script books must be left in the examination hall.

9. During an examination, students will be permitted to use only such dictionaries, other reference books, computers, calculators and other electronic technology as have been issued or specifically authorised by the examiners. Such authorisation must be confirmed by Student Administration or by your school.

10. The use of mobile devices/personal electronic equipment is not permitted.
Mobile devices must be switched off during an examination. These should be placed in your bag and should not be on your person. Mobile devices are those which store/display data or connect to the internet, such as a mobile telephone, smart watches, smart glasses or any other communications equipment.

11. It is a breach of the Code of Student Conduct for any student knowingly
• to make use of unfair means in any University examination
• to assist a student to make use of such unfair means
• to do anything prejudicial to the good conduct of the examination, or
• to impersonate another student or allow another student to impersonate him/her

12. Students will be required to display their University card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the student will be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.

13. Smoking and eating are not allowed inside the examination hall.

14. If an invigilator suspects a student of cheating, she/he shall impound any prohibited material and shall inform the examinations department in Student Administration as soon as possible. A report will also be sent to your school.

15. Cheating is an extremely serious offence, and any student found by the University to have cheated or attempted to cheat in an examination may be deemed to have failed that examination or the entire diet of examinations, or be subject to such penalty as the University considers appropriate.

Related links
University of Edinburgh Assessment Regulations:
http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/regulations/assessment

Student Administration
September 2015
Invigilators should ensure that the Examination Regulations on the previous page are enforced. It is hoped that the points listed below will assist invigilators with the smooth running of the examination.

It is important that a good atmosphere for sitting the examination be established and maintained. In particular, invigilators should ensure that their procedures are carried out with as little disturbance to students as possible.

NEW (2015) – Sitting exams can be stressful for students. Students may appear nervous, tired or irritable. It is important that Invigilators remain professional, patient, and supportive at all times. A calming presence may help to alleviate student’s anxieties.

During December examinations, there will be a large number of students who are sitting exams at the University for the first time. These students will require additional support prior to the commencement of the exam, e.g. completing paperwork.

NEW (2015) – Only one invigilator should complete the paperwork, while the other(s) observe and patrols the room. We recommend that invigilators rotate their positions around the venue.

**IMPORTANT** Invigilators are now requested to patrol the exam rooms, this is particularly important within the larger venues. Invigilators should ensure that they patrol into the middle of the room.

Examinations will occasionally take place using computers rather than script books, invigilators will be given full details in advance in such exams.

Invigilators are required, to wear their staff card. These must be worn at all times and shown to any member of the University staff or student upon request.

While it is hoped that this introduction and the more detailed notes which follow will give helpful guidance to invigilators, it is recognised that it is impossible to legislate for every eventuality. Invigilators should use their discretion and common sense in any difficult circumstances and are asked to report any issues to the Examination Office by phone as they occur. In all cases a Problem Report Form should be completed.

If invigilators are unable to report for duty for any reason or will be late arriving at the exam hall, they must telephone one of the Exam contact numbers as soon as possible.
Prior to Examinations

1.1 *Group co-ordination invigilators, must arrive at the examination hall, 45 minutes prior to the start of the examination, in order receive the examination papers from the schools. All other invigilators must arrive at the examination hall 30 minutes before the start of the exam.

During the August resits, a nominated invigilator will be required to collect the question papers and return them the exams office.

A member of staff from the school will be available by internal telephone for at least the first thirty minutes of the examination to answer questions about the content or format of the paper. A note of that member of staff’s name and telephone number will be given to the invigilators along with the question papers. The member of staff will also inform the invigilators of any student(s) who are allowed to use foreign language dictionaries. If calculators are allowed, the member of staff will either supply them or give the invigilators a note of which models are allowed. **PLEASE SEE SECTION ON CALCULATORS.**

Question papers must be laid on the desk, face upwards, so that where more than one examination is being taken in the hall, students will know, without touching the papers, that they are at the correct desks.

*The Group Co-ordinator should discuss with all Invigilators the duties each should perform e.g. which examinations they will be responsible for, invigilating positions, toilet breaks and organise who is going to read out the announcement at the start and finish of the examinations.

1.2 Script books, Exam Attendance Forms and graph paper, together with pencils and erasers for multiple choice question papers, will be laid out by servitorial staff. If there is an amendment please contact:

1. Alison Ramsay, Examinations Office 0131 650 6324 (Ext. 506324)
2. James Slattery, Examinations Office 0131 650 9263 (Ext. 509263)
3. Adam Macdonald, Examination Office 0131 650 9169 (Ext. 509169)

1.3 Clocks in the examination hall should be checked for correct timing and synchronisation and, if necessary, the servitor should be asked to adjust the clocks to the correct time. **If clocks are not synchronised, students must be informed which is chosen as the master clock.**

1.4 The invigilators’ table should contain the following:

- Invigilation Certificate
- Internal return envelope
- Exam Identity Forms (blue),
- Exam Attendance Forms (yellow),
- Late Arrival Forms
• Problem Report forms
• Continuation sheets
• Treasury tags
• Spare script books
• Venue Folder
• Seating plans (if applicable)

NEW (2015) - Please ensure the invigilators’ table is left tidy after each session.

1.5 The following four notices should be displayed outside the examination room:

• Examination Regulations
• Anonymously Marked Examinations
• Silence - Examination in progress
• The University cannot accept responsibility for items left unattended. Leave your coats and bags at the back of the examination hall.

1.6 Delivery of Examination Paper

NEW (2015) - Schools are informed that an invigilator will be in the venue from 0845 and 1345. Papers should be delivered from this time onwards. Please be patient, as some schools have to deliver to a number of venues.

If you have not received papers by 0905 or 1405 please contact the Examinations Office. We will contact the department. If papers do turn up after calling us, please let us know.

Entry to Examination Hall and Commencement of Examinations

2.1 Students should be admitted to the hall so that all can be seated before the scheduled start of the examination.

NEW (2015) – All coats and jackets must be left at the front/back or sides of the examination room. No coats or jackets are permitted on the back of your chair.

2.2 Invigilators MUST read out the specific building evacuation procedures which will be found in their handbook or within the red folder on the invigilators’ desk and make the opening announcement as soon as the majority of students have taken their seats.

2.3 All examinations should start and finish on time. If for any reason the examination is late in starting then the same amount of time must be added to the finishing time. For example if the start is 5 minutes late, then 5 minutes must be added to the end and the students must be informed of this at the start of the examination. On the certificate of invigilation please enter the new start and end time.

2.4 Invigilators are reminded of Examination Regulations 1 and 2. However, provided no-one has left the hall, and having checked CLARIFICATION (2015) - with the Examination Office that no special arrangement students have left, a student who is over 30 minutes late but with an excuse which is judged to be valid should be admitted immediately. Latecomers cannot be offered extra time and they
**must be informed of this.** Invigilators are not allowed to alter the time set for an examination for individual students. If a student arrives more than 15 minutes late, he/she must complete a Late Arrival Form.

2.5 The Examination Attendance Forms are collected by the invigilators immediately after the first half-hour of the examination, i.e. the period after which no student is permitted to enter the hall and during which no student is permitted to leave.

Thirty minutes after the start of the exam, the number of students taking the examination should be counted and the Exam Attendance Forms collected and counted. When agreement has been reached between the invigilators, section 4 of the invigilation certificate should be completed.

**During the Examination**

3.1 Invigilators must give proper attention to the conduct of the students within the room. The carrying out of any other activities by the Invigilators e.g. reading or conversation (other than that which is required to operate the examination) is not permitted during the examination.

**IMPORTANT** Invigilators are now requested to patrol the exam rooms, this is particularly important within the larger venues. Invigilators should ensure that they patrol into the middle of the room.

Invigilators are not allowed to answer students’ enquiries relating to interpretation of the actual content of the question paper, NEW (2015) - this includes the definition of any words of phrases. Care must be taken that any action by an Invigilator during an examination cannot be construed as being preferential or unfair.

3.2 Students are allowed to leave the hall during an examination only under the following circumstances:

(a) After 30 minutes have elapsed from the start of the examination. The invigilator who is posted at the exit from the hall should ensure that students who leave early do not remove their script books from the hall. NEW (2015) – Students who leave early must hand all papers to an invigilator before being allowed to depart. Only after the invigilator has checked that all papers are correct, is the student allowed to leave.

(b) When a student requests and is granted permission to leave the examination room temporarily. In this case, she/he should be escorted as far as is reasonable throughout the period of absence. In the case of students wishing to visit the toilet they must be accompanied as far as the toilet location.

Smoking is not allowed in the examination rooms and students should not be allowed out of the room during an examination so that they can smoke. An examination room MUST never be left unattended in order to escort a student.

NEW - (2015) – Under no circumstance should an examination room be left unattended, an invigilator should be present throughout the duration of the exam
3.3  (a) At the beginning of the examination, a check, so far as practicable, should be made that each student is displaying a current University Card. Any student not displaying a University Card should be given an Examination Identity form for completion. This is to be left on the desk to be collected along with script books at the end of the exam.

(b) Random checks should be made on a 5% sample that the student’s examination number on the University Card corresponds to the number written on the answer book and on the Attendance Form and that the photograph on the University Card is that of the student. NEW (2015) - this should be done while you are collecting the attendance form.

3.4 If additional paper is required by a student who has completed his/her script book, this should be taken, with a treasury tag, to the student's desk. (Rough work should be written in the script book and subsequently crossed out by the student.)

NEW (2015) - CLARIFICATION – Student should only receive additional paper, no additional script books are allowed.

3.5 During the examination, invigilators should complete the relevant sections of the Invigilation Certificate(s). (one certificate must be completed for each examination).

3.6 During the exam invigilators must not leave the examination room for any purpose, other than to escort a student or in an emergency.

NEW - (2015) – Under no circumstance should an examination room be left unattended, an invigilator should be present throughout the duration of the exam.

3.7 If any corrections are made to the examination question paper by the department, invigilators must contact:

1. Alison Ramsay, Examinations Office 0131 650 6324 (Ext. 506324)
2. James Slattery, Examinations Office 0131 650 9263 (Ext. 509263)
3. Adam Macdonald, Examination Office 0131 650 9169 (Ext. 509169)

Please provide the details as soon as possible. The Examinations Office will communicate the corrections to any special arrangement exam in a different location.

**Suspected Cheating**

4.0 If an invigilator suspects that a student is guilty of cheating or has in their possession any reference material other than that authorised they should, if possible, obtain confirmation from another invigilator. The invigilator should take possession of the offending material and a written account of the circumstances should be submitted immediately after the examination on the Problem Report Form.

NEW (2015) - If possible a photograph of the confiscated material should be taken. A full report by all invigilators must be submitted to the
Examination Office as soon as possible, either on a problem report form or by e-mail.

4.1 A report of any incidents or irregularities during the examination should be made on the Problem Report Form.

Conclusion of the Examination

5.0 Invigilators should announce when there are 15 minutes remaining and remind students that they may not now leave the exam until the end, except in the case of an emergency.

5.1 The end of the examination should be announced to the students along with an instruction to stop writing (see Examination Hall Regulation 7). An announcement should be made to students that they must not take their script books away with them, and that students who inadvertently or otherwise remove their scripts from the examination hall at the conclusion of the examination and submit them at a later time will normally be treated as not having submitted a script.

NEW (2015) - CLARIFICATION – Student should remain seated until all exam counts have been completed

5.2 Where a student has been given an Examination Identity Form, please ensure that the form is collected at the finish of the exam and attached to the student’s script book.

5.3 Where there is more than one script book per student, a check should be made that the required number has been left on the desk. If so, the other script book(s) should be placed inside the front cover of one of the script books. This will make subsequent counting and checking easier. If the required number has not been left, note the details in section B of the Invigilation Certificate and keep separate from the sets of correct number of script books during the process of counting and checking.

   Left on the desk of student no. ............
   ‘Your name’, (Invigilator)

   and place it inside the front cover of one of the completed script books.

5.4 Invigilators should collect their allocated examination(s) script books and any additional material. Only when your count is correct for all examinations within the venue, students can then be allowed to leave.

5.5 If any other examinations are still in progress in adjacent halls, students should be asked to leave the building quickly and quietly.

5.6 The Invigilation Certificate should be completed and the blue copy placed in the envelope with any yellow Problem Report Form.

5.7 Script books, spare question papers, the top copy of the Invigilation Certificate, Exam Attendance Forms, Late Arrival Forms and the top copy of the Problem Report Form will be collected and signed for by a departmental member of staff.
NEW – 2014) - if a member of staff has not turned up within 15 minutes of the end of the examination, please call the examinations office who will then contact the appropriate school. We will then call you back to confirm what action should be taken.

5.8 Invigilators must not put any unused question papers which have been left behind into the waste paper bin. These should be left for the servitor who will keep them for one month after the finish of the diet.

5.9 Any student’s property left behind should be handed to the servitor to pass on to the senior janitor. If a servitor is not available please return the Examination Office.

For further advice, or in case of difficulty

1. Alison Ramsay, Examinations Office 0131 650 6324 (Ext. 506324)
2. James Slattery, Examinations Office 0131 650 9263 (Ext. 509263)
3. Adam Macdonald, Examination Office 0131 650 9169 (Ext. 509169)

Students Leaving Early

Students who leave an examination early should bring all relevant material to an invigilator situated at either the front or back of the venue. The invigilator should then check, that no examination material has accidentally been removed from the venue e.g. if the rubric states all examination question papers should be returned, you should ensure that the student has submitted the examination question paper along with the relevant number of script books. Invigilators, will already have noted, how many examination scripts books are to be returned for their particular exam.

If you are working at the rear/front of the hall you should confirm with the invigilator responsible for the early leavers examination, how many scripts you have. This will then assist the invigilator, in knowing how many scripts are still left and therefore, this should tally with the original numbers expected to be returned.

Smart Watches

With the development of Smart Watches, we are asking invigilators to be vigilant during examinations.

These watches will be treated in the same way as mobile phones within the Universities regulations:

11. It is an offence against Code of Student Conduct for any student knowingly
    • to make use of unfair means in any University examination
    • to assist a student to make use of such unfair means
    • to do anything prejudicial to the good conduct of the examination

If you are suspicious ask the student to remove their watch and place on the desk. The Invigilator should then observe to see if watch is picked up or used during exams. Below are examples of some watches currently available:
Announcements

EVACUATION ANNOUNCEMENT

1. Specific to each location found in red folder or invigilators handbook

EXAM ANNOUNCEMENT

2. UPDATED – (2015) Mobile devices/personal electronic equipment is not permitted they must be switched off, and placed with your personal belongings at the back/front of the hall. It is a violation of examination regulations if you have a mobile device on your person during the exam.

3. Complete the front cover/s of your SCRIPT BOOK/S ensuring that your NAME, SIGNATURE and STUDENT NUMBER are written at the right-hand edge of the script book/s.
   - EXAMINATION NUMBER, as printed on the front of your UNIVERSITY CARD, and the EXAM TITLE should also be written on the front.
   - Fold over and seal the right hand edge of your script book(s). This must be done now for ALL script books, as we will be collecting them in immediately after the end of the exam.
   - Please note that you must remain seated at the end of the exam until all the script books have been collected and counted.

4. Please complete the yellow/white ATTENDANCE/BAR CODE form which will be collected from you after the first 30 minutes of the exam. Remember to sign it at the bottom.

5. Ensure that your UNIVERSITY CARD is displayed on the desk, picture side up. If you do not have your card with you, please raise your hand to notify an invigilator.

6. You are NOT PERMITTED to leave the examination hall during the first 30 minutes, nor until your attendance form has been collected. You are also not permitted to leave during the final 15 minutes (except in emergencies).
   - An announcement will be made when there are 15 minutes to go.
   - Ensure everything, even if unused, is placed inside one script book. This includes the question paper. No exam material should be left on your desk or taken away with you.

7. You may START WRITING.

NEW (2015) - 15 MINUTES TO GO ANNOUNCEMENT

- The time is now XXXX you have 15 minutes remaining
- You are not permitted to leave the venue
- Ensure before the end of the exam the front of all your script books are completed, even if unused, margins have been folded over and sealed.
- Insert all materials inside one script book.
NEW (2015) - END OF THE EXAM/S ANNOUNCEMENT

- Stop writing now and put your pens down, anyone who continues to write will be reported to the school.
- Insert ALL examination materials (graph paper, multiple choice answers sheets, etc.) inside one script book – even if unused
- You are still under exam conditions and must remain seated in silence until all exam materials are collected.
- You are not permitted to leave the venue until I announce that you may leave.

**Emergencies**

**Student Illness**

In the case of a student not feeling well, short spell outside the examination hall often enables the student to re-enter the hall to complete the paper. If a student feels too ill to continue the examination, she/he should be persuaded to call at the Student Health Centre 0131 650 2777 (ext. 502777). In more serious cases, a relative or friend should be contacted to take the student home or the Student Health Centre 0131 650 2777 (ext. 502777) should be consulted. If a first aider is required, please refer to the venue folder for contacts or phone Exams. A Problem Report Form should be completed.

Clarification – if you call a first aider, this must be noted on the problem report along with the student’s matriculation number and any details which may help the School to assess the students’ performance during the exam.

**Fire Alarms**

Prior to the start of an exam, Invigilators should familiarise themselves with the locations of the fire exit and assembly points. In the event of fire alarms being sounded during an examination or other such emergency situation making the abandonment of the examination necessary, students should be instructed to stop writing, to check that their name is on at least one book, and to evacuate the hall, taking their personal belongings with them but leaving script books on the desk.

The examination should not subsequently be resumed, but the scripts should be collected if practicable. The Invigilators should note the time of the incident and report this on the Problem Report Form. No comment should be offered to students concerning the status of their uncompleted scripts. A member of the Exams section staff should be informed as soon as practicable.

In emergencies or exceptional cases, the invigilator is empowered to take such action as is deemed necessary. A student may be expelled from the examination for gross disorder or flagrant breach of the rules.

Where time permits, invigilators should seek advice on the action to be taken in cases of difficulty by contacting any of the members of staff named below. The servitor will advise on the location of the nearest phone.

1. Alison Ramsay, Examinations Office 0131 650 6324 (Ext. 506324)
Fire Alarm Announcements

**Appleton Tower Concourse**
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*There are two fire exits for this room:*
- *through the door you entered*
- *to the rear of this hall*

*You should then follow all fire exit signs until you leave the building.*

Once outside, move away from the building to ensure that people evacuating are not impeded.

**Hugh Robson Building Open Access Computing Lab**
The fire alarm is a two tone electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit, leaving question paper and any rough notes, at your work station. Where applicable, leave all script books provided after checking to see your name is on at least one script book.*

*The Fire exits for this Lab are*

- *In the top right room in the far right corner of the room.*
- *In the main Lab at the bottom left door and then turn right and up the stairs.*
- *In the main lab also the door through which you entered for the exam and back up the stairs.*

*Where any Fire exit requires opening, push down the bars or pad firmly and push to open.*

Once outside, move away from the building to ensure people evacuating are not impeded. Once outside, you should assemble at North West corner of George Square.
James Clerk Maxwell Building Room 5215
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exit for this room:

- The nearest fire exit is on your right as you leave this room.
- At the foot of the stair turn right through the double doors and the final exit doors are directly in front of you.
- To open the doors, press the bar firmly and push.

Once outside, move away from the building to ensure that people evacuating are not impeded.

James Clerk Maxwell Building Room 5325
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exit for this room:

- The nearest fire exit is opposite Room 5325.
- At the foot of the stair turn right through the double doors and the final exit doors are directly in front of you.
- To open the doors, press the bar firmly and push.

Once outside, move away from the building to ensure that people evacuating are not impeded.

James Clerk Maxwell Building Room 5326
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exit for this room:

- The nearest fire exit is opposite Room 5325.
- At the foot of the stair turn right through the double doors and the final exit doors are directly in front of you.
- To open the doors, press the bar firmly and push.

Once outside, move away from the building to ensure that people evacuating are not impeded.
James Clerk Maxwell Building Room 5327
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exit for this room:

- The nearest fire exit is opposite Room 5325.
- At the foot of the stair turn right through the double doors and the final exit doors are directly in front of you.
- To open the doors, press the bar firmly and push.

Once outside, move away from the building to ensure that people evacuating are not impeded.

Paterson’s Land – G1
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exits for this room are at the front and rear of the hall.

Follow the exit signs to the foot of the stairs and the final exit door.

To open the door, press the pad firmly and push.

Once outside, move away from the building to ensure that people evacuating are not impeded.

Paterson’s Land – 1.18
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exit is located at the front of the room.

Follow the exit signs to the foot of the stairs and the final exit door.

Exit the building through the sliding doors.

Once outside, move away from the building to ensure that people evacuating are not impeded.
Paterson’s Land – 1.26
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*The fire exit is located at the front of the room.*

*Follow the exit signs to the foot of the stairs and the final exit door.*

*Exit the building through the sliding doors.*

Once outside, move away from the building to ensure that people evacuating are not impeded.

---

Paterson’s Land – G.41
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*The fire exit is located at the front of the room.*

*Follow the exit signs to the foot of the stairs and the final exit door.*

*Exit the building through the sliding doors.*

Once outside, move away from the building to ensure that people evacuating are not impeded.

---

Paterson’s Land – G.42
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*The fire exit is located at the front of the room.*

*Follow the exit signs to the foot of the stairs and the final exit door.*

*Exit the building through the sliding doors.*

Once outside, move away from the building to ensure that people evacuating are not impeded.
Paterson’s Land – G.43
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*The fire exit is located at the front of the room.*

*Follow the exit signs to the foot of the stairs and the final exit door.*

*Exit the building through the sliding doors.*

Once outside, move away from the building to ensure that people evacuating are not impeded.

Playfair Library
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*The main fire exit for this hall is at the rear of the hall.*

*At the foot of the stair the final exit door is directly in front of you.*

*To open the door, press the pad firmly and push.*

Once outside, move away from the building to ensure that people evacuating are not impeded.

McEwan Hall
The fire alarm is a continuous electronic sounder.

*Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.*

*There are three fire exit for this room which will then take you to the main door.*

Once outside, move away from the building to ensure that people evacuating are not impeded.
Richard Verney
The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

The fire exit for this room:

- Go through the door you entered
- Then go through the door on the left
- Assembly point is outside clear of the building

Once outside, move away from the building to ensure that people evacuating are not impeded.

St Leonards Land Gym 3
In the event of a fire, an invigilator should lead the way down the stairs and open the fire door.

The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

- The fire exit for this room is at the rear of this hall.
- Go through the corridor to the Dance Studio (Gym 4), the exit is at the rear of the hall on your left.
- Go down two levels and the final exit door is directly in front of you.
- To open the door, press the pad firmly and push.
- Assembly point: rear of car park

Once outside, move away from the building to ensure that people evacuating are not impeded.

St Leonards Land Dance Studio (Gym 4)
In the event of a fire, an invigilator should lead the way down the stairs and open the fire door.

The fire alarm is a continuous electronic sounder.

Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.

- The fire exit for this room is at the rear of this hall.
- Go down two levels and the final exit door is directly in front of you.
- To open the door, press the pad firmly and push.
- Assembly point: rear of car park

Once outside, move away from the building to ensure that people evacuating are not impeded.
St Leonards Land Games Hall
The fire alarm is a continuous electronic sounder.

**Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.**

- **The main fire exit for this hall is the double doors at the front**
- **There is another fire exit top left.**
- **The way you came in is not a fire exit.**
- **To open the door, press the pad firmly and push.**
- **Assembly point: rear of car park**

Once outside, move away from the building to ensure that people evacuating are not impeded.

The Pleasance Sports Hall
The fire alarm is a continuous electronic sounder.

**Should the fire alarm activate, it will not be a drill and you should make your way to the nearest fire exit after checking your name is on at least one script book.**

- **The main fire exits for this room:**
  - 2 at the rear of the hall.
  - 2 at the front of this hall

- **To open the doors, press the pad firmly and push.**

Once outside, move away from the building to ensure that people evacuating are not impeded.
Variety of Exams

Written Exams
The vast majority of timetabled examinations are written. These comprise of students answering either in script books or on the examination question paper.

Written exams take place in the following venues:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CAPACITY</th>
<th>Diet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleton Tower Concourse</td>
<td>200</td>
<td>December/May</td>
</tr>
<tr>
<td>Adam House – Ground Floor</td>
<td>90</td>
<td>December/May</td>
</tr>
<tr>
<td>Adam House – 1st Floor</td>
<td>160</td>
<td>December/May</td>
</tr>
<tr>
<td>Adam House - 2nd Floor</td>
<td>160</td>
<td>December/May</td>
</tr>
<tr>
<td>Adam House – 3rd Floor</td>
<td>130</td>
<td>December/May</td>
</tr>
<tr>
<td>DHT South</td>
<td>30</td>
<td>August</td>
</tr>
<tr>
<td>DHT North</td>
<td>30</td>
<td>August</td>
</tr>
<tr>
<td>Kings Buildings</td>
<td>Various sizes</td>
<td>Only used if required</td>
</tr>
<tr>
<td>McEwan Hall</td>
<td>200</td>
<td>December/May</td>
</tr>
<tr>
<td>Paterson’s Land – G1</td>
<td>120</td>
<td>December/May/August</td>
</tr>
<tr>
<td>Godfrey Thomson Hall – Thomsons Land</td>
<td>50</td>
<td>December/May/August</td>
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<tr>
<td>Paterson’s Land – 1.18</td>
<td>40</td>
<td>December/May/August</td>
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<td>Paterson’s Land – 1.26</td>
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<td>December/May/August</td>
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<td>Paterson’s Land – G21</td>
<td>40</td>
<td>December/May/August</td>
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<tr>
<td>Paterson’s Land – G42</td>
<td>50</td>
<td>December/May/August</td>
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<tr>
<td>Paterson’s Land – G43</td>
<td>40</td>
<td>December/May/August</td>
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<tr>
<td>Playfair Library</td>
<td>150</td>
<td>December/May</td>
</tr>
<tr>
<td>Richard Verney</td>
<td>50</td>
<td>December/May/August</td>
</tr>
<tr>
<td>St Leonards Land Games Hall</td>
<td>280</td>
<td>December/May</td>
</tr>
<tr>
<td>St Leonards Land Gym 3</td>
<td>130</td>
<td>December/May/August</td>
</tr>
<tr>
<td>St Leonards Land Dance Studio (Gym 4)</td>
<td>130</td>
<td>December/May/August</td>
</tr>
<tr>
<td>The Pleasance Sports Hall</td>
<td>420</td>
<td>December/May</td>
</tr>
</tbody>
</table>

Computing Exams
A number of examinations will be assessed using computers. These exams take place in the following venues:

- Appleton Tower Computer Lab
- Chancellor's Building - Little France
- Hugh Robson Computer Lab
- Kings Buildings

Practical Exams
These exams are known as OSCE, they take place at the following venues:

- Easter Bush
Western General Hospital

All invigilators will be required to work at these various locations throughout the examination period.

Examination Rubric and Front Cover

The examination rubric and front cover will be implemented from December 2013 examinations.

Rubric

The rubric will be attached to the envelope supplied with the examination papers. The rubric will provide invigilators with instructions regarding the return of used papers, stationery etc. An example is shown below;
Invigilators Information
This form enables you to inform invigilators how you want the exam delivered. Please ensure you complete the
form carefully. Where there is a choice please make a selection.

1. Course information

<table>
<thead>
<tr>
<th>Course title:</th>
<th>Examination Invigilation</th>
<th>Course No:</th>
<th>ABCD12345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Contact Details:</td>
<td>Mr E Invigilator</td>
<td>Contact No:</td>
<td>0131 123 4567</td>
</tr>
<tr>
<td>Course Secretary:</td>
<td>Student Administration</td>
<td>Contact No:</td>
<td>0131 123 4567</td>
</tr>
<tr>
<td>School:</td>
<td>Academic Student Administration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Exam diet/paper information

<table>
<thead>
<tr>
<th>Date of exam:</th>
<th>29 April 20**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of exam:</td>
<td>(please deliver papers 30 mins prior to start time)</td>
</tr>
<tr>
<td></td>
<td>09:30 – 11:30</td>
</tr>
<tr>
<td>Location of exam:</td>
<td>Playfair Library</td>
</tr>
<tr>
<td>No. of exam papers supplied:</td>
<td>(Not mandatory)</td>
</tr>
</tbody>
</table>

3. Invigilators Instructions

<table>
<thead>
<tr>
<th>Unissued exam question papers to be returned to examiner</th>
<th>Yes</th>
<th>Approved calculators allowed</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer on exam question paper</td>
<td>Not Applicable</td>
<td>Open book exam</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Answer on MCQ paper</td>
<td>Not Applicable</td>
<td>Separate script book per answer</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Used exam question papers to be returned to examiner</td>
<td>Yes</td>
<td>Dictionary allowed</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

4. Stationery Requirements:

| Stationery: | 2 x 8 scripts, 1 x graph paper, NYF |

5. Items to be handed out with exam papers

<table>
<thead>
<tr>
<th>To be supplied by School</th>
<th>Calculators (from School)</th>
<th>Yes</th>
<th>Bar Codes (from School)</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graph paper (from School)</td>
<td>Not Applicable</td>
<td></td>
<td>Bibles (from School)</td>
<td>Not Applicable</td>
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<tr>
<td>Other items (from School) – please specify:</td>
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<tr>
<td>Formula sheets (from School) – please specify:</td>
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6. Additional Information
Please read full instructions before commencing writing

<table>
<thead>
<tr>
<th>Exam paper information</th>
<th></th>
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<tbody>
<tr>
<td>Information about number of sections, any compulsory questions should be given here.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Special instructions</th>
<th></th>
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<tbody>
<tr>
<td>E.g. open book examination, paper to be returned, separate script book per answer. If none, enter None.</td>
<td></td>
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<tr>
<th>Special items</th>
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<tr>
<td>e.g. case study, 1mm graph paper, statistical tables. If none, enter None.</td>
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</table>

Examiner(s) or Chairperson or Convenor of Board: Names – this information is not mandatory

This examination will be marked anonymously
**Examination Stationery**

**Supplied by Student Administration**
Depending on the type of exam, the school will ask for different stationery to be used:

- Script books sizes 4, 8, 12, 16, and 20
- Graph Paper
- Loose sheets
- Pencils/erasers

**Supplied by Schools**

- Barcodes – The invigilator will be required to set this out on the student’s desk and in alphabetical order. The student will use these barcodes and attach them to their script books.
  - Students will also be required to sign the barcode sheets. If barcodes are supplied no yellow forms should be given to the student. This is indicated on the exam diary as NYF (no yellow forms).

- Envelopes - Schools may supply Students with a brown envelope which contains the examination question paper along with other material.
  - The invigilator will be required to set this out on the student’s desk and in alphabetical order.
  - Biology will ask for these envelopes to be collected in alphabetical order, which the invigilator will undertake.

- Multiple Choice Questions (MCQ) – there will be a number of exams which are multiple choice. The schools will supply MCQ papers for the students to complete in pencil. Example of MCQ is below.

![Example of MCQ](image-url)
Servitors

Every venue will have a servitor available. The servitors task within the venue is to ensure the following items are laid out onto the student’s desk:

- Script Books
- Yellow attendance forms
- Pencils/erasers
- Graph paper
- Loose sheets

Servitors will also ensure that double desks are set up with in the venue.

Invigilators

Prior to the examination commencing Invigilators will be required to lay out the following:

- Examination question papers
- Bar codes
- MCQ sheets
- Brown envelopes (laid out in alpha order and collected in alpha order)

Examination Seating Plans

Below is a copy of the seating plans used in the main examination diets.

All examinations should be snaked within the venues. If you have an exam that is either barcoded or students are supplied with envelopes these should start at the front of the row and snake up and down the columns.

CLARIFICATION (2015) – Seating plans are only available within the large venue. They will only ever be produced is there are three or more exams within a venue. No plans will be produced for the resit diet.

Adam House Ground Floor – Currently Not In Use

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</tbody>
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FRONT

28
## Adam House 1st Floor – Currently not in Use

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**FRONT**
### St. Leonard's Land, Games Hall Exam Plan

#### Back of Games Hall

| U | T | S | R | Q | P | O | M | L | K | J | I | H | G | F | E | D | C | B | A |

#### Front of Games Hall

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<th>Student Entrance</th>
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The Pleasance

Door 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
August Examinations

*Differences for Invigilators between Main Diets and August Diets*

As always, if you are in any doubt about anything to do with exams, please phone

1. Alison Ramsay, Examinations Office 0131 650 6324 (Ext. 506324)
2. James Slattery, Examinations Office 0131 650 9263 (Ext. 509263)
3. Adam Macdonald, Examination Office 0131 650 9169 (Ext. 509169)

**Before the start of the exam**

You may be asked, to collect question papers from Student Administration and deliver them to the exam hall and return to Student Administration at the conclusion of the exam. This would be noted on your invigilation duties sheet. If so, you may be given special instructions concerning particular exams. For example, if the number of students has increased since the exam diary was sent to the servitors, you will be asked to lay out stationery and question papers on additional desks.

**Use of Calculators**

The rubric for Physics and Chemistry exams will give instructions on the use of calculators. There are three different types of instructions that you may find:

1. **Calculators may not be used in this examination**
   
   The implication is that calculators are not allowed to be accessible to the students during the exam.

2. **Only the calculator provided may be used in this examination**

   In this instance, the School has supplied calculators to Student Administration to issue. They are normally kept in the venue where most of the Chemistry/Physics exams take place. Alternatively, Student Administration will supply the calculators along with the papers. No other calculator will be allowed to be accessible to the students during the examination.

3. **Only a calculator from the list specified by the College of Science and Engineering may be used in this examination.**

**Seating Plans**

NEW (2015) - Colour seating plans are not provided for resit exams. Within the red folder, there will be blank plans in case you wish to use them.

**After laying out the question papers**

If there are several exams being held, lay the contents of each exam envelope out in separate piles on the invigilators’ desk with the invigilation certificate on top

**At the finish of the exam**

- **All** exam questions papers must be collected and returned to the Exams Team.
• Carbonated copies such as problem reports and invigilation certificates are kept together and not separated.
• Exam specifics (question papers/script books etc) are kept together and all put back into one envelope where possible for each exam.
• complete a certificate of invigilation sheet even if there are no students
• Leave the envelope open.

The nominated invigilator should bring the return envelopes and Exams Office envelope back to the Student Administration. If the envelopes are heavy then other invigilator should help with this.

## Calculators

**College of Science and Engineering – updated September 2015**

The College of Science and Engineering policy on the use of calculators in examinations states the following:

1. Unless otherwise stated, calculators are not allowed to be accessible to students during examinations.

2. Where students are permitted access to a calculator in an examination, students must only use one of the following models:
   - Casio fx85 (any version, e.g. fx85WA, fx85MS)
   - Casio fx83 (any version, e.g. fx83GT, GT Plus)
   - Casio fx82 (any version)
   - Sharpe EL-531 (any version)
   - Texas Instruments TI-30 (any version).

The following calculator models are recommended for students with dyslexia:

- Casio fx-83GTPLUS*
- Casio fx-85GTPLUS*

Students are expected to purchase one of the above mentioned calculators. It is their responsibility to ensure that they remember to bring their calculator to the examination, and that its batteries are in good working order.

If they bring a calculator in to an examination which is not one of the calculators listed above, they invigilator should remove it from them, and they can collect it from you at the end of the examination.

The following Schools also have the same guidance:

- School of Informatics
- School of Physics and Astronomy
- School of Chemistry
Invigilators Roles and Responsibilities

Job Description

1. Job Details

Job Title: Examination Invigilator
School/Support Department: Student and Academic Services Group
Unit (if applicable): Student Administration

2. Job Purpose
To provide support for a range of examination activity (including examinations for students with examination concessions), ensuring the satisfactory conduct of University of Edinburgh examinations, the maintenance of the University’s examination regulations, providing a professional and sensitive service to the University’s students. Invigilators must be familiar with the University Guide to Invigilators and University Exam Regulations and be prepared to implement the procedures contained therein.

3. Main Responsibilities
As this is a generic job description each post has specific responsibilities for some of the activities listed below but must have the knowledge and ability to work in all areas of the activities listed:

Prior to Examinations:
- Arrival at the venue 30 to 45 minutes prior to the published start time;
- Discuss as a team, which tasks invigilators will undertake during the examinations;
- Lay out the question papers and any other material required for the examination;
- Check that the correct script books and other stationery have been laid out by the servitor;
- Check clocks for correct timing and synchronisation;
- Check that the correct forms have been laid out on the invigilators’ desk;
- Check that the correct notices are displayed outside the exam hall;
- Inform Exams of any problems;
- For examinations for students with concessions: collection of papers from Exams; ensure any required equipment is present and operational e.g. laptop/PC; ensure environment within venue is satisfactory.

Entry to Examination Hall and Commencement of Examinations:
- Admit the students to the exam hall;
- Make required announcements to the students;
- Count the number of students, collect attendance slips and ensure that the numbers of each are the same;
- Ensuring examination commences at published start time.

During the Examination:
- Ensure the procedures for “late comers” is applied;
- Ensure that students do not breach any examination regulations;
- Take appropriate action in the event of cheating being discovered and the appropriate policy applied;
- Control students entering and leaving the hall and escort students, for example for toilet breaks or illness;
• Check students’ identities;
• In the event of a fire alarm or bomb threat control the evacuation of the examination hall/room;
• In emergencies or exceptional cases, take such action as is deemed necessary. A student may be expelled from the examination for gross disorder or flagrant breach of the rules;
• Complete exam documentation;
• Report any problems to the Examinations Office;
• Contact paper setter if any queries concerning the paper are raised by students;
• Communicate to the Examinations Office any corrections which are made to the examination question paper by the department.
• For examinations for students with concessions: ensure any problems related to equipment, illness or the student’s disability is dealt with sensitively, quickly and efficiently.

Conclusion of the Examination:
• Ensure examination is concluded at published end time;
• Announce the end of exam and ensure that students do not remove their scripts from the examination hall;
• Count the number of script books completed and reconcile this with the number of students sitting;
• Complete all the necessary documentation for the exam;
• Ensure that the script books are collected by and signed for by departmental staff.

Any other relevant examination related tasks as determined by the Head of Student Administration Services or their nominee.

4. Planning and Organising
• Planning of work is undertaken in conjunction with the Examinations and Graduations team.
• Reacting daily to range of students queries. Due to the importance of compliance with university examination and assessment regulations to achieve a fair and transparent examination system and academic progression the post holders must ensure that tasks are completed accurately and efficiently, and taking corrective action as necessary.

5. Problem Solving
• Problems related to maintaining examination conditions within the exam venue.
• Problems related to individual students.

6. Decision Making
• Make decisions within the context of the University Assessment Regulations, Examination Hall Regulations, Guidance to Invigilators and guidance/direction from Student Administration.

7. Key Contacts/ Relationships
• Relationships with: students/students; other invigilators; Student Administration staff; Servetorial staff; Academic staff.
8. Knowledge, Skills and Experience Needed for the Job
   - Good communication and interpersonal skills, with the ability to communicate effectively with people in difficult situations with the ability to be flexible.
   - Good time management skills.
   - For examinations for students with concessions: experience of dealing with people with disabilities.
   - Knowledge of University Assessment Regulations, Examination Hall Regulations, Guidance to Invigilators.

9. Dimensions
   - Examination services for approximately 30,000 students. This involves the organisation of over 2000 separate examinations within 3 main diets.

10. Job context and any other relevant information
   - Invigilators are required to be available to work for the duration of the University’s main examination diets.
   - Invigilators are required to be available to work at examination venues/University campuses as allocated.
   - The allocation of Invigilators to examinations for students with examination concessions will be based upon the appropriate experience and skills.
   - Alternative reasonable duties may be allocated if invigilators acting as reserves are not required to invigilate.

Recent Job Advertisement

Job Purpose

To provide support for a range of examination activity (including examinations for students with examination concessions), ensuring the satisfactory conduct of University of Edinburgh examinations, the maintenance of the University’s examination regulations, providing a professional and sensitive service to the University’s students. Invigilators must be familiar with the University Guide to Invigilators and University Exam Regulations and be prepared to implement the procedures contained therein.

Examination Diets

Student Administration is responsible for scheduling over 2,000 examinations, accommodating over 40,000 student sittings. There are three main examination diets: December (2 weeks), April/May (4 weeks), August (2 weeks). All invigilators must be available to work during these periods.

Invigilators will be expected to work at examination venues/University campuses as allocated.

Candidates

We are looking to recruit new invigilators, who offer the desirable requirements noted below:

   - Previous experience of invigilating, preferably within a Higher/further education establishment.
   - Experience of working within a team environment.
- Able to communicate effectively and professionally with other invigilators and students.
- Good customer service experience is required, to assist in dealing with students and staff
- Experience of following procedures.
- Demonstrate good organisational and administrative skills.
- Basic computing experience.
- In good health.

(We would welcome applications from PHD Students from The University of Edinburgh)

**Successful Candidates**

All appointments are subject a probationary period of 18 months. Employees must also have permission under UK immigration law to undertake the terms of this employment and, where applicable, that they have and continue to hold valid and appropriate UK immigration clearance or leave to remain. It is an individual's responsibility to ensure they work within any visa restrictions which they may be subject to including limits on working hours, if applicable.
As an Invigilator, you are employed under the same terms and conditions as any staff employed by the University.

While invigilating examinations, you are responsible for ensuring the examinations are run according to the regulations, start on time and finish at the appropriate time.

As invigilators, you will be required to interpret instructions given to you by the schools (either in person or contained within the examination rubric). If you have any questions which need clarified you should contact the named individual on the examination rubric or the examinations office, who will then seek clarification from the school.

We do not expect to have invigilators disagreeing with each other. Particularly, in front of students who are sitting exams. If this is reported to us, action will be taken.

Please do not do the following:

- Sitting with your feet up at the back of the room
- Invigilators should sit on the chairs provided and not on the Invigilator’s desk.
- Reading newspapers/books, NEW (2015) - using a kindle or tablet
- Using mobile telephones
- Talking to each other when the exam is under way – please write a note if communication is required
- NEW (2015) – Examinations venues should not be left unattended

Complaints from Schools

NEW (2015) - Sitting exams can be stressful for students. Students may appear nervous, tired or irritable. It is important that Invigilators remain professional, patient, and supportive at all times. A calming presence may help to alleviate student’s anxieties.

Please remember, that when schools deliver/collection papers from the venue it may sometimes be someone helping the schools out. Again, please remain patient and professional as the individual is only following instructions given to them by the school office.

If, Student Administration receives complaints from schools regarding the conduct of the invigilators, we will send the invigilators a copy of the complaint, asking for a written report. These reports will then be sent back to the schools concerned.

NEW (2015) – All correspondence regarding complaints regarding invigilators are kept on file.
Invigilator Information

Invigilator Availability

All invigilators must be available to work during the main diet periods.
NEW (2015) - You will be e-mailed about 8-10 weeks prior to the diet asking for your availability. The information you supply and in conjunction with other invigilators availability, is used to allocate duties. We cannot guarantee an allocation for a specific date, time or two sessions in one day.

The number of invigilators allocated is based on the following:

- The requirements of the Exams Office
- How much cover is required per venue, taking into account the number of students and exams within a venue
- The requirements of each exam diet

There may be times when we have to move invigilators around. We will try, whenever possible to give you as much notice as possible, but as you will understand, this may not always be achievable.

Invigilators Contracts

All invigilators contracts confirm that an invigilator will be offered 20 hours of work per academic year.

This means, that if we offer you any fixed dates work and this equates to 20 hours, we are not entitled to offer you any additional work within the academic year. Therefore, if you refuse or unable to work the hours offered the University has met its contractual obligations.

Invigilator Allocation

NEW (2015) – Once the allocation has been scheduled, we will e-mail you with your invigilation timetable. If you find you are unable to fulfil your scheduled, please contact us as soon as possible.

From April/May 2013, Invigilators will be given a role of group co-ordinator for a particular session. This will be indicated on your allocation with a *. The group co-ordinator will be asked to be in attendance at the venue (for 0845 or 1345) 45 minutes prior to the scheduled start of the exam to allow schools to deliver papers early.

As group co-ordinator, we would expect you to discuss the roles and responsibilities with other invigilators, this includes:

- Announcements – Student Administration would like one person to make all the announcements.
- If there is more than one exam in the venue, discuss who is responsible for which exam e.g. collecting script books etc.
• Who will take students to the toilet etc.

All invigilators will be allocated the group co-ordinator role within the diet.

All invigilators should be given the opportunity to read the announcements to the students

Starting Times

During the main diet, examinations will commence at 0930 and 1430. Invigilators are required to be at their allocated location by 0845 and 1345 if they have been allocated the group co-ordinator role. If this role has not been allocated you will be due to start at 0900 and 1400.*

CLARIFICATION (2015) – If you are a co-ordinator and you arrive at the venue early, you will only be paid from your official start time 0845 or 1345.

Please remember that you are paid a minimum of 3 hours, even if you only work for 2 ¼ hours

August resits

Invigilators are required to collect and return the examination scripts/papers for each venue. If your enclosed allocation of duties indicates that you are required to carry out this duty please report to the Student Administration Reception, Ground Floor, Old College.

If you are to collect papers for examinations in the Playfair Library, David Hume Tower or the Richard Verney Health Centre please report to Student Administration to pick up the papers 45 minutes prior to the start of the examination. For Paterson’s Land and St. Leonard’s Land please report 1 hour prior to the start of the examination. Please add this extra time to your timesheets.

If your allocation does not indicate that you are required to collect papers please report to the venue 30 minutes prior to the start of the examination e.g. 0900 and 1400.

There will be a number of exams which may start earlier. Again, you should be available 30 minutes prior to the start time.

Reserve Invigilators

Invigilators will be asked to act as a “Reserve Invigilator”. If you are asked to undertake this duty you should arrive at 0900 and 1400 to Old College Reception.

There may be occasions when we will ask you to go to another location. We will ask invigilators to stay for a minimum of an hour. If you are not required, you will be free to leave. The entry on your timesheet should be 3 hours.

Timesheets

Top copies of completed Invigilation Time Sheets may be placed in internal envelopes. Invigilators must retain the blue copies for their own records. Give the envelope to the servitor at the hall to return by internal mail to the Examinations Office.
Invigilators are paid for a minimum of 3 hours. Timesheets should be submitted to Student Administration by the 1st of the month in order to allow for the information to be checked and submitted to payroll. Payments will then be paid into your bank accounts by 28th of the month.

As from 2013 – Timesheets can no longer be carried forward to incorporate different months. We can only accept timesheets for one month at a time.

Clarification (2015) – For the April/May diet, all time sheets must be submitted by 1 June. If you have worked in the previous month (fixed dates in April, please add this time to your April/May timesheet. Payment will be sent to your bank account on 28 June. No timesheets will be processed during the April/May diet.

During the examinations

Exams starting late
Every effort must be made to start the exam on time. If the exam starts late please ensure students are not disadvantaged, and that they are allowed the full scheduled time allocated to the exam.

If the exam starts late please ensure this is noted on the certificate of invigilation by indicating the new start and end times. A brief description of why the exam started late should be noted.

Mixed Duration Examination
Occasionally, there will be exams in an examination hall with different finishing times. Every effort is made to avoid this. However, if this situation does arise, those exams with the earlier finishing time should be located at the front of the hall and those with the later finishing time at the back.

Fixed Date Examination

During the Academic year, we are required to run additional examinations. These are specifically for the Medical and Vets schools.

The starting time for invigilators will be 30 minutes prior to the start of the examination.

Invigilators using own mobile phones

NEW (2015) - Invigilators should note, that if they require to contact the Exams Office they should use an internal phone located in the Servitors Office/Reception, or within one of the school offices.

If you do require to contact us using your mobile phone, we can call you back, that way you are not paying for long calls.