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*This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.*

## 6G – Invigilation of Exams: Procedure

### 1. SCOPE AND PURPOSE

- 1.1 These procedures are for all BU staff, invigilators and students. They also apply to Partner Colleges at which the University's examinations are held (unless alternative arrangements have been agreed).
- 1.2 This procedure is intended to provide advice and guidance for invigilators, staff and students in relation to conduct of assessments and duties of invigilators at Bournemouth University (BU).

### 2. KEY RESPONSIBILITIES

- 2.1 It is the responsibility of the Student Lifecycle team to ensure that these procedures are followed. Further information or guidance on any aspect of the assessment process in general is available by contacting [studentlifecycle@bournemouth.ac.uk](mailto:studentlifecycle@bournemouth.ac.uk).

### 3. ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#)
- 3.2 Other documents with direct relevance to this are:
  - [Student Portal Exams Pages](#)
  - Student Examinations Procedures Handbook
  - Student Assessment Regulations:
    - *6A - Standard Assessment Regulations: Undergraduate Programmes*
    - *6A - Standard Assessment Regulations: Postgraduate Taught Programmes*
    - *6A - Standard Assessment Regulations: Foundation Degree Programmes*
    - *6A - Standard Assessment Regulations: Higher National Programmes*
    - *6A - Standard Assessment Regulations: Graduate Certificate and Graduate Diploma Programmes*
    - *6A - Standard Assessment Regulations: Integrated Masters Programmes*
  - Academic Assessment Procedures in particular:
    - 6D - Marking, Independent Marking and Moderation: Policy and Procedure
    - 6J - Exceptional Circumstances: Policy and Procedure
    - 6K - Assessment Boards: Policy
  - *6H - Academic Offences: Policy and Procedure for Taught Awards*

## Procedure

### 4. DUTIES OF INVIGILATORS

## 4.1 General

- 4.1.1 Every assessment undertaken through formal examination must be invigilated to ensure the smooth running of the exam and that all students abide by the exam rules. Invigilators ensure all students are equipped with the information required for the exam, to remind candidates of the rules and to maintain continuous supervision of students throughout the session to ensure the proper conduct of the examination.
- 4.1.2 All invigilators and students are expected to treat each other with respect.
- 4.1.3 For each 'main' exam area there will normally be a Chief Invigilator and an Assistant Invigilator for a maximum of 50 candidates. One further Assistant Invigilator will normally be appointed for each additional 30 candidates. The Assistant Invigilator(s) will undertake such duties as may be determined by the Chief Invigilator.
- 4.1.4 In the case of invigilation for Additional Learning Support (ALS) candidates there will normally be one Chief Invigilator assigned to each ALS room. There may be up to 20 candidates per room. In cases where there are more than 6 candidates one Assistant Invigilator will also be appointed.
- 4.1.5 The Chief Invigilator will be responsible for the proper conduct of the exams being taken and the organisation of invigilators within the exam area, in accordance with the instructions given below. The Chief Invigilator will have the authority to take appropriate action to meet any unforeseen circumstances which may arise. However, if the Chief Invigilator is uncertain of the correct action to take, they should make every effort to contact the Student Lifecycle Team Leader or a staff member from the Faculty for advice.
- 4.1.6 ALL Chief Invigilators MUST arrive in the exam room at least 30 minutes before the examination is scheduled to commence. An invigilator shall not delegate their appointment.
- 4.1.7 Invigilators are responsible for the orderly conduct of the exam. Constant vigilance is essential and undivided attention must be given to minimise the possibility of misconduct.

## 4.2 Before the Examination

- 4.2.1 Where more than one examination is being held in the same room and at the same time, the Chief Invigilator must ensure that the seating used for each exam is in accordance with any seating plan provided. In the case of ALS examinations, with more than one candidate per session, a seating plan may be completed by the Chief Invigilator based on student seating preference.
- 4.2.2 The relevant stationery should normally be set out on each desk and a clock must be clearly positioned so it is visible to all candidates before the candidates are admitted to the exam room. Preparations should normally be completed and the exam room opened to candidates 15 minutes before the advertised starting time of the exam.
- 4.2.3 The person(s) setting the examination paper(s), or their representative, must be present in the 'main' examination hall at the outset of the exam to advise on any discrepancies appearing in the examination paper(s). Once the exam is under way and all initial enquiries have been answered they will be required to leave the exam and must be available for consultation in a named place on University premises throughout the exam. An ALS timetable is available and academics may visit individual ALS rooms as appropriate. Ideally a contact number should be provided by all academics setting the exam papers to ensure that any discrepancies identified are communicated to ALS candidates as necessary.
- 4.2.4 **No elucidation of any questions should be given by an invigilator.** Apparent misprints or errors appearing on the exam question paper should be reported to the Chief Invigilator. In the case of ALS invigilation (where there may be only one invigilator per room), invigilators should speak to the Student Lifecycle Team Leader who will liaise with the academic/faculty concerned. All errors should be reported as soon as possible so that all other students sitting the paper can be notified.

### 4.3 Responsibilities during the Examination

#### 4.3.1 The Chief Invigilator will be responsible for:

- Ensuring the candidates are seated in full view of the invigilators and in accordance with the seating plan where applicable;
- Ensuring the announcements prior to and at the end of the examination are made (see 7 and 10);
- Ensuring any absences are correctly entered on the Marksheet and/or Invigilation and Absence Report;
- Preparing an Invigilation and Absence Report form in respect of each subject/unit being examined;
- Ensuring the Attendance Sheet or other document showing the exact times during which each invigilator was present is accurately completed, and signed by all invigilators who have officiated at any time during the examination session.

4.3.2 It is the duty of all invigilators to maintain continuous supervision and vigilance throughout the examination session. Invigilators should ensure no candidate creates a disturbance, speaks to, or has any communication with, another candidate, or has access to unauthorised material. Any incident which occurs, including sickness of a candidate, must be fully reported on the Invigilation and Absence Report.

4.3.3 The Chief Invigilator should be aware of the evacuation procedures for their room and have informed the invigilators in their team of their role(s) in any evacuation. In the event of an emergency which would require the evacuation of the exam room, the Chief Invigilator should:

- Instruct the candidates to leave their question papers and answer booklets on their desks, and stress that they must not discuss the paper;
- Together with the other invigilator(s), accompany the candidates to a safe place and take the attendance sheet so that a check can be made later that all candidates have been evacuated;
- Note the time at which the exam was interrupted;
- When allowed to do so, ensure that all candidates return to the exam room;
- Decide if the exam can be resumed and, if it is, note the time it recommences. Additionally, the Chief Invigilator should decide whether to allow extra time to compensate for the period which was lost.

A full report on the incident and any action taken must be included on the Invigilation and Absence Report.

4.3.4 If a candidate should become ill during the exam a full report must be made on the Invigilation and Absence Report and if necessary the Medical Centre (on the Talbot Campus) or the emergency line 222 should be contacted immediately. The candidate should be advised that they should obtain an Exceptional Circumstances form from their Programme Support Officer and also medical evidence of their illness.

4.3.5 If any circumstances occur during an exam which could affect the performance of the candidates, details of the incident must be reported on the Invigilation and Absence Report. At the discretion of the Chief Invigilator, additional time may be allowed to compensate for the incident and any action taken must be recorded on the Invigilation and Absence Report. The candidates should be informed that a report will be made of the incident and, if appropriate, the matter will be taken into consideration by the Assessment Boards.

## 5. ADMISSION TO THE EXAM

5.1 Invigilators may only allow into the exam room:

- Candidates sitting the exam in that room on production of their Student ID Card (or alternative photo ID).
- Fellow invigilators
- The person(s) setting the examination paper(s)

- Student Administration Staff.

- 5.2 Candidates should be seated in accordance with the seating plan when applicable.
- 5.3 A candidate who arrives late may be admitted without question during the first half-hour of an exam.
- 5.4 A candidate who arrives after the first half-hour should be admitted to the examination room but the Chief Invigilator must complete a report stating the time of admission, the reason given by the candidate for being late, and the name of any other candidate who has previously left the exam room. A copy of this report will be given to the appropriate examiner by the Student Lifecycle team.
- 5.5 Where an exam is one hour long a candidate will not be permitted access to the exam room after 30 minutes.
- 5.6 Normally, no extra time will be allowed to a candidate who arrives late for an exam.

## 6. ITEMS PERMISSIBLE IN THE EXAM ROOM

- 6.1 Invigilators must check to ensure only authorised material has been brought into the Exam Room. Candidates are permitted to bring a bag and a coat which must be stored in an allocated area in the Exam Room specified by the Chief Invigilator. Candidates may be asked by an invigilator to remove head wear or uncover their ears. A candidate who brings any unauthorised item to their place by mistake must leave it under their desk immediately when they discover its presence and immediately inform an Invigilator.

### 6.2 Mobile Phones and other electronic devices

- 6.2.1 During examinations candidates are **not permitted** to have mobile phones or any other electronic devices (such as smart watches, iPads, headphones, MP3 players or smart pens), unless specifically allowed in the rubric of the examination paper, in their possession (i.e. on their person). Such items may be stored in bags or under the candidate's exam desk, out of reach of the candidate. Any student found to be in possession of such an item will be required to leave the exam room and will not be readmitted. A mark of zero will be recorded for that exam. The student may be dealt with in accordance with *6H - Academic Offences: Policy and Procedure for Taught Awards*. Regular watches are permitted but these must be taken off and left on the candidate desks for invigilators to see.
- 6.2.2 All unauthorised electronic devices including mobile phones **must be stored in bags or under the exam desk and be turned off** at all times during an exam. Any student found to have an electronic device switched on during an exam, or whose mobile rings, or vibrates may be required to leave the exam room and will not be readmitted. Where this is the case, a mark of zero will be recorded for that exam. The student may be dealt with in accordance with *6H - Academic Offences: Policy and Procedure for Taught Awards*.
- 6.2.3 Only in exceptional circumstances (e.g. a sick relative or expectant partner) will an active mobile be permitted into an examination room. In such cases the student must inform the Chief Invigilator of the circumstance and surrender their mobile to the invigilator who will keep the student's phone with them for the duration of the exam. The mobile will be returned to the student at the end of the examination.

### 6.3 Calculators

- 6.3.1 Candidates who need a calculator must provide their own, which should:
- have no programming capability;
  - be independently powered and silent;
  - not be capable of text storage or manipulation or graphic display.

Any exam for which a programmable calculator has been approved for use **MUST** have this clearly indicated on the front of the exam paper.

- 6.3.2 Candidates are required to state on their exam answer booklets the make and model number of the calculator used. A candidate who has any doubt about the suitability of a particular calculator for use in exams must seek approval for its use from the lecturer responsible for the exam before it takes place.

#### 6.4 Dictionaries

- 6.4.1 Candidates must not take dictionaries into an exam unless they have written permission to do so, with the exception of exchange students whose native language is not English and who are studying at Bournemouth University through one of the University's recognised international mobility programmes.

### 7. ANNOUNCEMENTS TO CANDIDATES PRIOR TO COMMENCEMENT OF EXAMINATION

#### 7.1 Main Examination Halls

- 7.1.1 When the question papers have been distributed on each desk, and before the exam begins, the following announcements must be made:

- I will now remind you of the rules.
- You must display your Student ID Card on your desk throughout the exam. You must fully complete the front page of every answer booklet, including your 7 digit student ID number.
- You must turn off all mobile phones, smart watches and other electronic devices and leave them in your bag in the designated area, or under your exam desk.
- If you have a normal watch, you must remove it and leave it on your desk.
- If we discover that you have a mobile phone or a smart watch on your desk, in your pocket or anywhere on your person during the exam you will be told to leave the exam room and you will not be allowed to return.
- If your mobile phone rings or vibrates, during an exam you may be told to leave the exam room and you will not be allowed to return.
- *Please now check that you do not have any unauthorised items with you. You **must** leave them under your desk **now**.*
- If you wish to attract the attention of an invigilator, for more paper, to leave the exam, to go to the toilet or for any other reason you should do so by raising your hand.
- You must NOT talk or communicate with any other candidate during the exam
- You are not allowed to leave the exam during the first hour or during the last 10 minutes of the exam. (If it is a one hour exam, you are not allowed to leave during the first 30 minutes).
- At the end of the exam, you **MUST** put down your pen and stop writing when the invigilator tells you to.
- Now check you have the correct question paper.

- 7.1.2 The Chief Invigilator should announce to the candidates the length of the exam and the finish time. The exam will commence from the time the announcement that the examination papers may be turned over is made. No extra time is permitted for reading the paper.

- 7.1.3 At the start of the exam, invigilators must check each exam desk to ensure no unauthorised material has been brought into the exam.

- 7.1.4 Where exams of differing durations are being held in the same room, candidates whose exam finishes first must normally remain silent in their seats until given permission to leave the exam room. During this time the completed answer booklets should be collected, collated and counted.

## **7.2 Additional Support Room with more than one ALS candidate**

7.2.1 In addition to the announcements made in 7.1.1, the invigilator must remind candidates of the following:

- If you are entitled to rest breaks or need to visit the rest rooms you **MUST NOT** leave the building and must remain in the corridor adjacent to your exam room. Where possible an invigilator will accompany you.
- Candidates may be permitted food and drink in accordance with their specific requirements but their consumption must not disturb other candidates.

## **7.3 Additional Support Room: PC Labs**

7.3.1 Candidates should enter the room and seat themselves at a PC. The invigilator should provide the candidates with the username and password which is the same for every machine being used under exam conditions. Machines will not be networked and are standalone machines for the duration of the examination period.

**Students should not use their own usernames or login under any circumstance when using a PC for examinations. Invigilators should ideally log on to the machine, using the exam username and password, for the student before the examination starts.**

7.3.2 Logon information will be provided to the invigilator before the exams session.

7.3.3 In addition to the announcements made in 7.1.1, the invigilator must inform candidates of the following:

- If you are entitled to rest breaks or need to visit the rest rooms you **MUST NOT** leave the building and must remain in the corridor adjacent to your exam room. Where possible an invigilator will accompany you.
- Please check you have logged onto the machine, or the machine has been logged on for you, using the exam username and password. Students should not use their own username/login.
- In the header of the document put your ID number, exam paper name, Room and seat number.
- In the footer of the document set up page numbers.
- We draw your attention to the signs displayed around the room. You must save your work to the PC desktop at regular intervals. **DO NOT** delete your work from the PC until you have seen and approved a printed version of your exam.

7.3.4 Where examinations of differing times are being held in the same room, candidates whose examination finishes first must normally remain silent in their seats until given permission to leave the examination room. Invigilators should save a copy of individual students' work to the supplied USB stick/pen. A copy of the work should be printed out and handed to the student to check. Following agreement that the paper is satisfactory, the candidate should hand this back to the invigilator who will take this to the Examinations Office. The printed work **MUST** be attached to the answer booklet.

## **7.4 Additional Support Room: One-to-one invigilation**

7.4.1 Before the candidate arrives, if the ALS requirements state that use of a PC is permissible the invigilator should check that the PC is in good working order and can be logged onto successfully.

7.4.2 If using a PC, the candidate should enter the room and seat themselves at the PC. The invigilator should provide the candidates with the username and password (unless the invigilator has already logged on). Machines will not be networked and are standalone machines for the duration of the examination period.

- 7.4.3 **Students should not use their own usernames or login under any circumstance when using a PC for examinations. Invigilators should ideally log on to the machine, using the exam username and password, for the student before the examination starts.**
- 7.4.4 When the question papers have been placed on the desk, and prior to the commencement of the examination, the announcements in 7.1.1 should be made. In addition, the Invigilator should remind candidates of the following:
- If you are entitled to rest breaks or need to visit the rest rooms I will accompany you.
  - If using a PC: Please check you have logged onto the machine, or the machine has been logged on for you, using the exam username and password. You should not use your own username/login
  - In the header of the document put your ID number, exam paper name, Room and seat number.
  - In the footer of the document set up page numbers.
  - We draw your attention to the signs displayed around the room. You must save your work to the PC desktop at regular intervals. **DO NOT** delete your work from the PC until you have seen and approved a printed version of your exam.
  - Please check you have the correct question paper.
- 7.4.5 The invigilator should speak to the candidate to inform them of the length of the examination and when it is due to end. The examination will commence from the time the announcement that the examination papers may be turned over is made. No extra time is permitted for reading the paper.
- 7.4.6 At the start of the examination, invigilators must check each exam desk in use to ensure no unauthorised material has been brought into the examination.
- 7.4.7 Where an exam has taken place using a PC, invigilators should save a copy of individual students' work to the supplied USB stick/pen. A copy of the work should be printed out and handed to the student to check. Following agreement that the paper is satisfactory, the candidate should hand this back to the invigilator who will take this to the Examinations Office. The printed work **MUST** be attached to the answer booklet.
- 7.4.8 Only USB sticks provided by Student Lifecycle should be used. Under no circumstance should invigilators use USB sticks supplied from elsewhere.

## **8. LEAVING THE EXAMINATION ROOM**

- 8.1 At any time during the examination a candidate may be permitted to leave the examination room for personal reasons and should normally be accompanied by an invigilator or a person appointed by the invigilator. The amount of supervision accorded to the candidate outside the examination room is left to the discretion of the invigilator, but the invigilator should be satisfied that the candidate does not have access to unauthorised material/other persons.
- 8.2 **Any candidate who leaves the examination room without the permission of an invigilator will normally be deemed to have withdrawn from the examination and should not be readmitted to the examination room.**
- 8.3 A candidate may be allowed to terminate the examination at any time after the first hour and up to 10 minutes before the end of the examination session on surrender of their answer booklet, rough work, official stationery or equipment from the room to an invigilator, with the exception of the question paper which may be retained unless stated otherwise in the instructions on the question paper itself. The student may not be readmitted to the examination room.

## **9. STUDENT MISCONDUCT**

- 9.1 When use of unauthorised materials is suspected, the invigilator must:

- Immediately inform the Chief Invigilator and the candidate of their suspicions;
- Indicate in the candidate's answer booklet or paper the point and time at which the alleged offence took place. This entry must be signed in ink and counter-signed by the student and/or another invigilator;
- Keep any disturbance to a minimum and, only if necessary, take the candidate from the room;
- Remove any unauthorised material and the answer booklet or paper;
- Inform the candidate that they may continue with the examination and note the time on the new answer booklet;
- Tell the candidate to remain in the room after the examination so that details may be recorded;
- Record all relevant facts on the Invigilation and Absence Report;
- Inform the Student Lifecycle Team Leader of the suspected misconduct.

**NB:** It is important that all steps are followed correctly as any misconduct may be considered under *6H - Academic Offences: Policy and Procedure for Taught Awards*.

- 9.2 All invigilators should familiarise themselves with *6H - Academic Offences: Policy and Procedure for Taught Awards* and ensure any incident of misconduct is recorded in detail on the Invigilation and Absence Report. Where a student is subsequently taken through an Academic Offence Panel, invigilators may be required to attend as witnesses to the offence.

## 10. ENDING THE EXAM

- 10.1 The Chief Invigilator may provide candidates a 30 minute and 10 minute warning of the end of the exam.

- 10.2 At the end of an exam the following announcements must be made to candidates:

- Stop writing and remain in silence in your seats until **all** papers have been collected and checked
- Check you have fully completed the front page of **every** answer booklet including your student ID number which is on your ID card under your photo. Make sure all question numbers attempted are entered on the front of the answer booklet.
- Put any loose sheets used, such as graph paper, in the order in which the questions have been attempted and then fasten them and any supplementary pages to the answer booklet.
- If you have attempted more than the required number of questions indicated in the instructions on the front of the question paper, the extra ones will not be marked. Strike through any questions which you would prefer not to count or the examiner will ignore the additional answers coming last in the answer booklet.
- You must not remove from the exam room any answer booklet, used or unused, statistical tables, exam stationery or other documents provided, with the exception of the question paper which you may keep unless stated otherwise in the instructions on the front of the questions paper itself.
- Please remain in silence in your seats until **all** the answer booklets have been collected and checked.
- You may now leave the exam room.

- 10.3 **The answer booklets for each subject/unit should be counted and checked BEFORE candidates are allowed to leave the examination room. Each answer booklet must quote the Student ID number. Take careful note to ensure any single sheet, multiple choice answer sheets are included with the students' work.**

- 10.4 Completed answer booklets must be sorted into numerical order by candidate number and packed securely. The Chief Invigilator must ensure the completed Marksheet and Invigilation and Absence Report, together with the completed answer booklets and all unused stationery are returned to the Exams Office on Talbot Campus, or as notified, without delay.

**SCRIPTS MUST NOT NORMALLY BE HANDED DIRECTLY TO THE PERSON RESPONSIBLE FOR MARKING THEM.**



## General

### 11. REFERENCES AND FURTHER INFORMATION

- 11.1 Further information or guidance on any aspect of this procedure is available by contacting [studentlifecycle@bournemouth.ac.uk](mailto:studentlifecycle@bournemouth.ac.uk).
- 11.2 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in July 2019.