

*Essential
Information
For Invigilators*

INFORMATION FOR INVIGILATORS OF UNIVERSITY EXAMINATIONS

Candidates are required to demonstrate their learning through a variety of assessment methods, one of them being examinations. The University is committed to ensuring that examination candidates are given the best possible opportunity to perform to the best of their ability in examinations.

The Code of Practice on the assessment of candidates published by the Quality Assurance Agency states:

“Institutions should ensure that assessment is conducted with rigor and fairness, with due regard for security” and that there must be “proper and rigorous invigilation of assessments, including rules and guidelines for invigilators”.

The University has in place policies, procedures, rules and regulations to ensure that examinations are conducted rigorously and fairly.

Invigilators are responsible for the conduct of an examination session in line with these policies, procedures, rules and regulations; breaching them may constitute academic misconduct (unfair means) which could result in disciplinary action being taken against the candidate(s) concerned.

Invigilators therefore act for the University, under the guidance of Timetabling and Examinations, Student Administration. A hard copy of the document ‘Essential Information for Invigilators’ is issued to each exam venue during examination periods. It sets out responsibilities of invigilators, giving a step-by-step guide to the examination session. For example; how to prepare examination paper sets, what instructions must be given to candidates, what may be taken to an examination desk, what invigilators should look out for as they patrol the exam room, etc.

It also gives guidance on how to deal with common ‘problems’, e.g. a candidate turns up who is not on the attendance list, a candidate needs the toilet, a candidate is seen with notes in his/her pencil case, and so on. Timetabling and Examinations should be consulted in the event of the information not being contained in this guide or if clarification is needed.

Collection and Return of Papers – please see page 18

CONTENTS

INTRODUCTION.....	3
GENERAL ENQUIRIES.....	3
TELEPHONE ENQUIRIES	3
APPOINTMENT OF INVIGILATORS	
Senior invigilators.....	4
Invigilators	4
Non-academic staff / research students/part-time lecturers	5
Invigilation on-line training	5
INVIGILATOR DUTIES	
Senior invigilator duties	6
Assistant Invigilators duties	9
Responsibilities of the originators of exam papers.....	10
HOW DO I ...?	
Checking Identification	11
Completing the attendance lists	11
• Candidates not on the attendance list.....	12
Delay the start time	12
Errors and queries on question papers	12
Illness	12
Candidates with individual needs.....	13
• Candidates requiring extra time	13
• Candidates claiming concessions who are not on the individual needs list	13
Panic attacks and/or severe anxiety	14
Candidates who have epilepsy	15
Late arrival	16
Leaving the exam room.....	16
• Toilet visits.....	16
Procedures for emergency evacuation of a building during an examination.....	16
Report forms.....	16
Academic Misconduct	17
Use of Dictionaries and Electronic Devices.....	17
GENERAL INFORMATION	
Collection and return of papers	18
Opening Times for Collection and return of papers	18
Preparation of the examination room	19
Cleanliness of the examination venue	19
Stationery.....	19
Location of stationery cupboards.....	20
Useful Telephone Numbers (including Building Managers).....	21

INFORMATION FOR INVIGILATORS OF UNIVERSITY EXAMINATIONS

INTRODUCTION

Timetabling and Examinations, Student Administration administers formal written examinations on behalf of the University.

Invigilators therefore act for the University, under the guidance of Timetabling and Examinations, Student Administration. A hard copy of the document 'Essential Information for Invigilators' is issued to each exam venue during examination periods.

It sets out the procedures that need to be followed in order to ensure that written examinations are conducted appropriately and in line with University of Salford regulations, rules and procedures. Failure to observe these procedures may render the examination void.

GENERAL ENQUIRIES

Any enquiries about the examination arrangements outlined in this document should be addressed sa-exams@salford.ac.uk

TELEPHONE ENQUIRIES

Any urgent enquiries regarding the examination arrangements outlined in this document should be directed to Timetabling and Examinations, Student Administration on the hunt group extension 56948

APPOINTMENT OF INVIGILATORS

Invigilation of University examinations must be carried out by suitably experienced adults.

The criteria on which invigilators are appointed for each examination venue are laid out below.

- **Senior invigilator**

The senior invigilator is responsible for the overall conduct of the examination session, including the allocation of duties to invigilators. He/she must be able to exercise an appropriate level of authority during the examination.

Timetabling and Examinations requests the nomination of the senior invigilator from the school responsible for the largest group of candidates in the exam room.

The school can nominate as Senior Invigilators academic staff or professional services staff with considerable previous experience as an invigilator. **Staff on probation must not be appointed to the role of senior invigilator.**

- **Invigilators**

One or more assistant invigilators will also be appointed to assist the senior invigilator. Sufficient assistant invigilators must be appointed to ensure that the examination(s) is/are conducted in accordance with University of Salford regulations, rules and procedures. Timetabling and Examinations requests the nomination of invigilators in the following ratios:

Candidates

2-30	1 senior invigilator + 1 invigilator
31-90	1 senior invigilator + 2 invigilators
91-150	1 senior invigilator + 3 invigilators
151-200	1 senior invigilator + 4 invigilators
201- 250	1 senior invigilator + 5 invigilators
251-300	1 senior invigilator + 6 invigilators
300+	1 senior invigilator + 7 invigilators

Please Note:

Additional invigilators may be requested for examinations taking place in the Allerton Exam Rooms Level 0 and Level 3 (located within the Library) due to the layout of these rooms.

The candidate/invigilator ratio must be maintained for the duration of the examination, i.e. invigilators should not take breaks (other than toilet breaks) as this would raise the candidate /invigilator ratio above the University's stated minimum level.

Timetabling and Examinations will indicate how many invigilators are required from each school. This can be subject to change by Timetabling and Examinations.

Assistant Invigilators can be nominated from full-time/part-time members of academic staff or from professional services.

It is expected that the invigilators will include a representative from each school responsible for setting a paper being examined in the room.

If a school is required to nominate more than one invigilator for the same venue the school should try to appoint at least one male and one female invigilator. Once you have agreed your nominations locally, it is the School's responsibility to inform (with sufficient notice) all Senior and Assistant invigilators of the dates, times and venues for exams at which they will be required to invigilate.

- **Research students**

Postgraduate research students may be nominated to act as senior invigilators if they have considerable previous experience as an assistant invigilator. They may also be appointed as assistant invigilators but if remuneration is considered then this must be paid out of school funds. Please liaise with Human Resources regarding the current hourly rate. Nominations should be made to Timetabling and Examinations in the normal way, but an indication made in brackets that the person is a postgraduate student.

- **Non-academic staff**

Non-academic staff (e.g. scientific officers, technical and administrative staff) may be nominated by the agreement of the Head of School that the member of staff can be released from their normal daily duties to undertake invigilation. The member of staff would not be given an additional payment for these duties.

- **Part-time lecturers**

Part-time lecturers are normally expected to invigilate the examination papers for those courses on which they have been employed to teach and this invigilation requirement should be included within their part-time contract with the academic school, so that the time commitment is understood by the staff member concerned.

- **INVIGILATION ON-LINE TRAINING**

1. All invigilators **MUST** undergo the training which is on **Blackboard** at:-

Under the heading: 'My Organisations' select 'Professional & Organisational Staff Development'

> All Toolkits A-Z > Exam Invigilation

Please tick the Mark Reviewed button when you have completed the training as HR keeps a record of all trained staff.

2. If a senior invigilator or invigilator has to subsequently change their duty, they should find a substitute and advise Timetabling and Examinations. It is **NOT** the responsibility of Timetabling and Examinations to nominate substitutes.
3. Invigilators should be aware that there may be candidates sitting the exam who are allowed extra time. The senior invigilator will decide which invigilator(s) should stay to invigilate the extra time period (along with the senior).
4. The originators (person who wrote the examination) of all examination papers **MUST** be present in the examination room during the first half-hour of the examination, even if they are not invigilating. They must check their paper for errors before the start of the examination.

Originators of papers (or nominated replacement) MUST also attend the examination room at the end of the examination to collect their completed candidate answer scripts.

INVIGILATOR DUTIES

Examinations must be conducted in accordance with University of Salford examination rules and regulations and be properly invigilated.

- **Senior invigilator duties**

Senior invigilators are responsible for the conduct of all examinations in the room to which they are appointed. Assistant invigilators are under the senior invigilator's direction and are required to assist him/her with the preparations for, and conduct of, the examination(s) (see page 9 onwards).

The Senior Invigilator will be notified by Timetabling and Examinations by email where to collect examination packs.

Exam packs contain:

- The sealed packet/s of examination papers,
- A stationery cabinet combination code, or where appropriate, a pack of stationery;
- Any special stationery as specified by the originator of the relevant paper,
- Two copies of the list of candidates to indicate present/absent;
- One copy of attendance list to display outside the venue,
- A stamp and pad for stamping answer scripts,
- A copy of 'Essential Information for Invigilators',
- Report forms for illness/general issues/academic misconduct,
- Yellow card detailing instructions to candidates (must be read out for every exam),
- Details of any individual need's candidates and their requirements.

The senior invigilator must take their University staff card to the point of collection as proof of identity; staff are not able to release examination materials without satisfactory proof of identity.

1. Preparation of examination paper sets:

- Examination papers, answer scripts and other requirements must **not** be laid out on desks before the admission of candidates.
- Invigilators should prepare the examination papers for issue by opening the appropriate envelopes and dividing the attendance list by CRN and paper groupings.
- Invigilators should then make up the following documents for each candidate: the exam paper, answer script and any other special requirements (e.g. graph paper, mathematical tables etc).
An ink stamp and pad will be issued with every stationery pack from Timetabling and Examinations. The senior invigilator should set a random number on the stamp and use it to stamp every answer script that is to be handed out. In this way all stationery handed back after the exam can be identified as stationery issued during the exam. Senior invigilators are asked to only stamp supplementary (green) answer scripts that are going to be used (e.g. if a paper requires each question to be answered in a separate script, then an estimate of the number of scripts required can be made. A 2 hour paper with no such requirement may mean that few supplementary answer scripts are needed). These sets should then be retained by the invigilators ready for issue.
- Experience has shown that an easy method of preparing the exam paper set is to insert the exam paper inside the blank answer script so that the title of the exam paper protrudes.

2. Admittance of candidates to the room (see page 11 for proper identification prior to/on entering venue).
 - Candidates are told to be present for admittance **20** minutes before the start of the examination. The senior invigilator can at their discretion admit the candidates earlier if needed.
 - Candidates should be told, on entering the room, to place all coats and bags at the front or back of the exam room. If there are any candidates whose attire conceals their identity they must be prepared to confirm visual identity in an appropriate manner. Authentication will be done in an appropriate location by a staff member of the same sex, with a clear explanation given to the individual for the reason of the identity check. This information is included on the Faith and Religion website on the Student Life student internet site under the heading '*Religious Dress*':

[http://www.advice.salford.ac.uk/cms/resources/uploads/files/Religion%20and%20Belief%20students\(vfinal\).pdf](http://www.advice.salford.ac.uk/cms/resources/uploads/files/Religion%20and%20Belief%20students(vfinal).pdf)
 - Candidates should be seated according to their designated desk number as it appears on the attendance list. Please see any individual needs reports in the exam pack as a candidate may need moving accordingly.

Ask invigilators to issue examination paper sets - each invigilator dealing with a specific group of candidates (e.g. certain rows, particular paper), as assigned by the senior invigilator.

3. Give the candidate instructions (outlined on the provided yellow cards (and below, points 1 - 6) - *nb if a microphone is available, please use it*)

STARTING THE EXAM: Please read out in full

1. Sitting the exam
 - By sitting this exam you are declaring that you are fit to take the exam.
 - You cannot submit a PMC to advise that your standard of performance in the exam has been affected.
 - If you are unwell at any point during the exam, please alert one of the invigilators.
2. Permissible items
 - Coats and bags should be placed at the back (or front) of the room.
 - Small items of value should remain with you.
 - Mobile phones must be switched off and left in your bag or on the invigilator's desk.
 - All other devices with internet connectivity, including smart watches, should be brought to the front now.
 - Papers, books and notes, including exam timetables, should be removed from pockets, pencil cases and desks.
 - Dictionaries, including electronic dictionaries, are not allowed unless specified on the exam paper.
 - Calculators are not allowed unless specified – where used, pre-programmed information must be cleared.
 - Pens, pencils and rulers are therefore the only items permitted, unless otherwise specified.
 - Any unauthorised items or material found will be reported under the Academic Misconduct Procedure.
 - You are not permitted to engage in any form of communication with another candidate during the examination.

Read out only if Open Book: *Only authorised materials and texts specified in the exam instructions on the exam paper are permitted. Any unauthorised materials both near or on your desks will be reported under the Academic Misconduct Procedure.*

3. Answering questions

- You must do all work in the answer scripts.
- Do not insert any supplementary materials in your answer script unless otherwise specified.
- Ensure that you seal the flap for marking purposes.

[Plus include here any special instructions on use of answer scripts, e.g. answer each section in a different script]

4. Leaving the exam venue

- You may not leave this room during the 1st hour or last 15 minutes of the examination.
- We are not expecting a practice evacuation. In an emergency, you will be informed of the exit procedure.

5. Toilet breaks

- If you need a toilet break please note you will be accompanied at all times.
- If you wish to attract the attention of an invigilator during the exam, raise your hand.

6. Now

- Check that you have the correct question paper. Do not start writing until I tell you.
- The start time of your exam will be written here [to be written on flip chart or white board].
- You will be informed when there are 15 minutes of the examination left.
- You will now have five minutes to read the exam paper through.
- I will tell you when you may begin writing. The examination will officially begin at that point.

[Please note that the five minutes reading time is additional to the exam time]

- Finally, please place your University ID card on the right hand corner of your desk so that it can be checked.

The 5 minutes reading time is in additional to the exam time.

Mark present or absent on both copies of the attendance lists.

Inform candidates when there are 15 minutes left of the exam (this serves the dual purpose of giving a time check and also indicating to candidates that they will no longer be permitted to leave the exam room if they have finished their exam early).

ENDING THE EXAM: Please read out in full points 1 – 2 and point 3 for extra time candidates from the yellow instruction card

1. Ending the exam for all candidates in the exam venue (irrespective of extra time requirements)

- The examination has now ended; all candidates must stop writing. Please put your pens down.
- Candidates with extra time will be told when to start writing again. These candidates should keep papers on their desk.
- For those whose exam has ended, place your answer paper on the right side of your desk and the question paper on the left.
- Make sure you have completed the front of all of the answer scripts you have written in.
- Remove the sealed strip and fold over to conceal your name.
- Loose sheets and additional answer scripts should be attached to the main answer script with a treasury tag.
- No examination stationery must be taken from the examination room.
- Remain seated and quiet while we collect the examination papers.

COLLECTING PAPERS

Collect all question papers and all answer scripts ensuring that additional scripts are tagged together.

Check that answer scripts are collected against the attendance list before candidates leave the venue.

Hand over answer scripts to the member of staff responsible (paper originator or person taking answer scripts to the school office), who must check numbers and sign for them on the senior invigilator's summary sheet.

Collect up unused stationery and lock away in the cupboard provided or, where there is no stationery cupboard, after the exam return the surplus stationery to Timetabling and Examinations or point of collection.

Originators or appointed nominee to be responsible for completed answer scripts.

ALLOWING CANDIDATES TO LEAVE – ask any candidates suspected of academic misconduct to remain in the venue

Once papers have been collected in – read out

- Candidates who have completed their exam can now leave. Please collect your bags and leave quietly.

Candidates may not take away the examination paper unless otherwise stated on the paper or if the originator agrees.

RESTARTING THE EXAM for those allowed extra time – read out

- Your examination will now resume. I will tell you when to stop writing.

ACADEMIC MISCONDUCT

Deal with instances of suspected academic misconduct (see page 17).

• **Assistant Invigilator duties**

Invigilators are under the senior invigilator's direction and are required to assist him/her with the preparations for, and conduct of, the examination(s) (see page 6 onwards). Senior invigilators are responsible for the conduct of all examinations in the room to which they are appointed.

Assistant Invigilators should

1. Arrive at the examination room at least 30 minutes before the start of the examination, earlier for larger venues (e.g. 45 minutes).
2. Give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking or reading, in the examination room.
3. Invigilate all candidates not just their 'own' candidates; invigilators are appointed to the venue, not to a group of candidates from their school.
4. Familiarise themselves with the emergency evacuation procedures for the venue.
5. Remain in the examination room for the whole of the exam unless they need to leave as part of their duties, e.g., to accompany a candidate to the toilet.

[Note: During the extra time for individual needs candidates it is not necessary for all invigilators to remain in the room, but the ratio of invigilators to candidates must not fall below that prescribed. The senior invigilator will decide which invigilators must stay.]

6. As far as possible, check candidates' desks for unauthorised material; e.g. personal timetables, last minute revision notes etc. and remove them. This should be done as soon as candidates are seated and before the end of the 5 minutes' reading time. There have been instances of invigilators noticing that candidates have unauthorised material on their desks some way into the examination and even, on occasion, as the answer scripts are being collected at the end of the examination. **Ultimately, it is still the candidates' responsibility to ensure that they do not have unauthorised material on their desks.**
7. Patrol the room during the exam, quietly and unobtrusively. They should be especially watchful for incidences of academic misconduct, e.g. candidates using notes, candidates attempting to communicate with one another, copying, etc. Invigilators have the right to check any item on the candidate's desk, e.g. pencil case, glasses case. If an invigilator suspects unfair means, he/she should report it to the senior invigilator immediately.
8. Check the toilets once the exam has started and during the exam for any obvious notes which have been left there by a candidate to be consulted during a toilet visit e.g. on top of the cistern, behind pipes. Please also see page 16 regarding leaving the exam room and toilet visits.
9. Be alert to candidates trying to attract the attention of an invigilator. Candidates are told to raise their hand if they need to summon an invigilator, whether it is to request an additional answer script, a toilet visit, a query about the exam paper and so on. Invigilators should respond to candidates as quickly as possible, referring matters to the senior invigilator as necessary.
10. Keep their conversation to an absolute minimum so that candidates are not disturbed.

- **Responsibilities of the Originators of Exam Papers**

The originator of each examination paper (if not already present as an invigilator) must be present in the examination room during the first half-hour of the examination session. They must thoroughly check their own exam paper for any errors before the start of the examination and notify candidates of any subsequent errors of which they are aware and to answer candidates' queries. Any announcements to candidates which may be deemed necessary can be made after consultation with, and at the discretion of, the senior invigilator.

If the examination is taking place in more than one venue any paper errors must be communicated to the relevant senior invigilator. Please ensure you have details of the senior invigilator(s) at the other venues. The senior invigilator must also ensure that any late candidates are informed of any errors or amendments.

Originators of papers, or approved nominees, must also attend the examination room at the end of the examinations to collect and sign for their completed answer scripts.

Corrections/additions to the examination paper must be reported to Timetabling and Examinations so that they can be relayed to external centres hosting University of Salford examinations and made to the Library copy of the paper.

When candidates receive their examination timetable, they are informed that they must familiarise themselves with the relevant policies and guidance on the web site. The link below to the main Examination Rules & Regulations is included with their personal exam timetable. It is the candidate's responsibility to find out details of their examinations.

http://www.salford.ac.uk/_data/assets/pdf_file/0007/653686/ExaminationRules.pdf

HOW DO I ...?

CHECKING IDENTIFICATION

- **As candidates enter the examination venue**

Candidates whose attire conceals their identity must be prepared to confirm visual identity in an appropriate manner e.g. at interviews and prior to examinations.

Security and examination requirements mean that candidates may have to be authenticated against their ID cards.

If headwear obstructs the face, the temporary removal of such items may be necessary.

Authentication will be done in an appropriate location by a staff member of the same sex (where available), who will provide a clear explanation to an individual the reason they are being asked to confirm visual identity. Candidates must always have their University of Salford ID Card with them when taking exams.

If you are aware of any of your candidates who fall within this category please arrange (prior to the exam taking place) for a member of staff of the same gender to be present at the beginning of the exam in case no invigilator of the same gender has been allocated to the venue. If this has not been arranged in advance please contact Timetabling and Examinations.

Further information can be found on the Disability & Learner Support website:

<http://www.advice.salford.ac.uk/page/faith-and-religion>

- **Completing the attendance lists**

Candidates have been informed via their examination timetable (and link to a copy of the examination rules) that they should bring their University ID card to every examination.

These ID cards should be placed on the desk so that the senior invigilator can verify the identity of the candidate seated at the desk and mark the attendance list.

If a candidate has lost or forgotten his/her ID card, another form of identification with a photograph is acceptable, e.g. NUS card, passport, driving licence with photo-card.

A candidate **is** permitted to continue the exam but the attendance lists are marked with a comment regarding the lack of ID e.g. 'no ID'. Attendance lists will therefore indicate those candidates without ID should there be anything suspicious or unusual about a particular answer script(s).

Shortly after the start of the examination the invigilators should check the attendance lists and put a tick where a candidate is present or write 'absent' for non-attendance on both copies. This should be done by checking candidates' identity cards.

Invigilators should be alert to attempted impersonation: if they suspect that a candidate is in fact an impersonator, they should contact Timetabling and Examinations who will take the appropriate steps, e.g. contact the police.

Be sure to take note of any candidates who have arrived late (write the time on the attendance lists)

Note: Candidates will not be allowed to enter the examination room more than 40 minutes after the start of the examination. (See page 16 regarding late arrivals).

- **EXAMINATION CANDIDATES NOT ON THE ATTENDANCE LIST**

Each examination candidate should have an allocated desk number. However, it is not unusual for candidates who may not have followed the normal examination procedures, e.g. carefully checking their personal exam timetable, to present themselves unexpectedly for examination. In such cases the senior invigilator should be satisfied that the examination the candidate wants to take is being held in the room. If this is the case, the candidate should be assigned to a desk at the end of the listed sequence. The names of any such candidates must be added to the attendance lists. If there is no room in the main venue, send the candidate to their School office.

- **Delaying the Start Time**

Examinations would only be delayed if it became clear that a significant number of candidates were affected, e.g. if there were major transport problems, severe bad weather problems and so on. Any delay would then only be permitted following consultation between Timetabling and Examinations and the senior invigilator.

- **Errors and Queries On Question Papers**

In the event of an error being found on a question paper Timetabling and Examinations must be notified. The originator of the paper must be present at the start of an examination. Although the paper should have been proof read prior to submitting to Timetabling and Examinations, they must check their paper for correctness before the start of the examination and any decisions taken should be notified to Timetabling and Examinations. This is done so that a record can be made and any other Centres hosting the examination externally can be informed.

If a candidate raises a query about the contents of a paper (for example a suspected misprint), invigilators must never attempt to resolve the matter themselves. Only the originator (or approved nominee) can give rulings on the correct interpretation of a question which is perceived to be wrong or ambiguous. If the originator (or nominee) is not present, Timetabling and Examinations should be contacted who will contact the school on your behalf.

- **Illness**

The Personal Mitigating Circumstances Procedure and guidelines are available on the web at:

http://www.salford.ac.uk/_data/assets/pdf_file/0003/607548/PersonalMitigatingCircumstancesProcedure.pdf

If a candidate wishes to withdraw from the examination because of illness the senior invigilator should report the circumstance to Timetabling and Examinations at the end of the examination on the 'Illness' report form provided.

Particular care should be taken when an illness occurs in the early part of an examination since candidates are allowed into the exam room up to 40 minutes after the start of the exam. The security of the paper could be jeopardised if a candidate who is unwell is allowed to simply leave

the examination room. The senior invigilator must therefore contact the candidate's School office who will need to arrange for someone to chaperone the candidate until the 40 minutes has expired. It is in the candidate's interests to seek immediate medical attention and a medical certificate **at the time of the illness**, since this can be used to support a PMC, if he/she intends submitting one.

Emergency contact number is ext. 53333 or 0161 295 3333 and they will find you the nearest first aider to the location of the casualty if needed.

At Media City (MCUK) please contact ext. 50100 or 0161 295 0100.

CANDIDATES WITH INDIVIDUAL NEEDS

Candidates who have a disability and believe that they should be entitled to individual arrangements for exams should make themselves known to the Disability & Learner Support Office prior to the examination, which will assess their individual circumstances and advise Timetabling and Examinations of any arrangements that should be made.

Liaison between the school contact and Timetabling and Examinations takes place **in advance of the examination period** to confirm candidates for whom individual arrangements will be required because of disability. If candidates require an individual arrangement in an examination (e.g. extra time), the candidate's name and the required arrangement will be notified to the senior invigilator on the day of the exam in a report included in the examination pack. If a candidate has an assessment with the Disability & Learner Support office **after** Timetabling and Examinations have generated exam reports, the candidate is given an Exam Memo from the Disability & Learner Support office detailing their exam concession to take to the exam venue. The candidate must show this to the senior invigilator.

If the report states a candidate should be seated near the door for example, please move the candidate accordingly and amend the attendance lists. You may need to ask another candidate to change seats to accommodate this requirement.

If a candidate is required to take an examination in a separate/individual room, arrangements should be made by the school concerned. In such cases it is the school's responsibility to provide a suitable room, invigilator and any necessary equipment (e.g. a PC) and inform the candidate.

Where individual arrangements are made for a candidate, a Board of Examiners should not normally give further consideration to those circumstances within the PMC procedure unless there are additional circumstances not previously taken into account (otherwise this would be 'double counting' the circumstances).

- **Candidates Requiring Extra Time**

Where a candidate is to receive extra time at the end of the official examination, their exam must be suspended while other candidates leave the room and resumed when all disturbances have ceased.

Candidates sitting in the main venue may receive up to 15 minutes extra per hour. The appropriate school will make arrangements for a candidate to take the examination in a separate/individual room if they are to receive more than 15 minutes per hour.

- **Candidates claiming individual arrangements who are not on the individual needs list**

Please telephone Timetabling and Examinations on **ext 56948**. They will check to see if arrangements have been made only recently. If nothing is on record, Timetabling and Examinations will advise the senior invigilator to allow the candidate the extra time but mark in the answer script at the end of normal time and request that the candidate completes the rest of the answer script in a different coloured pen. The matter will be investigated further by the School after the exam.

CANDIDATES WHO EXPERIENCE PANIC ATTACKS AND/OR SEVERE ANXIETY

A panic attack is a severe attack of anxiety that can arise suddenly with little or no warning. The panic occurs in the absence of any real threat or danger, although in intrinsically stressful situations such as examinations. This may increase the likelihood of a panic attack occurring in an examination.

People who experience panic attacks experience very real and frightening physical symptoms. They may experience; chest pains, hyperventilation, numbness in extremities and may experience a detachment from reality. Panic attacks usually last only a few minutes, but some candidates may experience feelings of unease and fatigue for up to two hours after the attack.

A candidate may request to leave the room on the onset of a panic attack; they will need to be accompanied by an invigilator.

What you should do if a candidate is having a panic attack:

- Remain calm
- Reassure the candidate
- Prevent others from crowding round
- Suggest they try to control their breathing on a regular count.
- Ask the candidate what strategies they normally use to control the attack.
- Once the panic has eased, ask the candidate if she/he feels well enough to continue their exam. If so, start the exam again in 15 minutes, giving the candidate time to prepare. Please note that the candidate will require 25% additional time if this happens.

If you need a first aider please telephone the emergency contact number ext. 53333 and they will find you the nearest first aider to the location of the casualty. At Media City (MCUK) please contact ext. 50100 or 0161 295 0100.

CANDIDATES WHO HAVE EPILEPSY - *(Guidelines from the National Society for Epilepsy)*

Most seizures happen without warning, last only a short time and stop without any special treatment. Injuries can occur, but most people do not come to any harm in a seizure and do not usually need to go to hospital or see a doctor, most seizures stop of their own accord. Candidates may know the warning signs before a seizure and may ask to leave the room; they will need to be accompanied by an invigilator.

There are two main types of seizures:

Minor seizures

During a minor seizure the candidate may seem blank and will not be able to speak or answer questions normally. They may act in an odd way like chewing or smacking their lips, say odd unexpected things. Minor seizures may come on suddenly and last only a short time (a few minutes). When a candidate is having a seizure;

1. Stay calm.
2. Note the time of the seizure – if it lasts longer than 5 minutes, **call an ambulance.**
3. Prevent others from crowding around.
4. Remember the candidate may be dazed when s/he comes around.
5. Very rarely, the candidate may become agitated. If so do not obstruct the candidate - they're better left alone. Instead, wait nearby observe closely, intervening only if necessary.
6. Ask the candidate if s/he feels well enough to continue their exam. If so, start their exam again in 15mins, giving the candidate time to prepare. Please note that the candidate will require 25% additional time if this happens.

Major Seizures

During a convulsive seizure (where the person jerks or shakes) it helps to put something under their head to protect it. When a candidate is having a seizure;

1. Stay calm.
2. Note the time of the seizure – if it lasts longer than 5mins call an ambulance
3. Prevent others from crowding round.
4. If the candidate is lying down, put something soft under the candidate's head - like a jacket or cardigan - to prevent injury.
5. Move things away from candidate if there is a risk of injury e.g. desk and chair
6. Once the seizure is over stay with the candidate giving reassurance until s/he has fully recovered. Do not offer them a drink unless you are sure they are fully recovered.
7. Ask the candidate if s/he feel well enough to continue their exam. If so, start their exam again in 15mins, giving the candidate time to prepare. Please note that the candidate will require 25% additional time if this happens.

When a person has a convulsive seizure it is possible that their regular breathing pattern will be affected and they may go blue. Although this can be frightening to witness, it does not usually mean it is a medical emergency.

In all cases

Please do not try and stop the seizure. Do not call for an ambulance unless the seizure lasts longer than 5 minutes

**If you need a first aider please telephone emergency contact number ext. 53333 and they will find you the nearest first aider to the location of the casualty.
At Media City (MCUK) please contact ext. 50100 or 0161 295 0100.**

LATE ARRIVAL

Candidates will not be allowed to enter the examination room more than 40 minutes after the start of the examination. Candidates should be directed to their school office if they wish to make a PMC claim for absence.

LEAVING THE EXAMINATION ROOM

A candidate may not hand in an examination answer script or leave the examination room until one hour after the start of the examination, or during the last 15 minutes of the examination (except for in cases of illness, see above). Candidates will not be allowed to return to the examination room after having handed in their answer script.

• Toilet visits

Any candidates obliged to leave the examination room for personal reasons must be accompanied by an invigilator or other authorised person.

Candidates may visit the toilet during an examination but they will not be allowed any extra time at the end of the examination to compensate.

If a candidate needs to visit the toilet, he/she must be escorted by an invigilator, of the same gender where possible who will wait for him/her at the door to the cloakroom (not the cubicle) and escort him/her back to the desk. The invigilator should make a note in the answer script at the current place, e.g. "toilet visit 3.35pm".

Only one candidate at a time will be allowed to visit the toilet and candidates may have to wait until an invigilator is free to escort him/her to the toilet; candidates must not be allowed to visit the toilet on their own. Please use your discretion if more than one candidate requests toilet visits at the same time.

If a candidate requires a toilet break the invigilator has the right to ask the candidate if they are in possession of any notes or any electronic devices e.g. mobile phone, smart phone; and if they are the invigilator has the right to ask the candidate to hand them over for the remainder of the exam.

PROCEDURES FOR EMERGENCY EVACUATION OF A BUILDING DURING AN EXAMINATION

In the event of a fire alarm, bomb alert, or other emergency requiring the evacuation of the examination location, the senior invigilator should note the time the examination was interrupted and instruct the candidates to stop writing.

Candidates should be asked to leave all examination materials on their desks, to leave the room in an orderly fashion and to assemble at the appropriate assembly point.

Candidates should be instructed not to communicate with each other and reminded that they remain under examination conditions.

If the delay in returning to the examination is lengthy Timetabling and Examinations should be consulted as to whether the examination should be cancelled.

If the examination is resumed, candidates should endorse their answer scripts with the words: 'Examination interrupted; (time); (reason e.g. Fire Drill)' at the current place before they continue writing and ensure their answer scripts are correctly labelled.

Candidates will be given the balance of time due for the examination plus 10 minutes in compensation for the disturbance. The answer scripts should then be collected in the usual manner.

If you are unable to re-enter the building you must make an announcement to the candidates that this will be reported to Timetabling and Examinations who will liaise with the school(s) to determine the next course of action.

Following the incident, the senior invigilator must make a report, in writing, to Timetabling and Examinations which will be forwarded to the School for consideration at the Chair of the Board of Examiners.

N.B. Please note that this procedure includes all candidates (including those with additional time permitted through their Student Support Plan).

REPORT FORMS

The senior invigilator will receive three forms with the examination papers:

1. To report incidents of illness; (pink)
2. To report incidents of use of academic misconduct; (blue)
3. To report any general comments on the conduct of the examination (green).

These forms need **only** be completed if particular circumstances arise. Where necessary, copies of these forms will be forwarded to the appropriate school for action.

Academic Misconduct forms should be returned directly to the candidate's School office with their answer script and not to Timetabling and Examinations). A copy of the report form should be given to the candidate.

Low stationery supplies should be reported to Timetabling and Examinations on the 'general' form (green).

ACADEMIC MISCONDUCT

Invigilators must report instances of suspected academic misconduct to the senior invigilator immediately.

The senior invigilator, accompanied by the invigilator who made the report (preferably) or another invigilator, should confiscate any unauthorised materials from the candidate, e.g. notes, and record on the answer script the time and place (in the answer script) at which the discovery was made. The candidate should be allowed to complete the exam. At the end of the exam, the senior invigilator and invigilator should ask the candidate for an explanation of his/her conduct.

The senior invigilator should complete a report form, including any comments made by the candidate, and submit it to the candidates' **School Office** along with the examination answer script and any confiscated material.

USE OF DICTIONARIES AND ELECTRONIC DEVICES

Mobile phones, tablets or any other electronic device are not permitted on a candidate's person or on or near their desk – **even in an open book environment.**

Candidates are not allowed to take dictionaries (including electronic dictionaries) to an examination desk unless their use is specifically allowed in the instructions on the examination paper.

The University Senate has approved the use of electronic calculators in University examinations. However, no programmes or information stored in any medium may be taken into an examination room. If candidates are allowed to use an electronic calculator it must be cleared of all pre-stored programs or information. No calculator may be used which would disturb another candidate. No allowance will be made for calculator failure. Operating handbooks or manuals may not be taken into the examination room. Candidates are informed that an invigilator may check any calculator in an examination. Candidates are responsible for taking to an exam a suitable calculator if they are allowed to use one.

Mobile phones, smart phones or any other electronic device may not be used with the calculator function.

GENERAL INFORMATION

- Collection of exam packs and return of examination stationery and attendance lists

EXAM VENUE	EXAM PACK COLLECTION POINT & TIMES	RETURN OF EXAM STATIONERY
Maxwell Upper Hall / Maxwell Lower Hall	Maxwell Hall building – Maxwell Foyer 08:30 – 09:30 12:30 – 13:30	Return to Handypersons office, Maxwell Hall foyer – throughout the day* *After 3.30pm please take your stationery to Maxwell Security (Maxwell security can be found in the 'Well'. Go down left hand side of the main Maxwell Building into the well. At the bottom of the railings take immediate right & the door is on your left. Please ring the bell). Alternatively return to the Dane Room as per the information immediately below.
All other venues on the Peel Park campus	Dane Room, Ground Floor University House 08:00 – 09:30 12:30 – 13:30	Return to Point of Collection throughout the day * *After 5pm and until 6pm please take your exam stationery to the handyperson's office which is located on the right hand side, next to the disabled toilet on the Upper Ground Floor, University House. *After 6pm please take your stationery to Maxwell Security (Maxwell security can be found in the 'Well'. Go down left hand side of the main Maxwell Building into the well. At the bottom of the railings take immediate right & the door is on your left. Please ring the bell).
Allerton Building Mary Seacole Building *See Important Information below regarding admitting students to Allerton Exam Rooms Level 0 and 3	Allerton Reception 08:30 – 17:00	Return to Point of Collection throughout the day* *After 5pm and until 6pm please take your exam stationery to the handyperson's office which is located on the right hand side, next to the disabled toilet on the Upper Ground Floor, University House. *After 6pm please take your stationery to Maxwell Security (Maxwell security can be found in the 'Well'. Go down left hand side of the main Maxwell Building into the well. At the bottom of the railings take immediate right & the door is on your left. Please ring the bell).

*Admitting students to Allerton Exam Rooms Level 0 and 3

For exams taking place in the **Allerton Learning Space Ground Floor** there are notices displayed for students to congregate on the Concourse. Please can you make an announcement on the Concourse (1st floor above reception) when you are ready to admit students.

For exams taking place in the **Allerton Learning Space 3rd Floor** there are notices displayed for students to congregate in the Allerton Reception area (ground floor). Please make an announcement in the Reception area when you are ready to admit students.

- **Preparation of the Exam Room**

The room will be arranged with the appropriate number of desks and chairs, invigilators' tables and a clock. The desks are numbered and a list of candidates showing the number of the desk which each candidate is to occupy will have been posted outside the room.

Timetabling and Examinations should be notified immediately if a clock has not been provided or if it isn't working.

No display material, eg maps, diagrams, wall charts, which might be helpful to candidates, should be visible in the examination venue.

- **Cleanliness of the Exam Venue**

On arrival at the exam venue if you find any large amounts of rubbish or need the assistance of a cleaner please contact either the building manager or Estates helpdesk. Their contact numbers can be found on page 20.

- **Stationery**

Rooms which are regularly used for examination purposes contain a stationery cabinet with a stock of exam answer script.

Other items of stationery, which were requested on the pink special requirement forms, will be issued to the senior invigilator with the examination papers. A combination code to access the stationery cupboard will be provided for each senior invigilator at the point of collection of the exam pack. Some venues may be given blank answer scripts with their exam packs.

There are two types of examination answer scripts: Red 'main' script (8 pages - 16 sides), and green 'supplementary' script (4 pages - 8 sides). Supplementary scripts should be used for exams in which each question has to be answered in a different script so that we avoid wastage of paper.

Stamped unused exam answer scripts should be returned to Timetabling and Examinations as they will be recycled.

LOCATION OF STATIONERY CUPBOARDS – you will be provided with the combination code to unlock the stationery cupboard at the point of collection of the exam pack.

Allerton Main Hall	right-hand side, just inside the double doors
Allerton Exam Room Level 0	built in stationery cupboards
Allerton Exam Room Level 3	cupboard located in the room
Gilbert 1	to provide for rooms Gilbert 2 and 3
Chapman 1	free standing cupboard in the room
Chapman venues 2,3,4,5,6	built in cupboards are in each venue
Lady Hale Building G14	Outside the room
Lady Hale Building other exam venues	Through the first door leading corridor you go down to G14
Maxwell Hall	right-hand side of the stage, behind the curtains
Maxwell Lower Hall	cupboard located in the room
Maxwell 115	answer scripts included in the pack
Mary Seacole	under the porter's lodge window (ground floor)
Newton 234-237	In room 241
Newton 238-241	In room 241
Peel 337	In the room
Peel 338	In the room

Invigilators should report low stationery stocks in cupboards to Timetabling and Examinations using the General report form.

USEFUL TELEPHONE NUMBERS

Timetabling and Examinations 56948 (hunt group number) Lower Ground Floor, University House

Emergencies & First Aid (Media City)	53333 50100)	Estates Helpdesk	54444
--	-----------------	------------------	-------

IT Helpdesk	52444
-------------	-------

Building Managers

Adelphi/Adelphi House / Centenary	52526
-----------------------------------	-------

Humphrey Booth House / Crescent House	52526
---------------------------------------	-------

Allerton Main Hall / Allerton Studios	54729
---------------------------------------	-------

Mary Seacole / Brian Blatchford	54729
---------------------------------	-------

Maxwell / Maxwell Hall / Gilbert Rooms	55573
--	-------

Cockroft / Newton / Peel	54638
--------------------------	-------

Lady Hale / Clifford Whitworth	52116
--------------------------------	-------

University House / Chapman	52116
----------------------------	-------

A copy of this document can also be found:

http://www.salford.ac.uk/_data/assets/pdf_file/0010/653689/InformationForInvigilators.pdf