

Invigilation of Examinations

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All LJMU staff who invigilate and administrate examinations and Deans of Faculty and Directors of Schools
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Responsibility for Document Review:	Senior Planning and Information Officer, Registry Services
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RELEVANT DOCUMENTS

N/A

RELATED POLICIES & DOCUMENTS

N/A

INVIGILATION OF EXAMINATIONS

The following information and procedures apply to all formal examinations set by the University.

Introduction

The University is committed to ensuring that assessment is conducted with rigour and fairness, affording students the best possible opportunity to perform to the best of their ability in examinations. To this effect the University has in place policies, procedures, rules and regulations for the conduct of examinations. Invigilators are responsible for ensuring that the regulations, which govern the conduct of examinations, are enforced.

1. Appointment of Invigilators

The Director of School or Nominee is responsible for nominating academic staff to act as invigilators. Academic staff will be assigned to an examination room based on the number of students (see 2 below) and the subject specialism of the examinations taking place in any one room. Academic Invigilators may be supported by non-academic invigilators to ensure consistency and the smooth running of examinations.

2. Number of Invigilators

Where there are 2 or more candidates in an examination venue there should be 2 invigilators. The ratio of invigilators to candidates in an examination room should be 1:40, plus 1 Chief Invigilator and an extra invigilator to allow for absences associated with toilet breaks, illness etc.

3. The Chief Invigilator

One invigilator will act as Chief Invigilator, taking overall responsibility for the conduct and invigilation process of the examination(s) in a single venue. The Chief Invigilator must be able to exercise an appropriate level of authority during the examinations. It is the responsibility of the Chief Invigilator to ensure that the examination is conducted in a proper manner and in accordance with the regulations of the University. Where a number of Schools are using the same room, the invigilator whose School has the greatest number of candidates in the room will normally act as Chief Invigilator. However, the Chief Invigilator should also have the appropriate level of authority to undertake this role and in some cases it may be appropriate for another invigilator to act as Chief.

In particular:

- The Chief Invigilator must ensure that each examination in the room is of the correct duration
- The Chief Invigilator should ensure that they have the correct examination papers in the correct quantity. When they are satisfied that everything is in order, the candidates should be allowed into the examination room.

- The Chief Invigilator must advise candidates that they are to remain silent once they enter the examination room.
- The Chief Invigilator will make all necessary announcements – the start and finishing time of the exam[s] and any special instructions (see below: *The Examination*). The Chief Invigilator will ensure that invigilators carry out their duties appropriately.

4. General responsibilities and duties of invigilators

- Invigilators are responsible for ensuring that the security of the examination is maintained. They must be present throughout the examination in order to ensure that assessments are conducted in accordance with the regulations, remaining in the examination room for the whole of the examination unless they need to leave as part of their duties, e.g., to accompany a candidate to the toilet.
- Invigilators should give their undivided attention to the conduct of the examination. No other activity, e.g. marking or reading, may be undertaken during the examination period.
- Invigilators must not distract candidates. If it is necessary to discuss an issue invigilators must do so away from students (wherever possible outside the venue) to minimise disruption to any candidate.
- Invigilators must not use any electronic devices in the examination room, including mobile phones, laptops and tablets.
- Invigilators are appointed to the venue. Academic invigilators are responsible for the conduct of all examinations and candidates in the room to which they are appointed not just those for which they have direct teaching responsibility.
- Inappropriate behaviour by invigilators will be recorded by the Chief Invigilator/ Academic Registry staff and reported to the Academic Registrar and Dean of Faculty.

5. Before the examination.

- Invigilators should arrive at the examination room at least 30 minutes prior to the commencement of the examination to organise/check the setting out of the examination materials. All invigilators, at shared or external venues, should make themselves known to the servicing staff/other invigilators.
- Invigilators must familiarise themselves with the emergency evacuation procedures for the venue.

- Answer books, attendance slips and other requisites must be set out on the desks before candidates are allowed to enter the room.
- Where more than one examination is being held in a venue, the desks should be numbered in accordance with a seating plan, which is prepared by the relevant Faculty/School/Academic Registry Staff and displayed on the door of the venue. This plan must be strictly adhered to in order to ensure the smooth running of the examination.
- Invigilators should check the toilets for unauthorised notes before and during the examination and remove these.

6. Entry into the examination room

- Candidates should be allowed to enter the examinations room in sufficient time for them to be seated and ready to start the examination at the prescribed time. [Approx. 10 - 15 minutes prior to the start of the examination depending upon the number of candidates and the size of the venue].
- Candidates will be directed to a specific seat.
- Invigilators must ensure that all coats, bags and materials **not** specified for the examination are left in a designated area. Head-wear (other than that worn on religious grounds) must be removed.
- Candidates must **only** have on their desks the materials specified for the examination.
- Materials other than normal writing and drawing implements **must** be clearly specified in the rubric of the examination paper. Unless the rubric specifies the use of dictionaries, calculators and additional materials in Examinations, it must be assumed that **ONLY** the normal writing and drawing implements are permitted. **This regulation must be strictly enforced.**
- Candidates are permitted to take one bottle of still water to their desks. Other than this, no food or drink is permitted in the venue. This is for Health and Safety reasons and to minimise disturbance to other candidates. **This regulation must be strictly enforced.**
- **Communication Devices including mobile phones, smart watches, ear-pieces etc. are not permitted in examinations.** Smart Phones are not allowed to be used in place of a calculator. All devices should be switched off and left in the student's bag. If a student does not have a bag, their device must be deposited in one of the envelopes provided and returned at the end of the examination.

- Students are responsible for providing their own materials. Students will not be allowed to borrow items from other students.
- All students are required to display their University card at all times whilst on LJMU premises, including all examinations on and off site.

However in order not to disadvantage a student who arrives at an examination venue and does not have his/her University card, an alternative form of photo identification must be produced (e.g passport/driving licence). If necessary the identity of a student can be verified by generating a report from SIS which shows students enrolled on a module together with a photograph of each student.

- **Students with Extra Time**

Students who have been granted extra time only as part of their special examination provision should take the examination with their fellow students in the main venue.

Seats should be reserved for extra time students in a part of the room where there will be least disruption at the end of the exam.

Extra time students should make themselves known to the invigilators. Do not make announcements referring to individual students or ask students with extra time to identify themselves.

7 Head-dress worn on religious grounds

The University acknowledges that some students wear head-dress on religious grounds-

It may be necessary for the purposes of identification to request a student to temporarily remove any garment that obscures their identity, e.g. in the case of a Muslim woman wearing a niqab or burka. In order to check the identity of a student against a registration card, a female member of staff may accompany the student to a private area (e.g. ladies toilet, separate office etc.) where the veil of a niqab or burka can be removed. The student may request a chaperone to accompany her. Once the identity is confirmed the student may replace the veil and return to the examination room.

8 Announcements to be made prior to the start of the examination

The Chief Invigilator, having ensured that all question papers and materials have been distributed, will make the following announcements to candidates:

- You are to remain silent once you enter the examination room.

- Only clear transparent pencil cases may be taken to your desk. Food is not allowed in the examination room. A small bottle of still water ONLY, is allowed at your examination desk.
- You must display your University ID card throughout the examination.
- The examination[s] to be held in this room is [are] as follows.....Check you have the correct paper.
- You must ensure that any communication device and watch alarms are switched off. Communication devices e.g. mobile phone, Smart watch, ear pieces etc. must not be on your person. If you don't have a bag to store your mobile phone, place it in an envelope provided by the invigilators for return at the end of the examination.
- You must not communicate with any other candidate during the examination.
- You are reminded that you must not be in possession of any unauthorised materials e.g. sheets of notes or notes written on your ruler, calculator etc. Please surrender these now.
- If you are suspected of cheating, the invigilators will advise you accordingly, your examination script will be marked appropriately and a report will be sent to the Director of School.
- If you are suspected of academic misconduct during the examination you will forfeit your right to anonymity so that appropriate investigatory procedures may be launched immediately.
- You are required to complete the attendance slip before the examination begins. These will be collected by the invigilators after the examination has commenced.
- If you require attention during the examination, please raise your hand to attract the attention of the invigilator - do not leave your seat.
- You must enter your name and student ID number in the top right hand corner of the answer book and then fold down the self-adhesive flap.
- You should not write your name on any graph paper or continuation sheets. These should be attached to the main script with treasury tags.
- At the end of the examination you must stop writing when instructed to do so and remain seated in silence until you are instructed to leave.
- You are not permitted to remove any used or unused examination stationery from the venue.
- In the event of a fire alarm, you should leave the examination room in silence, leaving everything on your desk and your belongings in the room. You should evacuate the building in accordance with normal evacuation procedures. The examination will not be resumed.
- **Toilet breaks are not allowed during the first or last 15 minutes of the examination.**

9. The Examination

- Invigilators should give their sole attention to the conduct of the examination. No other activity may be undertaken during the examination period.
- Invigilators must maintain oversight of the candidates in the room and should walk quietly around the room at regular intervals. Wherever possible, one invigilator should be located at the back of the room to ensure that candidates can be observed at all times. Invigilators should remain vigilant throughout the examination, monitoring the examination room to minimise the risk of candidates cheating and to check that candidates are using only permitted materials.
- The invigilators will electronically record the attendance of candidates present at the examination. The invigilators will collect from each candidate, early during the examination, a signed attendance slip. This should be signed before the start of the examination and the candidate's Person Number entered on the attendance slip and on the examination answer book(s). The invigilator should ensure that all relevant details have been completed on the attendance slip
- No announcement may be made nor any material distributed which is not strictly related to the examination(s).

9.1 Leaving the Examination

Candidates cannot leave in the first 30 minutes and the last 30 minutes of the examination

Candidates must remain seated until authorised to leave by an invigilator.

Toilet Breaks: Students should be accompanied during toilet breaks and examination conditions must be maintained. **Toilet breaks are not allowed during the first or last 15 minutes of the examination.**

A candidate may leave the examination room temporarily for sickness or other valid reasons provided that s/he is accompanied by an invigilator or member of the University staff.

9.2 Late Candidates

A candidate may be admitted after the start of the examination if no unaccompanied candidate has by that time left the examination room, for example due to illness. A candidate who is late for an examination will not normally be permitted extra time in which to finish the paper. i.e., s/he will be required to finish the examination at the same time as all other candidates.

A latecomer must complete an attendance slip before commencing the examination. The time of arrival of a latecomer will be recorded on the attendance slip.

10 Untoward Circumstances

10.1 Fire Alarm

If the fire alarm is sounded, the Chief Invigilator is responsible for the evacuation of the room. They should follow the normal procedures and instruct candidates to leave the building immediately. All scripts should be left on the desks and collected by the invigilators after the all clear. Candidates will then be allowed to collect any personal belongings. **The examination will not be resumed.**

10.2 Problem with an Exam Paper

If there is a material defect in the examination paper the Chief Invigilator may delay the start of the examination. If a delay is not possible or is not adequate to solve the problem, then the Chief Invigilator may render the examination null and void. S/he should immediately inform the Director of the appropriate School.

The Chief Invigilator should announce the decision to all candidates. Candidates should also be advised that they will be formally notified by the School of any alternative arrangements for assessment. If the assessment is to be re-scheduled, candidates will be given appropriate notice.

10.3 Candidate causing a disturbance

If the invigilator believes that a candidate is causing a disturbance to other candidates in the room, s/he has the authority to require that candidate to leave the examination room. Normally, one warning should be issued and a record of the warning made, if this is not heeded, then the candidate should be instructed to leave. A note of the time of departure of the candidate should be recorded on his/her script (if applicable) by the Chief Invigilator and a report of the incident should be submitted using the Invigilator Report Form.

A candidate who refuses to obey the instructions of an invigilator shall be deemed guilty of a breach of discipline. The matter shall be reported to the Vice Chancellor, or his/her nominated deputy, before the paper is marked and the candidate takes any further examinations, using the Invigilator Report Form. The Vice Chancellor/nominated deputy will determine the course of action.

10.4 Exam Contingency Guidance

10.4.1 Severe Disturbance Contingency Plan

This contingency plan has been developed to deal with examinations cancelled or disrupted due to a severe disturbance such as severe weather or power outage.

Decision Making and Communications

Student and staff safety is paramount and must be given priority. If there is any immediate threat to safety, then the appropriate emergency services should be contacted on 999 and the University security team on 2222.

Any major disturbances must be reported to the Office of the Registrar and Chief Operating Officer immediately.

Except in the case of an extreme emergency situation, the final decision to cancel or abandon examinations lies with the Registrar and Chief Operating Officer.

Any decision to cancel or disrupt examinations and subsequent contingencies will be announced using standard alert procedures.

10.4.2 Serious Disturbance Affecting an Examination

If in the opinion of the Chief Invigilator there is a serious disturbance affecting the examination, they will declare the examination closed. The invigilators will collect the scripts, and when the Chief Invigilator is satisfied that the number of scripts collected corresponds with the number of attendance slips s/he will dismiss the candidates.

The Chief Invigilator shall make a record of any adverse circumstances affecting, or likely to have an effect on, the outcome of the examination and submit this via the Invigilator Report Form.

Any decision to cancel or disrupt examinations and subsequent contingencies will be announced using standard alert procedures.

10.4.3 Academic Implications

- In the event of cancellation/disruption staff may consider the following alternatives or a combination of them:
- Administering an alternative assessment to all students;
- Administering examination via Canvas; and/or
- Making individual arrangements based on student circumstances

Such alternatives should be discussed by the relevant Faculty Registrars and communicated to the Academic Registrar following External Examiner approval.

10.5 Cheating/Collusion/Plagiarism in a Formal Examination.

LJMU regards any use of unfair means by students in relation to their assessment as serious and such cases will be dealt with in accordance with LJMU's Academic Misconduct Policy.

Suspected cheating should be dealt with in accordance with LJMU Invigilation guidance.

If an invigilator suspects any student of cheating during an examination he/she should mark the student's script. **The student must be allowed to complete the examination.** The invigilator report form should be completed, and any unauthorised materials should be confiscated and submitted with the report. Please note that any electronic devices, e.g. mobile phones, should be confiscated for the remainder of the examination but be returned to the student at the end of the examination.

11. The end of the examination

Students should be instructed to remain silent while papers are collected, collated and verified. Students will not be dismissed until all scripts are accounted for. Remind students to leave the examination room in silence.

The Chief Invigilator is responsible for ensuring that each complete set of scripts is returned as agreed in accordance with the arrangements prescribed by the relevant School, or Academic Registry in the case of external venues

12. Invigilator Report Forms

For each session a report must be completed. Any disturbances which may have affected any or all of the students should be noted. Queries about the accuracy or validity of an examination paper/question should be included. Academic Misconduct should also be recorded.