

SUMMARY GUIDANCE NOTES FOR INVIGILATORS

Exam Administration

The exam system at the University of Reading is run from the Examinations Office, Building 28, London Road Campus. There is further information about invigilation at www.reading.ac.uk/exams/staff/exa-invigilation.aspx where you can download the full 'Notes for Invigilators' booklet. To contact the Exams Office, please email examinations@reading.ac.uk or call 0118 378 8019.

Arrival at the Exam Centre

Please arrive at your allocated centre at least 35 minutes before the start of each exam session. The morning session starts promptly at 8.25am and can run to 12.25pm, and the afternoon session is 1.25pm - 5.25pm. We will ask you to sign in and out of each session.

Prior to the Exam

You will probably find that the Chief Invigilator has allocated you to a particular room, or to a portion of a larger hall, for the whole of your invigilation period. The Chief Invigilator may ask you to help prepare the examination room.

Seat Numbers

Copies of the seating list will have been posted outside each examination centre for the information of candidates. It is **essential** that candidates sit in the correct seat since seat numbers are used in identifying absentees and for various other purposes.

Personal Belongings

Candidates are expected to provide their own writing and drawing instruments. Bags, notes (except in the case of open book examinations) and other personal belongings should be left at the front of the exam room.

Candidates are not permitted to have a pencil case or other container in the vicinity of their exam desk, unless it is transparent.

Permitted Texts

For some question papers, candidates may be permitted to use specified texts such as play scripts, atlases, dictionaries or law statutes.

"Open Book" Examinations

In an "open book" exam, candidates may take into the exam room any written materials that may prove useful, and there is no need to check any such items.

Calculators

Non-programmable scientific calculators are normally admissible in examinations but programmable permanent memory calculators are not. Information on whether calculators are permitted in examinations, and, if so, the types of calculators which are permitted, is shown at the top of the exam paper underneath the module paper code. Arrangements for the checking of such calculators will be made by the Chief Invigilator.

Dictionaries

Each exam centre has an English dictionary which candidates are allowed to consult unless the exam paper specifies that no dictionaries are allowed. Candidates wishing to use a bilingual dictionary must have an accompanying letter from their department granting permission.

Mobile Phones & Smart Watches

Candidates inevitably bring mobile phones with them, so must be told at the start of every exam to switch them off and leave them at the front of the exam room, either in their bag, or, if they do not have a bag, in one of the self-seal polythene bags provided. This also applies to Smart Watches.

Rough work

Scrap paper is not to be supplied or allowed for rough work. Instead, candidates should be instructed to use the answer book for rough work and to strike through such notes that are not intended for consideration by the Examiners. There is an exception to this; students with dyslexia sitting in the specials venue will be provided with scrap paper.

Admission of Candidates

Candidates are admitted to the examination room ten minutes prior to the start of the examination. They may read the question paper but may not start writing until told to do so by the Chief Invigilator or the Room Invigilator at the official start time of the examination.

Starting the examination

At the official start time of the examination (normally 9am or 2pm) the Chief Invigilator or the Room Invigilator should announce to the candidates that they may start writing.

Reporting of Absentees

When about five minutes of examination time have elapsed (allowing time for latecomers to find their seats) you should walk around the room and note the seat numbers of any empty desks which have a question paper on them.

Student Identification

Candidates are required to display their Campus Card on their desk, or other photo ID, for checking.

Admission of Late Candidates

Candidates may be admitted freely and without question up to half an hour after the start of the examination but you must inform the Chief Invigilator. Thereafter, late arrivals can only enter at the discretion of the Chief Invigilator. Extra time is not normally permitted for late arrivals.

Candidates Leaving Early

Candidates may not leave during the first half-hour of the exam (to prevent opportunities for cheating) or the last half-hour of the examination (to avoid disturbance to other candidates). They may leave between these times with your permission. Leaving in the last half an hour maybe allowed for some examinations finishing in less than three hours; the Chief Invigilator will advise. Record the seat number and time of candidates leaving early on the "Reasons for leaving the room" form.

Toilet Breaks

Candidates must seek your permission if they wish to leave the room to go to the toilet. Record the seat number and time of candidates going to the toilet on the "Reasons for leaving the room form".

Supervision

During the exam it is important to walk occasionally between the rows of desks to maintain effective supervision.

Breaks for Invigilators (the Palmer Building excepted)

During the course of examinations there may be an opportunity for a mid-session tea-break. To cover for a colleague on a mid-session tea-break, you may be asked to look after an area adjoining your own as well as your own.

Breaks for Invigilators in the Palmer Building

Given the number of examination rooms in the Palmer Building, it is difficult to organise a relief invigilator to cover mid-session tea-breaks.

Unavoidable Absence of Invigilator from Exam Room

In the event that you have to unavoidably leave your room, please alert another invigilator in an adjacent room (or on the balcony if in the Palmer building), who will cover your room until your return.

Invigilator conduct

It is very important that you do not make any unnecessary noise that may disturb candidates. Please wear soft shoes and switch off your own mobile phone. Do not wear watches that beep, or use a laptop during exams. When talking to candidates or colleagues during an exam, please be aware of your own volume!

Illness or Disability of Candidates

Any student who becomes unwell during the examination should be taken out of the room and seen by the Chief Invigilator and, if necessary, a first-aider.

End of the Exam

The Chief Invigilator or the Room Invigilator should give candidates a time warning 30 minutes and 10 minutes before the end of the exam. Candidates may not leave the room during the last 10 minutes.

At the end of the exam, the Chief Invigilator or the Room Invigilator should:

- (i) Tell candidates to stop writing in their answer books.
- (ii) Remind them that they have five minutes to complete the front of all answer books used and should check that their name, their 5 digit candidate number, their seat number and the module-paper code of the paper concerned are on each answer book or loose sheet.
- (iii) Ask them to make sure they have completed the strip down the right-hand side, then fold and seal it down using the adhesive strip (so that their name is concealed for purposes of anonymous marking). Ask them to fasten together, in order, all answer books and sheets with the treasury tag provided.
- (iv) Tell them to leave scripts and any unused answer books on their desks.

As candidates leave, please stand at the door and check that they do not walk out with scripts, unused answer books or other examinations materials (other than the question paper).

When Candidates Have Left

- (i) Collect the scripts and unused answer books from desks of absentees in order of seat number. Ensure that examination numbers are on each script and that, where a candidate has used more than one answer book, all books are held together by a treasury tag. If a script appears to be missing, make a note of the seat number and inform the Chief Invigilator immediately.
- (ii) Take the piles of scripts as soon as possible to the Chief Invigilator who will indicate where to leave them.
- (iii) If requested to do so, please check scripts against the script check lists.
- (iv) Prepare the room for the next exam. Lay out answer books and special requirements etc. as indicated by the Chief Invigilator.

Cheating and Other Misconduct

If you suspect a student of cheating, you should observe the student carefully. You should not approach the student at this stage, but should immediately inform the Chief Invigilator who will decide what action to take. The Chief Invigilator is responsible, in the first instance, for investigating cases of suspected cheating. The candidate should not be prevented from completing the examination on the grounds of suspected cheating.

You are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. You should report such candidates to the Chief Invigilator immediately.

Cheating or other misconduct in examinations will be treated as a disciplinary matter as set out in the Regulations for Conduct in the University Calendar.

Fire alarms

The Chief or Deputy Chief Invigilator will advise you in the case of a fire alarm in an exam centre, but please familiarise yourself with the procedures in the full 'Notes for Invigilators' booklet.

Campus Jobs

All invigilators must sign up with Campus Jobs first before the Exams Team can allocate slots on the invigilation rota. Please visit <https://campusjobs.reading.ac.uk/home.html> to register.

Once you have been offered a role please click the respond to offer button to accept. You will then receive an email confirming your assignment and advice on completing your timesheet.

You must provide your right to work documentation as soon as possible. We are unable to employ invigilators who have not provided their passport/BRP information.

Payments

Timesheets are completed online via your Campus jobs portal. It is the responsibility of the invigilator to ensure hours entered on timesheets match the hours on exam venue sign in and out sheets. Submission of incorrect timesheets may result a delay in your payment being processed.

Payments are made monthly in arrears. An e-slip will be sent to your email to confirm payments made.

If you have any queries regarding your payments please contact campusjobs@reading.ac.uk