

04.7

DUTIES OF INVIGILATORS IN FORMAL EXAMINATIONS

CARDIFF METROPOLITAN UNIVERSITY

FORMAL EXAMINATIONS AND DUTIES OF INVIGILATORS

- 1 These instructions should be read in conjunction with “Conduct of Examinations: Directions to Candidates Sitting Written Examinations at Cardiff Metropolitan University”.
- 2 The written examinations shall be held at times specified in the examination timetable.
- 3 Each candidate shall be examined at Cardiff Metropolitan University; save that, in exceptional circumstances, a candidate may sit for a written examination at another comparable Institution provided that:
 - for Cardiff Metropolitan University examinations, a recommendation from the University is made to and received by the -Assistant Registrar (Student Administration Services) (Assessment & Awards) not later than 15 March and that satisfactory arrangements can be made for the examination by the Assistant Registrar (Student Administration Services) (Assessment and Awards) who shall be the Superintendent of Examinations (see 5);
 - for examinations over which the University has authority, the Superintendent of Examinations has approved the examination arrangements.

In no circumstances may a candidate take a practical examination at any institution other than the University or for programmes delivered by Collaborative Provision, on the premises of the Collaborating institution.

- 4 Notwithstanding the provisions of 3 above, in exceptional circumstances, for University examinations, on the recommendation of the University, the Assistant Registrar (Student Administration Services) (Assessment & Awards) may grant permission for a candidate to sit for written examinations at a place other than the University, and similarly for examinations over which the University has authority the Assistant Registrar (Student Administration Services) (Assessment & Awards) may grant permission, provided always that satisfactory arrangements can be made for the examination and that any expense incurred will be borne by the candidate.
- 5 For the purposes of these instructions, the Assistant Registrar (Student Administration Services) (Assessment and Awards) shall be authorised by Academic Board to act as the Superintendent of Examinations for examinations of the University, and for other examinations held under the

University's auspices. The Superintendent of Examinations shall perform the following duties: -

- (a) To be responsible for the conduct of all **formal** written examinations at the University.
 - (b) To operate the provisions concerning the custody of examination papers.
 - (c) To arrange examination rooms and the seating therein for written examinations.
 - (d) To nominate invigilators and make arrangements for invigilation of written examinations so that normally one invigilator acts for each group of fifty candidates or less.
 - (e) To arrange for the delivery of the papers (immediately before each written examination) to the invigilator(s) who shall then distribute them.
 - (f) To arrange for the delivery of all the examination papers for practical examinations in any subject to a particular internal examiner who shall thereafter be responsible for their custody and distribution to the candidates.
 - (g) To ensure that answer-books, mathematical tables and other necessary materials are available for each examination and that copies of the entry "Conduct of Examinations" are available.
 - (h) To make appropriate arrangements for dealing with absentees from examinations in accordance with the provisions of extant Assessment Regulations, including notification of cases to convenors of examination boards and the recording and reporting of such cases.
- 6 An internal examiner selected by the University in each programme in which there is a practical examination shall be responsible for the conduct of practical examinations in that programme and shall act as invigilator for them. He/she may appoint additional invigilators if, by reason of the number of candidates or of the laboratory arrangements, such appointment shall seem necessary.
- 7 Invigilators may be members of academic staff of the University or other individuals appropriately instructed for the purposes of invigilation. However, for the first half hour of a formal examination as a minimum a member or members of academic staff associated with the programme being examined shall be present in the examination room, and shall be contactable by the remaining invigilators thereafter.

- 8 An invigilator shall not admit any candidate to the examination without the delegated authority of the Superintendent of Examinations, provided that in the case of emergency he/she may admit a candidate not so authorised upon the express understanding that the validity of the admission shall be without delay referred to the decision of the Assistant Registrar (Student Administration Services) (Assessment & Awards).

Entry into the examination room will be subject to presentation of a valid student identification card with a photographic image of the student.

- 9 During the whole examination, the invigilators shall maintain a constant supervision over the candidates under their charge, and shall see that candidates are provided with the necessary materials referred to in paragraph 1 (g) above. They shall inspect all books brought into the examination room by candidates and shall see that every candidate complies with the entry "Conduct of Examinations".
- 10 No candidate shall be permitted to enter the examination room after the lapse of half-an-hour from the commencement of the examination, and no candidate shall be allowed to leave the room until after the lapse of forty-five minutes from the commencement of the examination. No candidate who has left the room shall be allowed to re-enter it during the current portion of the examination. No candidate will be allowed to leave the examination room during the last fifteen minutes of the examination. Under special circumstances, the invigilator shall act according to his/her discretion and the circumstances shall be reported to the Superintendent of Examinations.
- 11 During each portion of the examination the invigilator shall have power to exclude from the examination room all persons save the officers of the University and the candidates under examination (*except as in 12 below*) and shall prevent any communication on the part of the candidates either among themselves or with any other person.
- 12 If, in the opinion of an invigilator, a candidate is causing a disturbance or has been observed acting in breach of a regulation, e.g. talking to or communicating with another in an examination, he/she shall be warned. If the candidate continues to be disruptive or continues to act in breach of the regulations he/she shall be required to leave the venue. The candidate will not be readmitted for that examination and the incident will be reported to the Superintendent of Examinations.
- 13 An invigilator who considers, or suspects that a candidate is engaging in an unfair examination practice shall inform such a candidate, preferably in the presence of a witness, that the circumstances will be reported and that the candidate may continue that and any subsequent examinations without prejudice to any decision which may be taken, but failure to warn shall not

prejudice subsequent proceedings. Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair examination practice, so that it is available to any subsequent investigation. The invigilator will record the time and initial the candidate's examination script at the point of detection of the alleged unfair practice. The invigilator shall as soon as possible report the circumstances in writing to the Chair of the relevant Examination Board and to the Superintendent of Examinations.

- 14 No copy of any examination paper shall be allowed to pass from the examination room until after the lapse of forty-five minutes from the commencement of the examination.
- 15 The invigilator shall collect the scripts and arrange for their transmission to the Superintendent of Examinations or his/her nominee(s), together with the surplus copies of the examination paper or papers and a form giving the names of candidates who did not submit scripts. A form containing this information and a signed declaration that the examination has been conducted in strict accordance with the relevant regulations relating to the duties of invigilators shall be sent to the Superintendent of Examinations.