Atlantic Technological University, Sligo

(ATU Sligo)

INVIGILATOR HANDBOOK

**TABLE OF CONTENTS**

Introduction Page 3

Main Duties Summarised Page 4

Security of Examination papers Page 6

Before the Examination/during Examination duties Page 7

Toilet Breaks Page 8

At the end of the Examination Page 10

Paperwork Page 11

**INTRODUCTION**

***All Invigilators must read and become familiar with this booklet prior to the start of each examination session***

Invigilators have an important role during examination periods to ensure that examinations are conducted in accordance with ATU Sligo Examination Regulations and in an efficient and effective manner. The objective is to ensure ATU Sligo examination processes and regulations are adhered to at all times, whilst minimising the stress and anxiety on students.

In addition to following the Notes for the Guidance of Invigilators and ATU exam regulations, invigilators will need to use discretion in any challenging circumstance that may not be covered in this handbook.

This handbook provides sufficient detail to invigilate examinations. It is essential to ensure that ATU Sligo Regulations and Guidelines are enforced. Any queries or concerns not covered in this handbook, can be directed to Niamh Doddy.

|  |  |  |
| --- | --- | --- |
| Rebecca  | Exam Halls  | 0719305676 |
| Niamh  | Exam Accommodations  | 0719305994 |
| Jamie Lee  | External Centre/Online Proctoring | 0719305080 |
| Stephen  | Proctoring | 0719305563 |
| Karen | Exam Halls/General Queries | 0719305216 |
| Sally | Proctoring/General Queries | 0719305677 |

Invigilators will be notified of any updates or changes to regulations or policy, as they happen.

**MAIN DUTIES SUMMARISED**

All invigilators are responsible for ensuring that the information in the Invigilators Handbook is adhered to and applied during all ATU Sligo examinations.

**Main duties**

* Arrive at the examination venue **no later than 30 minutes** before the scheduled start of examinations. The 30 minutes is reflected in remuneration.
* An email is circulated to all students prior to the start of the exams outlining ATU Sligo policy and procedure on bringing bags and personal belongings into the exam venues and also a link to the exam regulations.
* An appointed Invigilator (the Senior Invigilator in large venues) must announce ATU Sligo Examinations & Regulations prior to the start of the exam. This announcement must be read in a clear and concise voice and with a microphone in large venues e.g. Knocknarea Arena and Hume Hall.
* Designate an area in which coats, bags etc, should be deposited
* Ensure that students only take permitted materials to their examination desk. There should be **nothing on the student’s desk** ***EXCEPT*** their Student ID Card (which should be placed face upwards on each candidate’s desk as the means of identification, pens, pencils, and other writing instruments. Only clear pencil cases are permitted in the exam centre. Please check student’s calculator to ensure there is nothing hidden in the case. If students, wallets, keys etc please ensure that they are stored in the clear pockets under the chair/desk. All labels are to be removed from bottles.
* Request that any unauthorised material including mobile phones, brought into the venue in error, are handed over before the start of the exam.
* Ensure that examination papers are distributed correctly and that students do not start to read papers until they are told to start the examination.
* If a student is caught in possession of ‘exam infringement material’, the student is permitted to continue with their exam. If there is a Senior Invigilator on duty please ask them to speak with the student just explaining that all the evidence will be sent to the exams office and that the Examination Secretary will be in touch. All contraband is to be removed and an Incident Report completed and signed by both the student and the Invigilator. If the student has written on their hand then take a photograph with your phone. **This is not to be done in the exam hall in front of other students**. Please ask the student to come outside the hall to discuss the above. It is not our job to decide on whether a student is guilty of an exam infringement or not, this is the role of the disciplinary committee, our job is to gather the evidence and inform the student that the Examination Secretary will be in contact with them.
* Ensure that continuous patrolling of the examination venue takes place at all times, including the back of the examination room
* Avoid completing the paperwork immediately after the start of the examination. Use a rota system to complete all paperwork. Always ensure that the group of students designated to you are being supervised at all times. Liaise with your colleague to ensure that this happens. Do not turn your back to complete any paperwork. Floor plans should not commence until at least 30 minutes into the exam.
* After any late arrivals have been settled, the floor plan can then be completed where possible. There are some 1.5 hour examinations and time can be of the essence, but it is best practice not to start the seating plans until the first 30 minutes has elapsed.

**The following practices are NOT permitted by Invigilators**

* Reading the contents of students answer books which have been handed in during the course of the examination
* Reading of personal material (books, newspapers, crosswords, etc.,)
* Verbal communication between Invigilators (unless related specifically to the examination in progress)
* Sleeping
* Leaving the venue when no other Invigilator is present
* Eating or drinking (except for bottled water)
* Leaving the examination centre to get coffee or have a cigarette break

ATU Sligo **reserves the right to monitor the effectiveness of Invigilators**

The integrity of the examination system is dependent on a number of important details:

* Inability to attend for exam invigilation should be conveyed to Niamh Doddy in the exams office at niamh.doddy@atu.ie or mobile phone number is 085-8746158 as soon as possible.
* Security of exam papers
* Safe custody and return of completed scripts to the examinations office
* Ensuring that all the invigilator paperwork is completed correctly, eg totals are matching scripts etc
* Strict invigilation of students without disturbing the students in any way during the examinations
* If a student is talking to a Lecturer in an exam hall, it is vital that the Invigilator stand beside the Lecturer at all times during the conversation to protect the integrity of the Lecturer.

**SECURITY OF THE EXAMINATION PAPERS**

It is the duty of the invigilator once he/she has collected the Exam Papers from the Examination Office, to ensure every precaution is taken to guarantee the exam papers are safeguarded in a secure manner until the scheduled start of the examination. The papers are **NEVER** to be left un-attended, this is a serious breach of ATU Sligo Examination Regulations and any breaches will be taken very seriously.

The same applies to the answer books been returned to the Exams Office after the exam.

**BEFORE THE EXAMINATION**

* All invigilators must arrive at the examinations venue at least 30 minutes before the scheduled start of the examination
* All bags must be left at designated points assigned by the invigilators. Students must leave their belongings outside at their own risk as per email disseminated prior to the start of the examinations.
* Mobile phones at not permitted in examination venues, but if they are taken in, they must be switched off and placed face down under the students desk, in plastic pocket provided
* Students are **not** permitted to share calculators. A student may only use a basic scientific calculator unless you are otherwise notified by a Lecturer. Please ensure that the student has noted on the front of their answer book what make and model of calculator they used during this examination.
* Once the exam begins, invigilators are to check all calculators for any materials, notes, writing, etc. This practice is not to be disruptive to the students sitting their exams, it is to be conducted in an unobtrusive manner so as not to distract the students.
* Invigilators must also check bottles of water. It has come to our attention that students are bringing in notes on labels attached to bottles of water which is why we are asking the students to only bring in clear bottles with no labels on them.
* Candidates who arrive late (up to 60 minutes after the commencement of the examination) may be allowed to enter the examination from and sit the examination, but no additional time will be permitted. The candidate’s late arrival and start time should be clearly marked on both the attendance register and examination script.

**AT THE BEGINNING OF AND DURING THE EXAMINATON**

* Invigilators should not aid any students
* Invigilators should ensure that students take their seats quickly, that they do not communicate with one another and that they observe the no smoking rules (which includes vaping). Students should be allowed to take a non-alcoholic drink into the examination venue but no food should normally be permitted (unless for medical conditions ie. diabetes**)**
* **Invigilators should begin to patrol the exam venue while students are taking their seats observing the behaviour of candidates carefully. The Senior Invigilator will ensure that invigilators are distributed throughout the room, i.e. invigilators should observe from both ends of the room.**
* Once students are signed in on the appropriate exam register and seated, it is important to ensure at this stage, that the number of signatures tally with the number of students seated
* An appointed Invigilator should read out the Exam Regulations to candidates prior to the start of each exam.
* Students must not commence writing until instructed to do so by the invigilator

**Before giving the instruction to commence, the invigilator should:-**

* Issue the answer book
* Issue the exam paper
* Instruct the students to check that he/she has been given the **correct paper**, for the correct programme, subject, lecturer and year. Please make sure the paper states the **correct exam series** eg January 2022 before handing it out.
* Instruct the students to begin
* In the event of a shortage of exam papers, the Senior Invigilator should contact the exam personnel immediately, to obtain more copies. Delays caused by shortage of papers or any other issues in the venue should always be added onto the exam finishing time. Please ensure this information is documented on the Exam Incident Report Form.
* Issue any graph paper, take off paper, log books etc. as required. Students are **not permitted** to borrow any items from another student

Invigilators should remember that a student requires the permission from the Exams Office before he/she can be admitted to the examination venue later than half an hour after the scheduled start of the examination. If a student is given permission to enter the venue after the first 30 minutes, theinvigilator should note on the answer book when he/she entered and report this on the examination Incident Report Form. No extra time is allocated to any late students unless otherwise stated.

Invigilators should remember that a student may leave the examination venue only in the following circumstances:

* Temporarily, in the company of an invigilator or assistant
* On completion of the examination (after the first hour) and with the permission of an invigilator

In all cases the student should remain seated until given permission to leave**. A student shall not leave the examination venue in the first 60 minutes of the examination or during the last 30 minutes of an examination**. If in a larger hall the 30 minute rule applies to the longest duration exam in the entire hall.

**TOILET BREAK**

No student is permitted to leave the exam hall (no toilet break) within the first hour of any exam **unless** it is an emergency e.g a doctor certificate been is provided. **Students must be accompanied by an invigilator to the toilet**. Male students must be accompanied by a male invigilator and female students by a female invigilator. Invigilators do not wait outside on the corridor. This is a serious breach of exam regulations and will not be permitted. Periodical checks must be carried out in the toilets to ensure that no notes or phones etc have been hidden in the toilets. The dates and times of these checks must be documented on the toilet breaks form.

All students must sign out and back in for any toilet breaks. Students will also sign a disclaimer stating they have no material in their possession which would be considered an exam infringement eg notes, phones etc. One invigilator will be allocated a desk specifically to deal with exam paperwork. *Students are reminded again at this stage about handing over anything that may be construed as an exam infringement*. Students bring their ID cards to the invigilator at the desk and sign out, the invigilator completes the paperwork. The student returns and signs back in. This will avoid queues for the toilets as this could cause disruption in the large halls.

If a student is required to leave for medical reasons and does not return to their desk, the invigilator should collect the answer book and note on it when and why the student left the examination and return the answer book with those of the other students in the envelope to the Lecturer. The withdrawal should also be reported on the Examination Incident Report Form.

If any suspicious activity is noticed, notes, writing, mobile phone etc., please bring it to the attention of the Senior Invigilator and they will advise you on how to proceed with the situation or in the smaller centres contact the exams office discreetly and immediately.

During examinations, it is critical that invigilators are **vigilant** at all times. Invigilators should consistently patrol the entire examination venue quietly, including the back of the room. Whilst patrolling, observe desks, floor, and students’ hands, around their pockets for suspicious material or mobile phones.

Only official answer books supplied by the examinations office are to be handed out to students. Instructions for the completion of the answer books are on the front cover.

Stationery requirements for each examination may be outlined on the front of the envelope in the Special Instructions area. They may include:

* Graph paper required
* Murdoch & Barnes Statistical Tables
* Dictionary permitted **(Erasmus Students only) or unless notification received from The Access Office**
* Calculator permitted etc.

Supplementary answer books should be handed out to students only when requested. Record on the class register beside student’s name, eg. +1. Once collected at the end of the exam, they should be punched and held together by the use of a treasury tag. Ensure supplementary books are recorded on pink sheet and envelope.

All work produced during the exams must be submitted with the answer books at the end of the exam, including the exam paper, where instructed. Rough notes should be written in the answer book and also submitted at the end of the exam. It is an exam infringement for any student to remove an answer book or supplementary book from the exam venue.

**AT THE END OF THE EXAMINATION**

Students must be instructed to remain seated until all answer books are collected and they are given permission to leave. They must also be reminded that talking is not permitted until they are outside the venue.

**Prepare for the return of completed answer books as follows**

* The Examinations Incident Form must be completed by the invigilator (in a small centre) or by the Senior Invigilator in a large centre, if a student arrives late (with the date and time on the form), goes to the toilet within the first hour, talks to another student, takes the wrong paper, fire alarm, issues with PC, work not saved, computer crashing etc. comments about room temperature, noise or anything you think might be relevant.
* The answer books and supplementary books, if used, should be placed together. All material, used and unused, should be returned along with the registers and examination report forms for each examination, to the exams office. See paperwork section

**PAPERWORK**

**THE CORRECT COMPLETION OF PAPERWORK IS EXTREMELY IMPORTANT**

Before the exam begins, it is important to check the special instructions section of the exam envelope eg No calculators allowed, take off paper required, separate answer books etc.

Separate Answer books: In the case where there are 2 or more lectures involved in a module, students may require separate answer books. Students must clearly state the lecturer name and section on the front of each answer book. At the end of the exam please separate each section by an elastic band. Invigilators are not permitted to write on or read the contents of students’ answer books. These are confidential to students.

**CLASS REGISTER**

* Before the exam begins, check the details on the register and ensure they match the details on the paper and envelope.
* There may be several registers due to common subjects. Ensure students sign in on their correct class register.
* If a student’s name is missing from the class register, fill in the details in the additional spaces provided. Always check with the student that they are sitting the correct exam, lecturer name etc.
* If there are several students missing from the register, sign them in on blue sheet.
* If there is no class register a blue sheet is required.

**ATTENDANCE SHEET (BLUE)**

* All details on this sheet must be filled in accurately.
* All necessary details can be found on the paper or exam envelope
* Ensure student prints name and ID number legibly.
* At the end of the exam leave this sheet in the envelope as the lecturer needs this as a record of attendees.

**RECORD OF EXAMINATION SCRIPTS SHEET (PINK)**

* This form must be completed accurately for every exam. Please double check your totals before signing, ensuring that the correct number of Exam booklets and supplementaries are recorded.
* It is important that all details are legible, complete and accurate.
* Ensure you write the **internal** examiners (Lecturer) name and **not the external examiners name**.
* At the end of the exam this sheet is left outside the envelope secured by an elastic band or stapled to the envelope. **NB: PLEASE DO NOT LEAVE NOTES FOR LECTURERS ON THIS PINK SHEET**.
* Notes/incidents should be put only on an Incident Report. The Lecturer receives a copy of the Incident Report.

At the end of an exam, after final checks have been carried out, place all registers (if using more than one) together on top of the answer books and place in the envelope. Amend the number of students on the front of the brown envelope, to reflect the number of scripts also. In a larger exam hall, give to the Senior Invigilator who will return all to the exams office, where exam personnel will count and sign off for the completed scripts.

If you are in a room, once you have completed final checks proceed to the exams office.

**ROOMS**

Invigilators who will staff the smaller exam rooms should collect the papers from the exams room 30 minutes prior to the start time of the exam.

One invigilator will return the exam scripts, clock, sign, etc to the exam office at the end of the exam. It would be very helpful if possible, for the invigilator in question to please staple and file the Incident Report, Toilet breaks Form, Identification Form and floor plan in a folder which will be provided. Please ensure that the name of the exam (where possible excluding Knocknarea), date, time and location of the exam is on EACH form.

If the person collecting the exam papers could let the exam personnel know they have arrived and then wait in the hallway to be called, that would be greatly appreciated, as the exams office is very small and gets overcrowded at collection time.

**PLEASE NOTE THE FOLLOWING:-**

1. **Invigilators should always wear shoes that do not cause disruption/noise in the exam venue**
2. **Invigilators should always wear their ID badge when working**
3. **Invigilators must return Incident Report Form and seating plan to folder in Exams room filed in date order after each exam**
4. **Dress accordingly i.e. wear layers as the venues heat up and cool down very fast!**

***THE INTEGRITY OF THE EXAMINATION PROCESS IS FUNDAMENTAL TO THE SMOOTH RUNNING OF EXAMINATIONS AT ATU SLIGO WHICH INVIGILATORS PLAY AN IMPORTANT ROLE***

***ADDITIONAL NEEDS INVIGILATORS***

Appropriate assessment accommodations should be able to reduce or remove the factors that limit students with Additional Exam requirements to demonstrate their learning outcomes in the examination process, without changing the nature or content of the assessment, or creating an unfair advantage over other students. Through these accommodations provided, ATU Sligo can enable students to have a fair opportunity to demonstrate the knowledge or skills they have learned.

Since appropriate assessment accommodations do not involve changing the nature or content of the examination, and do not cause any unfair advantage over other candidates, schools can use the assessment scores for cross comparison among students, and do not have to indicate on the report cards the types of accommodations provided for the students.

Generally speaking, assessment accommodations include:

1. Extra time allowance
2. Reading aloud of papers / Use of a laptop
3. Supervised breaks during examination

Additional Needs assessment students will where possible be accommodated in alternative rooms from the main exam, as per guidelines from DAWN (Disability Advising Workers Network).

Invigilators must check the Student Identity Card prior to commencement of the examination. Exams will commence simultaneously with the main examination centre.

When a student is using a laptop or PC to complete an exams, students always log in with the username and password indicated on the laptop or PC for exams. Students are not allowed to use their own login. Invigilators need to be particularly vigilant when supervising the use of memory sticks – the student uses only the USB/memory stick provided by the exams office.

All students who require Additional Need Support for their exams on a one to one basis will meet their invigilator outside of the Library. It is vital that the invigilator waits for 1 hour before leaving. The students contact mobile number is provided on the exam envelope. In the event that a student has not arrived to meet the invigilator, staff in the exams office will call the student.

All students must follow the same examination procedures as used in the main exams.

**It is important to:**

* Understand the access arrangements that are agreed before the exam starts
* Fully understand the roles of a reader and scribe.
* Understand what is and what is not permissible in the examination room

**Role of a Reader for Examinations**

The role of an Exam Reader is to assist the student by reading the examination paper and/or the student’s answers to ensure that the student is clear as to what is required of them and the answer they have completed. In some instances, the Reader acts as the invigilator for the examination.

**Responsibilities**

* A Reader should be able to read accurately and at a reasonable rate.
* The Reader should be an independent person and not known to the student.
* The Reader should not provide content to the student nor offer any suggestions.
* The Reader should not advise the student regarding which questions to attempt, when to move on to the next question, nor the order in which questions should be completed. Instructions given on the question paper can be repeated only when the Reader is specifically requested to do so by the student.
* The Reader should make no other comment or use any intonation which emphasises any part of the examination questions, nor make any interpretation of the examination question(s).
* The Reader should not discuss any matter with the student, during the examination, unless it relates to the re-reading of an examination question (e.g. if the student asks the Reader to repeat the examination question).

**When working with Visually Impaired Students, Readers should:**

* Read the questions and the answers already recorded as often as requested.
* Provide information regarding time elapsed and time remaining.
* Help a student using tactile maps, diagrams, graphs and tables to extract the information which the print/amended print copy would provide to a sighted student.
* Give the spelling of a word only if requested.
* Report any problems related to communication during the examination to the exams office.

**Role of an Exam Scribe**

The role of an Exam Scribe is to record the student’s dictated answers in an examination. In such situations, additional time, a separate exam venue and appropriate invigilation is required. The exam scribe also acts as the invigilator for the exam.

**Responsibilities**

* An Exam Scribe is required to produce an accurate record of the student’s answers, write legibly and at an appropriate speed.
* An Exam Scribe must have proficient typing skills if typing a student’s dictated answers.
* The Exam Scribe should arrive 30 minutes before the commencement of the examination, allowing sufficient time to establish a rapport with the student, to make seating arrangements and to agree guidelines for Presentation, Spelling, Punctuation, New paragraphs, etc
* The Exam Scribe should be relaxed. This may help to alleviate any anxieties the student may have in relation to the exam.
* The Exam Scribe should advise students as to the duration of the examination, the number of questions to be answered and any additional instructions.
* The starting time and finish time of the examination should be clearly stated by the Exam Scribe and/or the invigilator.
* If the student needs a rest or toilet break the scribe/invigilator should accompany them.
* A student may elect to write sections of the paper themselves.
* If the student writes notes, essay plans or illustrations, these should be included with the exam script. For example, the student might draw rough diagrams from which the exam scribe will draw a final
* version of the diagram and include both copies with the exam script submission.
* Sensitivity, confidentiality and respect for the privacy of the student at all times are paramount for this role.