PRIFYSGOL
BANGOR
UNIVERSITY

GUIDELINES

FOR

INVIGILATORS

Academic Registry

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GENERAL INFORMATION

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GUIDELINES FOR INVIGILATORS

The following notes for invigilators are intended to help invigilators in their duties. Any queries on these should be addressed to Sarah Custy in the first instance (Telephone No: ext. 8803 email: s.j.custy@bangor.ac.uk).

[1] RESPONSIBILITIES OF INVIGILATORS

Invigilators are responsible for ensuring that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate. It is vital that invigilators place themselves in such a position as to render immediate assistance and maintain constant supervision of all candidates. Invigilators are requested not to bring other examination scripts into the examination rooms. Where queries arise during an examination it is important that at least one invigilator should be in a position at all times to observe the behaviour of candidates. Should the need arise, invigilators must be able to declare that there was no evidence of improper conduct during an examination.

[2] EXTRA ANNOUNCEMENTS IN EXAMINATION ROOM

If for any reason a general announcement, paper correction or clarification is necessary in the examination room the invigilators MUST ensure that the announcement is repeated in any other venue where the examination is being held. The Examination Assistant can be used to summon the Examinations Officer for help in this matter.

[3] ATTENDANCE

Invigilators are asked to arrive at the examination room at least 30 minutes before the examination is due to begin. At least one Invigilator must be in the examination room from that time on.

[4] PREPARATION

Support staff will be responsible for collecting question papers from the foyer of PJ Hall and taking them to the examination room. Answer books will have been set out by Facilities staff.

Additional answer books will be available at the front of each examination room. As a security measure, answer books with different coloured covers are issued on different days and invigilators when providing additional books should hand out ones with covers of the same colour. Graph paper and music manuscript paper will also be available for use when required. Any special instructions about the duration of an examination, the use of additional aids, etc., will be provided.

[5] EXAMINATION ASSISTANTS

Where necessary, an Examination Assistant will be within call of an examination room. His/her duties include:

[a] escorting students to and from the toilets, and to the Sick Bay when necessary;
[b] assisting with the collection of Attendance Slips/scanning of student ID cards at the start of examinations;
[c] assisting with the collection and counting of scripts at the end of examinations – in order to ensure that the number tallies with the appropriate slips;
[d] in the event of a crisis, to communicate immediately with the Examinations Officer (e.g. where there is suspected unfair practice, if queries arise from question papers).

At the start of each examination session the Assistant will introduce himself/herself to the invigilator(s) and point out where he/she is sitting.

[6] ADMISSION OF CANDIDATES

Candidates shall be admitted to the examination room 10 minutes (for PJ Hall and Powis) or 5 minutes (other venues) before the time scheduled for the start of the examination, by which time all preparations should have been made. Except as provided in paragraphs 3 and 7, candidates may not bring books, paper or any objects other than writing and drawing equipment into the examination room. Bags, coats, etc. should also be left outside the examination room but may at the invigilator's discretion be deposited at the front of the examination room (away from the candidates' desks) if circumstances warrant.

Students are permitted to bring drinks in clear bottles into examination rooms.

Admission slips will be collected by support staff, and student ID cards will be scanned, as candidates enter the room

[7] AUTHORISED MATERIALS, CALCULATORS etc.

Such materials and aids to calculation as are authorised by Examining Boards may be used at some written examinations – the Invigilator-in-Charge will be informed of this by a member of the Academic Registry staff.

Dictionaries – Invigilators should thoroughly check all printed translation dictionaries as students enter the examination room.

Students whose first language is not English or Welsh are permitted to use printed translational dictionaries **ONLY** during examinations unless the use of these compromises the learning outcomes being assessed. **ELECTRONIC DICTIONARIES ARE NOT PERMITTED.**

[8] **TIME**

Invigilators should announce the commencement of, and conduct examinations according to the clock in the examination room. Invigilators are requested to announce the time remaining 15 minutes before the end of each examination.

[9] **LATE ADMISSION, EARLY LEAVING AND EXTRA TIME**

[a] Candidates may be admitted up to 30 minutes late to an examination. No candidate shall normally be allowed to leave the examination room until 30 minutes after the start of the examination. (This time may be adjusted for examinations of short duration).

[b] A candidate who enters the examination room late should NOT be allowed additional time at the end of the examination except with the express permission of the Officer in charge of Examinations. If a candidate who is admitted late and is not given extra time claims that he/she was unavoidably delayed through no fault of his/her own, the invigilator must make a note to that effect on the candidate's answer book stating the time of the candidate's admission.

[c] A candidate who leaves early must leave his/her answer book with the invigilator. He/she must not remove if from the examination room. The invigilator should mark on the cover the time of departure. The candidate must not re-enter the room.

[d] No candidate must be allowed to leave the examination room during the last 15 minutes.

[10] **ANSWER BOOKS**

Immediately after the examination has started, the invigilators are asked to:

[a] remove the answer books from unoccupied desks;

[11] **TEMPORARY ABSENCE**

Any candidate wishing to leave the examination room temporarily must be accompanied by an Examination Assistant who will be on duty close to the room throughout the session, or by an invigilator. Only one candidate should be allowed to be absent at any one time.

[12] **ILLNESS**

A candidate who leaves the examination room because of indispositions should be escorted either by one of the Assistants on duty close to the room or, if necessary,

by the invigilator, to the Sick Bay. The candidate's answer book should be marked with the time of withdrawal and a note of the circumstances. The answer book and all other items on the candidate's desk should then be given to the member of staff on duty.

[13] QUERIES FROM CANDIDATES

If a candidate has a query about his/her examination paper and the invigilator cannot provide an immediate answer, the Officer in charge of Examinations should be contacted immediately.

[14] UNFAIR PRACTICE

An invigilator who considers 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 he 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 retain evidence relating to any unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances to the Officer in charge of Examinations.

[15] DISTURBANCES

If any candidate's conduct is disturbing to other candidates the invigilator should reprimand him/her. If the candidate persists in this conduct, the invigilator may require him/her to withdraw from the examination room, in which case his/her answer book must be marked appropriately and a full report of the circumstances sent immediately to the Officer in charge of Examinations.

[16] ANNOUNCEMENTS

If possible, the announcements made in the examination rooms should be in English and Welsh. Given below are the bilingual versions:

[1] Once all the candidates are seated:

- Mobile phones are not permitted in the examination room. If you have one please switch it off and hand it to the invigilator NOW.

  Ni chaniateir ffonau symudol yn yr ystafell arholiad. Os oes gennych chi un, diffoddwch o a'i roi i'r goruchwyliwr RŴAN.

- It is unfair practice to communicate with anyone in the examination room by any means other than the invigilator.

Mae'n arfer annheg cyfathrebu efo unrhyw un yn yr ystafell arholiad trwy unrhyw gyfrwng ond trwy'r goruchwyliwr.

- Once this examination has started you may not leave the examination room during the first 30 minutes
  Unwaith i'r arholiad hwn gychwyn, chewch chi ddim gadael yr ystafell arholiad yn ystod y tri deg munud cyntaf.

- If you decide to leave early you must do so quietly depositing your script at the indicated place. You may not return to the examination room.
  Os penderfynwch adael yn gynnar, gwnewch hynny'n ddistaw a rhoi eich sgript yn y lle a nodir. Chewch chi ddim dychwelyd I ystafell yr arholiad.

- You may not leave the room during the last 15 minutes of the examination period.
  Chewch chi ddim gadael yr ystafell yn ystod chwarter awr olaf yr arholiad.

- You must complete the front cover of all your examination answer books.
  Rhaid i chi lenwi clawr blaen eich holl lyfrau atebion.

- For anonymous marking you must fold down the indicated corner of examination answer books and seal them – multiple answer books must be tagged together.
  Ar gyfer marcio dienw, plygwch y gornel a nodir ar eich llyfr atebion a'u selio – tagiwch fwy nac un llyfr atebion efo'i gilydd.

- Please check you have the correct examination paper. If in doubt raise your hand.
  Gwnewch yn siŵr fod y papur arholiad iawn gennych. Os nad ydych yn siŵr, codwch eich llaw.

[2] **At the starting time:**

You may now look at your question paper and start your examination.
Gallwch yn awr darllen ar eich papur cwestiynau a dechrau eich arholiad.

[3] **15 minutes before the end of the examination period:**

There are now 15 minutes left of this examination period. No candidate may leave the room during these last 15 minutes.

Y mae pymtheg munud ar ôl o'r arholiad hwn. Ni chaiff unrhyw ymgeisydd adael yr ystafell yn ystod y pymtheg munud olaf.

[4] **At the end of the examination period:**

The time is now up. Please stop writing, join your answer books together with the tag provided; cover your name by turning down the corner of the book and using the seal and bring them to the appropriate place at the front of the room.
Multiple Choice answer sheets when used should be handed-in INSIDE the examination booklet.

Mae'r amser bellach ar ben. Rhowch y gorau i ysgrifennu a chlymwch eich llyfrau ateb gyda'i gilydd a dod â hwy i'r lle priodol yn nhu blaen yr ystafell. Pan ddefnyddir papurau ateb aml ddewis dylid eu cyflwyno ODDIMEWN i'r llyfryn arholiad.

[17] **PROCEDURE AT END OF EXAMINATIONS**

At the end of the examination:

[a] Candidates should retire from the examination room immediately, leaving their answer scripts in the appropriate place at the front of the examination room. To continue writing after the end of an examination is an unfair practice. An invigilator should ensure that no candidate removes anything from the examination room other than the question paper if appropriate or authorised materials brought into the room. **On no account must a student remove an answer book from the examination room.**

[b] The number of scripts collected should equal the number of candidates at that examination. If it does not, an immediate report must be made to the Officer in charge of Examinations.

FOR INFORMATION

The following are displayed to candidates on noticeboards:

RULES FOR MOBILE PHONES



Please switch off all phones and leave them with your bags. If you have a phone with you in this exam room please hand it to the invigilator NOW.

INSTRUCTIONS TO CANDIDATES AT EXAMINATIONS

1. ADMISSION SLIPS

All examinees must hand in a completed admission slip as they enter the Examination Room, and must have their student ID cards ready for scanning. Attendance slips are obtainable from the foyer of the Main Arts Building and outside each Examination Room.

2. ENTRANCE TO EXAMINATION ROOMS

[a] ***Prichard Jones Hall*** (Examination Room 1)
Candidates will enter from the North entrance, i.e. the entrance which faces the Prichard Jones car park.

Question papers will be collected from the foyer of the Hall.

[b] ***Powis Hall*** (Examination Room 2)
Candidates will enter by the door at the stage end of the Hall and question papers will be collected from the stage.

[c] ***All other rooms***
Candidates in these rooms should assemble outside the room concerned and may enter only on the instruction of the invigilator. Question papers will be collected from the front of the examination room.

Candidates are reminded that they will NOT be permitted to cross the PJ Foyer area once the exam papers are being distributed OR whilst exams are in progress in the PJ. The route from the Old Arts Building to the New Arts Building must be via the car park.

3. TIMING OF EXAMINATIONS

All candidates should report punctually to the appropriate examination room.

Candidates will not be admitted until 10 minutes before the examination is due to start. No candidates will be allowed to enter the examination room more than half-an-hour after the start, or to leave until 30 minutes after the time fixed for the commencement of the examination in each subject. (Times may vary for shorter examinations).

The presiding examiner will announce the time fifteen minutes before the end of each examination period. No candidate will be allowed to leave the examination room during the last 15 minutes of an examination.

4. HANDING-IN OF ANSWER SCRIPTS

All examination scripts should be put, as instructed by the presiding examiner, in the appropriate place at the front of the Examination Room.

5. EXAMINATION MATERIALS

Students may take into an examination room only materials authorised by examiners. It is strictly prohibited to bring unauthorised materials, or an unauthorised form of materials, into an examination room.

6. ABSENCE FROM EXAMINATIONS

If a candidate is absent because of illness, accident or close bereavement from examination papers, special steps may be taken to deal with the situation (which may include the setting of supplementary papers). The University Officer in charge of the examination arrangements may be consulted for further information.

7. UNFAIR PRACTICE

A candidate suspected of unfair practice shall be informed by the invigilator that the circumstances will be reported. Such a candidate may continue with that or subsequent examinations without prejudice to any subsequent investigation and decision by the University. Failure by an invigilator to warn a candidate at the time of examination shall not prejudice subsequent investigation by the University of any allegation made against a candidate. (See separate notice headed 'DON'T CHEAT').

WARNING TO ALL STUDENTS - *DON'T CHEAT*

Bangor University take very seriously any acts of 'unfair practice' by students in their coursework or in examinations. 'Unfair practice' means:

1. Engaging in plagiarism by using other people's work and submitting it for examination or assessment as though it were one's own work.

2. Taking unauthorised materials (such as a book or loose papers of any kind) or any source of unauthorised information into an examination room.

3. Communicating with another person in an examination room.

4. Copying or using in any other way unauthorised materials or the work of any other candidate.

5. Impersonating an examination candidate or allowing oneself to be impersonated.

6. Claiming to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out, or claiming to have obtained results which have not in fact been obtained.

If any allegations of unfair practice by students are substantiated, the consequences are extremely serious: it can result in the student's subsequent exclusion from the University and disqualification from any future University examination.