



# **Examination Policy & Procedures**

**2021-2022**

## **1. Procedure for Examination Entry**

At the beginning of each Academic Year, the Director of Teaching and Learning will be required to identify the examinations which will possibly run during that year.

Programme Leaders must ensure that candidates are made aware of the date, time, and place of all examinations.

## **2. Attendance and Conduct at Examinations**

Attendance at all examinations is compulsory and any candidate who fails to present himself or herself for such an examination at the time and place published except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination.

- Misreading of the examination timetable will not be regarded as 'sufficient cause'.
- Late arrival and early departure times will be stipulated for all examinations. Candidates who arrive after the earliest permanent departure time for an examination will not be permitted to sit the examination.
- Candidates must adhere to all general examination rules and conditions and familiarise themselves with these prior to the examination.
- Invigilators shall have the power to remove any candidate from the examination room for good cause.

## **3. cheating**

- It is an academic offence for a candidate to engage in unfair academic practices or to cheat in any examination, or in any other submitted part of his or her work, whether or not such work is formally assessed. A candidate may be found guilty of an academic offence whether or not there has been intention to deceive; that is, a judgement that serious negligence has occurred is sufficient to determine guilt.
- Supervised Rest breaks in exams and course tests Rest breaks are offered as an adjustment for a wide variety of reasons but must be for a valid reason that requires time away from an examination paper but without losing time.
- When candidates require time away from their paper without losing time, they must raise their hand to gain the attention of the Invigilator who will record the time the rest break starts. Candidates must not work on their paper during rest break time; it must be closed.

- If a candidate needs to leave the exam room as part of the reason for taking their rest break, they must be supervised at all times. Certain activities are not permitted such as visiting a vending machine/the smoking shelter.

When the student is ready to carry on with their exam paper, the Invigilator will record the time, and then add the difference in time from the rest break to the original finish time.

- Candidates may take a rest break at any point during their exam or course test. Their full allocation of rest break time for an exam or course test is available to them at any point, it is not offered in increments per hour, and how they manage their rest break time at their discretion. There is no obligation on candidates to use rest breaks or to use their full allocation.
- There may be occasions where a student is permitted both extra time and rest breaks. At the beginning of the exam, the invigilator will work out the student's finish time (including the extra time allowance), then will adjust the finish time if the student makes use of permitted supervised rest breaks.
- Use of a computer: If a candidates' assessment adjustment allows for the use of a computer they will be provided with either a laptop or desktop PC.
- With the exception of online and Moodle based exams and course tests, and some open book assessments, the use of the internet is strictly prohibited and access will be restricted.

#### **4. Examination Administration, Marking and Notification of Results**

Before any examination commences, candidates will be reminded of the key rules governing that examination by the Invigilation team.

During the examination, the invigilator will check candidate IDs and produce a seating plan for that examination. They will also complete two registers; one of which records candidate names and numbers and one contains numbers only. At the end of each examination, the scripts will be collected by the invigilator. These will be placed in register order with a copy of the numbers-only register. They will then be returned to the Exams Office ready for collection by the staff member marking that examination and a signature will be taken from the member of staff taking the scripts. A signature will always be required on handing over the scripts.

All examination papers are marked blind. Candidate names must not appear on any part of an examination script, unless completely concealed to the marker. Candidate IDs – as they appear on a candidate's ID badge (manually added, or in barcode form) must appear on each examination paper.

Examinations are subject to the marking policy as defined in the assessment procedures of each programme.

## 5. Invigilation Procedures

### 5.1 Role of the invigilator:

To assist students (candidates) during their exam and maintain the integrity of that exam by:

- Maintaining candidate safety and wellbeing at all times;
- Ensuring all candidates are treated equally;
- Dealing with candidates' queries with empathy and respect;
- Ensuring candidates take the correct exam;
- Ensuring candidates take the exam in their allocated seat;
- Ensuring candidates behave appropriate to exam conditions;
- Promptly solving any problems by contacting the Exams team by telephone
- Reconciling attendance lists and numbers of returned scripts.

#### - Invigilators achieve this by:

- Committing to the ESTYA equal opportunities and diversity policy;
- Liaising and working effectively with their peers and ESTYA
- Sharing workloads;
- with candidates and colleagues in a sensitive and discreet manner;
- Displaying a mix of authoritative and supportive behaviour to candidates
- Being organised and reliable;
- Being detail-conscious.

#### - Scheduling

We will ask you for your availability in during the exam periods (date to be confirmed).

Please don't expect to get sessions on every day that you are available. Please don't make special requests, such as full days, specific rooms and so on. Those with more availability are likely to get more sessions. You will be expected to invigilate any type of exam – long duration or late finishing exams, computer aided assessments, other campuses etc. If you withdraw once the timetables are published it is unlikely we'll be able to replace any sessions you have to cancel. We'll use your availability to build your schedule and your timetable will be sent to you by e-mail about a month before the exam period.

#### - Exam process

You will be asked to invigilate these types of exams:

- Standard
- Additional requirement exams (Special Needs)
- Additional requirements (use of Computer aided assessments)

- **The basic guidelines are the same for all types of exams**

- a) Collecting the exam pack;
- b) You must report to the Exams team no later than 60 minutes before the start of the exam to collect the pack. If you think you may not be able to do this – for instance, if an earlier exam overran – phone us as soon as you can. Failure to let us know of any delays may mean that we replace you for that session, as we have no other means of ensuring we have sufficient staffing;
- c) Use your ID card to use the staff entrance. The Exams team will give you the exam pack, which contains all the stationery you need, and ask you to sign ;
- d) The pack containing the exam papers must never be unattended. Please do NOT collect it when you're going to visit a catering outlet – come back after your break and collect it.

- **Laying out the exam room**

- The lights are normally controlled by the touchscreen on the lectern bench. Turn the lights on and familiarise yourself with the emergency evacuation route.
- Identify an area where candidates can leave their coats and bags; this must be away from the fire exit.
- You must not lay out exam papers until there are at least two of you present,
- If you're on your own, you can prepare the room by laying out other stationery which you'll find in the stationery crate:
  - answer book
  - Treasury tag
  - Attendance slip
  - Additional stationery such as data books, formulae sheets and multiple-choice question covers; again, this will be listed on the front cover sheet.
  - Plastic bag for phone, watch and any other wearable electronic device
  - 'Instructions to Candidates'

If you have any questions about any of the documents you have to lay out, please phone us as soon as possible, rather than delay until the start of the exam. Agree between you who will check calculators, dictionaries, head wear, help candidates find their seats, brief late candidates and so on.

#### - **Admitting candidates**

- Before admitting candidates make the following announcement regarding toilet visits; ‘There are limited opportunities to use the toilets during this exam, if you need to use them, please go now’
- Admit candidates 10 – 15 minutes before the start of the exam.
- Check ID cards
- Work as a team to help the candidates find their allocated seats and leave their bags and coats in the designated area.
- Check dictionaries and calculators at this point
- Once candidates are settled – and no later than about 3 minutes before the exam is due to start, read out the instructions for the examination. You **MUST** read it verbatim, do **NOT** memorise it.
- Allow candidates enough time to turn their phones off and put everything in the plastic bags. They also need to complete the attendance slips which one of you can collect before the exam starts, and if you have enough time they can complete most of the front cover of the answer book (make sure that no candidates are starting the exam early).
- Once candidates are settled, you can announce the start of the exam(s) and write the finish time on the white board if it’s available.

#### - **During the exam**

As soon as the exam has started, one of the invigilator team should check the toilet block(s) to ensure no notes or books have been left. Apart from checking the toilet, all invigilators should monitor candidates for the first half hour. It’s at this point that candidates are most likely to be distressed or confused, and you will need to help any late arrivals. Once the exam has been running for 30 minutes and you have looked after any late arrivals, at least one person should complete the attendance list. Candidates are now seated in ID order so this should be a quick process, but make sure you have ticked all candidates as either present or absent. You must make sure you monitor the room while completing the attendance list and stop doing it completely if your colleague(s) have to monitor toilet visits or have a query on the paper.

#### - **Things you may need to do during the exam**

- Late candidates can only enter the exam room up to 30 minutes after the start. S/he should be fully briefed by being given Instructions for late candidates before being allowed to take the exam.
- S/he will finish at the scheduled finish time.
- If a candidate arrives after the cut off s/he should be referred to their student office immediately. if the candidate isn’t sure where their student office is, phone us.

- **Sickness**

- If you feel a candidate is suffering an emergency you should phone 999, and then phone the Exams team to advise.
- If a candidate feels unwell but is not suffering an emergency, s/he should be escorted out of the exam room to rest for a while. Ask the candidate if they would like a first aider; phone the Exams team who will arrange for a member of the security team to attend.
- You **MUST** mark the details on the invigilator incident report.

- **Emergency evacuation**

Fire alarm tests are disabled for the duration of the exam. If an alarm rings, you should prepare to evacuate the exam room.

- Tell all candidates that they remain under exam conditions but must follow you.
- Evacuate the room and escort the candidates to the muster point
- Phone the Exams team who will attend. The team will help you restart the exam once you are allowed back in the building.
- You **MUST** mark the details on the Invigilator Incident form. For anything else, please phone the Exams team.

- **Additional answer books**

Candidates will raise their hand if they need another answer book. Ensure you only give one book at any one time.

- **Candidate behaviour**

Invigilators must be vigorous about monitoring candidates' behaviour. If it appears a candidate is cheating, monitor them for a few minutes with a colleague to ensure you are satisfied that they are deliberately misbehaving. If you both perceive that they are trying to cheat:

- Challenge the candidate and tell them why you suspect their behaviour;
- Confiscate any items you think are against regulations (phones, dictionaries, notes etc.)
- Remove their current answer book and replace it with a new one. The candidate can then continue the exam in the new book. Advise the candidate that you will make a full report to his/her faculty;
- Make sure your treasury tag the new book with the old when the candidate submits his/her script.
- Ensure you enter the details of the incident on the Exam Incident Report form and return all items, including confiscated items such as phones and notes, to the Exams team at the end of the session.

- **Candidates wanting to leave the exam room early**

Candidates can leave the exam room when they have finished except:

- In the first 30 minutes of the exam
- In the last 15 minutes of the exam
- If you have been otherwise advised that they must remain You must physically collect their script(s) – don't let them leave it on the desk – and make sure they gather up all their belongings, including their phone and watch, but leave the plastic bag on the desk.
- Remind them to keep quiet until they are well away from the building.

- **Toilet visits**

Candidates are allowed to have comfort breaks as long as they are escorted. No extra time is given. Before you leave the exam room, ask the candidate “do you have a mobile phone or any other electronic device on you” Escort the candidate to the toilet block and indicate which cubicle they should use. If they are not using a cubicle, or the invigilator cannot enter the toilet block for modesty purposes, the invigilator should wait at the door of the block. Escort the candidate back to his/her desk.

- **Exam paper queries**

- A candidate may raise their hand because they think that a question is unclear or incorrect. Mark the query on a spare exam paper and tell the candidate to continue with another question while you check.
- Exit the exam room and phone us and we'll phone the exam office. We'll probably advise you to phone back; turn the phone off and go back into the exam room. Phone us back after 5 minutes.
- If the paper does have an error on it, you will have to tell all the candidates who are taking that paper. Depending on the number of candidates, you may have to make an announcement; if you do so using the microphone please remember to turn it off afterwards.

- **15 minutes before the end of the exam**

Make an announcement telling candidates that they have 15 minutes left. Candidates should not now be allowed to leave; if they finish earlier, they need to remain at their seats until others have finished.

- **Ending the exam**

One invigilator must make the announcement. Candidates **MUST** remain in their seats silently until all scripts have been collected. They must not talk to each other, turn on their phone or move about. If they start moving around, tell them to sit back down again. Allow the candidates to leave once all scripts are collected. Ensure they take all their property with them.

Candidates cannot take the exam paper with them.

- **Reconciling scripts and returning them to the Exams team**

- Once candidates have left, sort the exam scripts into different exams.
- Count all the scripts and ensure the totals match those on the attendance lists. If they do not, and you have checked them several times, phone the Exams team for assistance.
- Put the scripts in the envelopes kept in the stationery crate. Place the envelope label (in crate) on the envelope and write the exam code on the label on the front. Use as many envelopes as you need; each envelope usually holds 30. Annotate the envelope label with the number of scripts.
- Split the attendance list: put the carbonised copy (without candidate names) in the first envelope. Put the top copy of the attendance list with the envelopes and band them together, together with the attendance slips.
- Place 'completed scripts' sticker on all envelopes that contain completed scripts.
- Make sure the room is neat and tidy and put away any unused answer books.
- Make sure you don't throw away any books that have been written in!
- Place any handouts used back into the pink folder.
- If you are returning to the Exams office with the scripts, bring all documentation back with you, including exam papers, data books and handouts. The Exams team will ensure you have brought all exam envelopes back, the Exam Incident report and you are then free to go.
- The faculty team or marker may come to the room to collect scripts. Check their ID and make sure they print their name and date the top copy of the attendance list. You can then bring the signed attendance list; the attendance slips and the incident report back to the Exams team.

- **Exams for candidates with additional exam requirements (AERs)**

You will receive training before you are expected to invigilate AERs (usually after the end of your first whole exam period). AER Exams are those candidates who require slightly different arrangements.

AER candidates may be more nervous and stressed than those taking standard exams. Please act accordingly. You will be given the pack, and an AER sheet. This will list the candidates

scheduled in your room who: a) have extra time and/or rest breaks b) any other information which is relevant.

It's especially important that the exam starts on time. If you are at all worried that you will run late, please phone us. Don't forget to bring all paperwork back to us, including the AER sheet which has very sensitive information on it.

- **Computer aided assessments**

You will receive training before you are expected to invigilate some exams completed on a PC. You will be given full training on how to use **ESTYA**'s software and will be given a separate manual when you complete it. Refresher training is also available.