



ACADEMIC REGISTRY

Off-Campus Examination Centre Instructions

This document must be read immediately upon receipt and the Declaration attached signed and returned to the University by fax or mail as soon as possible following receipt

Please see separate:

- *Procedural Notes for the Guidance of Invigilators for Off-Campus Examinations*
- *Heriot-Watt University Regulation 9 – Examinations (Extracts – Conduct and Invigilation)*

1. EXAMINATION CENTRES

- 1.1 The following instructions cover all examinations held off-campus. Use of an off-campus location, and associated arrangements for the administration and invigilation of examinations for, and on behalf of, Heriot-Watt University must be specifically authorised by the Senate of the University.

2. NOTIFICATION TO CANDIDATES OF CENTRES

- 2.1 Candidates are advised by the International Centre for Examinations (ICE) based in the Edinburgh Business School at Heriot-Watt University that examination arrangements will be confirmed one month prior to the date of the published examination diet. Off-Campus Examination Centres should therefore aim to complete arrangements in time to allow confirmation of details to candidates at least five weeks prior to the date of the first examination.

3. LOCAL CONTACT

- 3.1 The individual acting as the Local Contact within the Off-Campus Examination Centre will normally fall into one of the following categories:
- A British Council Official
 - A member of academic staff or Administrative Officer of at least five years standing
 - An Official of a recognised Examining Authority
 - A responsible individual with evidence of experience of dealing with rigorous examination security, processes and management.
- 3.2 The University may request written endorsement from a senior officer within the Off-Campus Examinations Centre in support of the person proposed as the Local Contact.
- 3.3 The individual appointed as the Local Contact will be accountable to Heriot-Watt University for the overall security of examination arrangements and for the appointment and conduct of Invigilators. With the express permission of the University, another individual may be nominated by the Local Contact to act on behalf of the Local Contact within the Off-Campus Examinations Centre.

- 3.4 The individual acting as the Local Contact (or approved nominee) will be responsible for the receipt, safe-keeping and return of Examination Question papers to Heriot-Watt University, and for ensuring adherence to Heriot-Watt University Regulations governing Examination Conduct and Invigilation.

4. INVIGILATORS

- 4.1 The Local Contact is responsible for the appointment of Invigilators to act on behalf of Heriot-Watt University and must provide an endorsement of such appointments, together with confirmation of personal details, to the International Centre for Examinations at Heriot-Watt University. At least two invigilators must be present if there are more than thirty candidates in an examination room. Where there are less than 30 candidates, and only one invigilator, an Assistant must be on hand to provide support and relieve the invigilator in emergencies.
- 4.2 Invigilators must be approved by the University. Such individuals must be fully briefed on the requirements and importance of security issues. Invigilators would normally be:
- British Council officials or their professional appointees
 - Retired or Active Members of Academic Staff
 - Any other responsible individual of standing in the community.
- 4.3 Invigilators must observe the Heriot-Watt Regulations in respect of Examinations. A copy of the 'Notes for the Guidance of Invigilators for Off-Campus Examinations' and 'Regulation 9 – Examinations (Extracts – Conduct and Invigilation)' must be provided to the Invigilator. Additionally, a copy must be displayed at the entrance to each examination room prior to the commencement of each examination.

5. EXAMINATION VENUE

- 5.1 The Examination Hall or room must provide the following:
- A quiet location, not immediately adjacent to, or in the vicinity of, a noisy thoroughfare or in any way subject to noise or movement which might cause disturbance to candidates
 - Temperature levels maintained and controlled at comfortable levels and with adequate lighting
 - A clock, accurately set and placed at the front of the venue, clearly visible by all candidates
 - Examinations desks for each candidate placed at a distance of at least one metre apart (lecture chairs with fold down rests for note-taking may not be used as an alternative to proper desks or tables)
 - Where possible, examinations of differing length should be conducted in separate rooms. However, if this is not possible, it is acceptable to run examinations of differing lengths in the same room as long as numbers of those taking shorter examinations are relatively small and a reasonable amount of space can be left in the room between the two groups. It is advisable to place the candidates sitting the shorter examination(s) nearest to the exit to avoid disturbing other candidates sitting longer examinations.

6. SECURITY OF EXAMINATION PAPERS

- 6.1 The following stationery and materials will be despatched by Heriot-Watt University using a courier service in packages marked 'Confidential' and will be sent to the Local Contacts or their nominees in Off-Campus Examinations Centres:

For the Student:

- i. Question Paper
- ii. Answer Books
- iii. Attendance slip [*Note: Different arrangements are made for MBA students*]

For the Invigilator:

- i. Attendance List of Students

- ii. Copy of University Regulation 9: Examinations (Extracts: Conduct and Invigilation)
 - iii. Notes for the Guidance of Invigilators for Off-Campus Examinations
 - iv. Examination Report/Incident form
 - v. Declaration Form.
- 6.2 The package of examination material from Heriot-Watt University must be opened and contents checked immediately upon receipt. Examination Question papers must be stored in a safe and secure locked facility under the control of the Local Contact at all times both before and after each respective examination. Examination papers for different examinations will be sealed separately and must remain in the sealed packages to be opened in front of candidates at the start of their examinations. ICE must be notified immediately by fax of any shortfall in Question papers and/or Answer books.
- 6.3 Local Contacts must ensure that any individual with access to the Examination Question papers is unknown to the candidates, other than in a professional capacity.
- 6.4 The content of the Examination Question papers must not be divulged to any individual prior to an examination. **Unauthorised photocopying or reproduction of any part of the contents of examination question papers is strictly prohibited.**
- 6.5 All examinations must take place on the specified dates and at the specified times as scheduled. **No alteration to the schedule may be made under any circumstances.**
- 6.6 If a candidate defers or fails to arrive at an examination after the Examination Question papers have been despatched, the Centre will be notified by fax. The candidate should be recorded as 'Absent'. In such an event, as several different examination papers may be included for an individual in one pack, please check whether the candidate is scheduled to sit any other examinations before returning the unused package to the University. If an entire examination session is no longer required, the International Centre for Examinations must be informed by fax.
- 7. DURING THE EXAMINATION**
- 7.1 Please refer to the separate 'Notes for the Guidance of Invigilators for Off-Campus Examinations'. It is the responsibility of the appointed Local Contact for the Off-Campus Examination Centre to ensure that the Heriot-Watt University Regulations on Conduct and Invigilation of examinations are strictly applied.
- 8. FOLLOWING THE EXAMINATION**
- 8.1 All examination materials, including unused papers, Examination Report forms and Attendance Lists, handed over by the Invigilator to the Local Contact for secure storage, must be returned to the International Centre for Examinations at Heriot-Watt University as soon as possible following the last examination at the Off-Campus Examination Centre, together with the completed Examination Report Form.
- 8.2 Where possible, arrangements should be made with couriers for the return of examination materials and such costs may be charged to the Edinburgh Business School at Heriot-Watt University.
- 8.3 Candidates being examined must not be asked to pay any Fees. Invoices for invigilation and administration fees should be submitted as soon as possible to the International Centre for Examinations, Edinburgh Business School, Heriot-Watt University, Edinburgh, EH14 4AS, Scotland.



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DECLARATION OF INTENT FORM FOR COMPLETION BY LOCAL CONTACTS IN OFF-CAMPUS EXAMINATION CENTRES

Name (Printed):

Position in Centre:

Name of Institution:

1. I certify that I have received a copy of the Heriot-Watt University 'Off-Campus Examination Centre Instructions' and 'Regulation 9 – Examinations (Extracts relating to Conduct and Invigilation)' and that I have read and understood the information contained therein. As the Local Contact within the above Institution, I hereby confirm my acceptance of the responsibilities as stated in these documents.
2. I accept full responsibility for the appointment and conduct of Invigilators, for the overall security of the examination arrangements and for the receipt, safe-keeping and return of Examination papers, in accordance with Heriot-Watt University's Regulations.
3. I certify that all Invigilators appointed shall be responsible individuals with appropriate invigilation experience, as stipulated by Heriot-Watt University and I further confirm that all Invigilators:
 - Shall receive a copy of the 'Off-Campus Examination Centre Instructions' and 'Regulation 9 – Examinations (Extracts relating to Conduct and Invigilation)', and
 - Shall be required to sign an Examination Report Form confirming acceptance and conformity with Heriot-Watt University's requirements for examination security and invigilation.

Signed:

Date:

This form must be returned to the International Centre for Examinations, Edinburgh Business School, Heriot-Watt University, Edinburgh, EH14 4AS, Scotland or Faxed to: 00 44 131 451 3094/3002