



ACADEMIC REGISTRY

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 following guidelines are applied in accordance with Heriot-Watt University Regulation 9: Examinations.

1. GENERAL GUIDANCE

- 1.1 No smoking by any individual is permitted in the examination room.
- 1.2 For the duration of the examination, an Invigilator must not be engaged in any other activities.
- 1.3 The following stationery and equipment will be despatched by Heriot-Watt University to Off-Campus Examination 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)
- iii. Notes for Guidance of Invigilators
- iv. Examination Report form

2. PRIOR TO THE EXAMINATION

Chief Invigilators must:

- 2.1 Arrive at the examination room not later than thirty minutes before the scheduled start of the examination.
- 2.2 Check that the number of blank examination Answer Books forwarded for each subject within an examination session match the maximum number of candidates as detailed on the Attendance List. Any discrepancies must be advised immediately to the Local Contact who is responsible for secure storage of examination materials within the Off-Campus Examination Centre. ICE must be notified immediately by fax of any shortfall in Question papers and/or Answer books.
- 2.3 Admit students to the examination room not earlier than fifteen minutes before the scheduled start of the examination and ensure that they take their seats quickly. Only students noted on the Attendance List are normally permitted to take the examination. However, if a student is not on the Attendance List please allow the student to take the examination and notify ICE immediately. Students must confirm their identity by producing their Examination Centre letter, detailing their name against their Matriculation Card or other formal photographic identification such as a passport.

- 2.4 Instruct candidates to silence all mechanical or electronic items that may emit audible sounds such as electronic watches with beepers, mobile telephones or pagers.
- 2.5 Instruct candidates that mathematical and financial calculators are permitted, but not those which have text storage and retrieval systems.
- 2.6 Designate an area in which coats, briefcases, mobile telephones/pagers (switched off) and unauthorised material (such as books, dictionaries, paper) must be deposited and ensure that students bring to their examination desks only those items permitted such as pens, approved calculators.
- 2.7 Distribute Examination Question Papers and Answer Books, allowing students to view the Examination Question Papers only at the start of the examination.
- 2.8 Advise candidates that, by ruling of the Senate, they are required to return all Answer Books, used and unused, and any other material (including notes made during the examinations) with the Answer Book(s) at the end of the examination.

3. DURING THE EXAMINATION
Chief Invigilators must:

- 3.1 Issue clear instructions that answers must be written in ink, that use of Tippex or other correction fluid is not permitted. All rough working should be confined to left hand pages of script books. Scrap paper is not permitted.
- 3.2 Issue clear instructions regarding the examination including when candidates may begin and must stop writing, any corrections to the Examination Question Paper, and completion and return of both Question Paper and Answer Books.
- 3.3 Invigilators are only permitted to make general announcements to all candidates in order to explain any typographical errors in, or omissions from, the examination paper or to convey other instructions from the examiners. Invigilators may not discuss an examination paper with a candidate individually.
- 3.4 Ensure that students do not communicate with one another.
- 3.5 No student may enter the examination room later than 30 minutes after the start of the examination. For those who arrive within the first 30 minutes after the start of the examination, no additional time may be granted at the end of the examination.
- 3.6 Permit a candidate to leave the examination room only in the following circumstances, in accordance with Heriot-Watt University Regulation 9:
 - i. During the first 30 minutes only with the permission of the Invigilator;
 - ii. Temporarily, when accompanied by an Invigilator or Assistant*;
 - iii. On completion of the examination and on instruction from the Invigilator, but not within the final fifteen minutes of the examination;
 - iv. When ordered to do so by an Invigilator.

* 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.

In all cases, candidates must remain seated until given permission to leave. A candidate may never leave the room during the last fifteen minutes of the examination.

4. AT THE END OF THE EXAMINATION

Chief Invigilators must:

- 4.1 Ensure that candidates check their Answer Books to confirm that 'Name', 'Course' and 'Questions Answered' sections have been completed, and that the front page of each Answer Book has been signed by the candidate.
- 4.2 Advise candidates that, by ruling of The Senate, they are required to return all Answer Books, used and unused, and any other material with the Answer Book(s). Candidates are not permitted to remove any material related to the examination from the examination room.
- 4.3 Advise candidates how to annotate Answer Books where more than one Answer Book has been used. In the absence of any specific instructions, multiple Answer Books should be annotated eg 'Book 1 of 2', 'Book 2 of 2' etc.
- 4.4 Collate the Answer Books. If a candidate has been required to withdraw, or has left the examination room early for medical or other reasons and has not returned, the circumstances and time of departure must be noted on the front of that candidate's Answer Books and details provided on the Examination Report form to be returned to Heriot-Watt University.
- 4.5 Check that there is an Answer Book for every candidate who has attended. Instruct the candidates to leave the examination room. Record any discrepancies on the Examination Report form provided.
- 4.6 Complete an Examination Report form for each examination, to be signed by the Invigilator(s) for each examination. Any absentees from an examination must be noted on the form.
- 4.7 Hand over all examination materials, including unused papers, Examination Report forms and Attendance Lists, to the Local Contact at the Off-Campus Examination Centre for secure storage prior to their return to Heriot-Watt University.