Invigilator name:

INVIGILATION TRAINING MANUAL

Exam Operations
Registry and Academic Affairs

Invigilation Training Manual

Version control

V2.6 Jan 24

Version	Release date	Comments
2.0	Nov 16	Major revision; new print copy issued to all invigilators
2.1	Nov 17	Minor changes to 2016/17 version: Only updated pages are issued to invigilators with 2.0 version.
2.2	Sept 18	Major Revision: New copies issued to all invigilators
2.3	Oct 19	Minor changes to 2018-19 version: Updated pages issued to all invigilators
2.4	Apr 22	Major revision; new print copy issued to all invigilators
2.5	Dec 22	Major revision; new print copy issued to all invigilators
2.6	Jan 24	Major revision; new print copy issued to all invigilators

Table of Contents

1.   General information

Please ensure that you have read the contents of this manual before you invigilate an exam. **Earlier versions should be discarded.**

Invigilation staff may not use the personal data or other information about a student obtained through their role as an invigilator for any purpose other than that of invigilating the exam in hand.

If an invigilator wishes to raise a concern or issue in relation to a student, please speak to a member of Exam Ops staff (or the Chief Invigilator at KMC or DRSV).

We have provided maps of the different campuses for your reference, and you can find online versions at:

https://www.nottingham.ac.uk/About/Visitorinformation/Mapsanddirections/Mapsanddirections.aspx

Contact numbers

Please save the following telephone numbers to your mobile phone contact list to use during exams. **Please do not text or leave voicemails as these are not monitored**. If no one answers it is likely that we are taking several calls, so please do try again.

	Telephone Numbers
Exam Operations Team	[Provided in manuals distributed to invigilators]
Security (Non-Emergency)	Ext 13013
	From a mobile telephone: 0115 951 3013
Security (Emergency Only)	Ext 18888
	From a mobile telephone: 0115 951 8888

If you undertake any invigilation work for exams that are arranged in-house by Schools, please do not ring the Exam Ops numbers as these phones are only monitored when exams arranged centrally by Exam Ops are taking place. Schools should provide their own contact details for in-house exams.

Key Terms and Acronyms

AEAs	Alternative exam arrangements, sometimes referred to as 'Alts'. Exams taken by students with alternative arrangements in a different location to the main exam.
Answer books	Answer books supplied to students.
Assistant invigilator	Assists Senior Invigilator. Allocated based on the number of students within a room.
Chief invigilator	Manages the overall operations at KMC, DRSV or other off-site or large venues.
Clash arrangement	This is when an exam moves to avoid a clash of exams on a student timetable. Students will be supervised between the two exams.
Desk cards (green)	Blank, green A5 desk cards for students who arrive but are not on the register, do not have a seat number or a pre-printed desk card
Desk cards (white)	A5 cards supplied at each desk which students must sign to confirm their attendance in the exam. Lists student's name, date/time of the exam, the exam code and exam title.
DRSV	David Ross Sports Village.
Dyslexia/Specific Learning Difficulty stickers (SpLD sticker)	Stickers are provided in the stationary packs. Details of who is entitled to have them will be on the pink sheet. The sticker must be attached to front of the exam answer books to indicate to markers that the student has dyslexia/a specific learning difficulty.
ECs	Extenuating circumstances (ECs) are events that affect a student's performance in assessments which are unforeseen, unpreventable and out of their control. There is a process for students to report this.
ExamSys	The university's in house e-exam platform. These exams take place in computer rooms.
Extra time	Additional WRITING time on top of the standard exam duration.
Guest Account	Used in ExamSys if the student has forgotten their login details to allow them temporary access to their exam.
KMC	King's Meadow Campus.
Lead invigilator report form (LIRF)	A report completed by the Senior/Room invigilator. All incidents pertaining the running of the exam, no matter how small, need to be documented.
Lead invigilator stationery pack	Senior/Room invigilators should collect a stationery pack from the Exams Office on their first day of invigilation each exam period. This should be kept for the duration of the exam period and handed in on the last day of invigilation. The pack includes blank illness/misconduct/paper query forms, spare stationery, computer log in information, etc. It is the invigilator's responsibility to inform Exam Ops when any items have been used and need replacing.
Main exams	Exams for students without alternative arrangements.
MCQ	Multiple Choice Question
Open book	Students are allowed additional reference materials such as notes, articles and books. Details of the permitted materials will be noted on the rubric.
Pink sheet	Pink A4 sheet with list of students with AEAs (by exam code), the duration they are allowed, details of rest breaks if applicable and a list of their AEAs.
Pool invigilator	Replaces late/absent invigilators.

Reader	Provided by Disability Support. A trained individual who reads an exam paper to a student during an exam.
Rest breaks	Periods of rest awarded on top of exam duration. Breaks are cumulative and can be taken at any point during the exam. There must be no writing or typing during a rest break.
Room invigilator	Leads 1:1 exams.
Room Setter	Invigilators based at the larger main exam locations who arrive early to set up the room.
Rubric	Exam instructions for students and invigilators on the front of each exam paper. Includes the types of dictionaries and calculators which can be used in the exam, as approved by the University's Quality and Standard's committee. Lead invigilator stationery packs also contain the most up to date guidelines.
Scribe	Provided by Disability Support. A trained individual who writes on behalf of the student during an exam.
Secure desktop	Restricted logins for ExamSys and AEA Computer exams, which prevent students' internet and application access.
Senior invigilator	Collects exam papers, manages individual exam rooms and returns completed scripts to Exams Office.
Supervision	Students who must be supervised between 2 exams. Contact is allowed with the Invigilator and the Exam Ops team only
Supplementary answer books	Additional lined paper booklets.
Support worker/Mentor	Provided by Disability Support. A trained individual who supports/mentors a student during an exam. This may be for learning and/or medical reasons.
Tyvek envelope	The white envelopes used to store completed exam scripts
Writing slope/Angled work board	A clear plastic piece of equipment used by students who may have difficulties writing on a standard exam desk.
'15 mins remaining/please stop writing' card	A5 double-sided card (yellow for written and green for typed exams) used in AEA exams to silently indicate to individual students that they have 15 minutes remaining, and to stop writing.

Exams Checklist in brief

BEFORE EXAM

45 mins before	Senior/Room Invigilator: collect the exam pack (and stationery pack on first day) from Exam Ops, E Floor, Portland Building. Check the pack.
30 mins before	Senior, Assistant and Room Invigilators arrive at exam location. Read exam rubric (and pink sheet in AEA locations) and set up room as required: Written exams: ▪ Each desk to have desk card, exam paper, answer booklet, any additional material in line with rubric. ▪ Distribute any alternative format/content papers to correct student desk. ExamSys exams: ▪ Check screen dividers are in place. ▪ Log in to appropriate number of PCs using secure desktop login. ▪ Identify a contingency area. ▪ Each desk to have desk card, blank paper, any additional material in line with rubric.
10-15 mins before	Announcements 1 and 2; admit students, notify if there are delays. Check all students have found a seat. ExamSys: log onto invigilator PC. Ensure students are successfully logged on.
Exam start	Announcement 3; make sure all students are aware of official start time.

DURING EXAM

At all times	**All invigilators must:** ▪ Ensure silence and keep track of time. ▪ Patrol the room at regular intervals. ▪ Be vigilant; invigilators must NOT read, use Internet, check phones etc. ▪ Check student desks for unauthorised materials/devices. ▪ Deal with any issues and/or incidents, record using appropriate forms. ▪ Escort students to toilets when required. ▪ ExamSys: observe PC screens. ▪ AEA locations: monitor rest breaks and amend exam finish times.
15 mins into exam	Carry out student ID check with as little disturbance as possible. Collect desk cards, complete registers (after first hour for longer exams)
15 mins left	Announcement 4 (visual announcement in AEA locations)
Exam finish	Announcement 5 (visual announcement in AEA locations)

AFTER EXAM

Once time has been called	Written exams: ▪ Collect exam scripts in order. ▪ Place scripts in Tyvek envelopes with 'no names' register. ExamSys exams: ▪ Check all students have logged out of ExamSys and machines are back to standard University login screen. ▪ Log out of invigilator PC.
Mains only	Announcement 6; students released from room in controlled and silent manner
Up to 30 mins after exam	▪ Collect all exam related materials, put inside brown envelopes. 'Names' register to be folded around desk cards, facing outwards. ▪ Tidy the room, collect any lost property and complete lost property form. ▪ Complete lead invigilator report form and other forms as necessary. ▪ Senior/Room return everything to Exam Ops. Assistants help if needed.

How to display the clock (optional)

You can display a large on-screen clock if a PC is available in the room. The process for display screens varies slightly from room to room. In most cases, there is a console on the lectern desk with various button options. Make sure PC is selected and press "display on/off". In some rooms the screen will automatically descend, in others it will be a static screen or you may need to look for a wall switch to bring it down.

1. On the lectern at the front of the room press the button which says either 'PC' or 'PC and Screen'. The screen will start to descend. Then go to the hard drive, located in the base of the lectern, and press the power button to turn the computer on. Make sure that the computer monitor is also turned on.

2. Once the computer is on, you will be prompted to enter a username and password. Either follow the on-screen instructions to use the **visitor** login or log on using the credentials for your UoN student/associate account, if you have one.

3. Select either Google Chrome or Edge search engine from bottom of screen and search for "nottingham date and time".

4. Click on **Current Local Time in Nottingham** search result to bring up following screen.
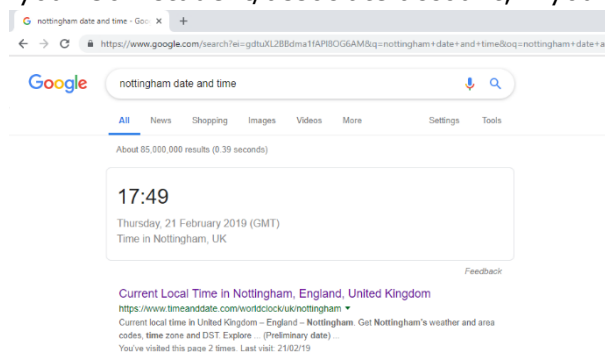
5. Double click on the clock face to bring up a digital clock. Then click on "full screen" on the top right-hand corner, to enlarge the clock.
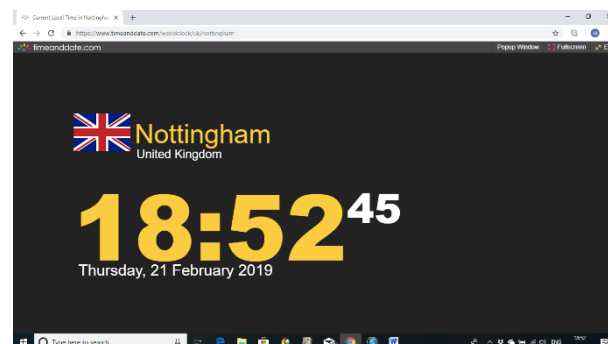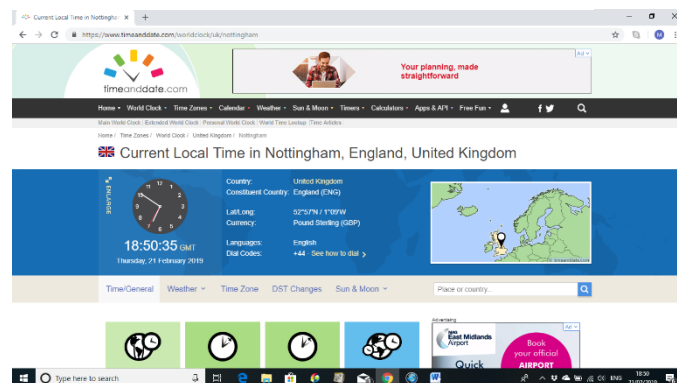
The computers will close down if there is no activity so every so often, click anywhere on the screen to keep the clock displayed. If it does start to shut down, repeat the process above.

When the exam is finished, just shut everything down, or leave the screen down for the next invigilator.

2.   Rules & regulations

Invigilators

SENIOR INVIGILATOR and ROOM INVIGILATOR (excluding DRSV/KMC Seniors)
You must collect exam packs, and stationery packs on your first day of invigilation, from the Exams Office (E Floor, Portland Building) **45 minutes before** the exam start time.

SENIOR INVIGILATOR – DRSV and KMC
You must report to the Chief Invigilator at the venue **45 minutes before** the exam start time. Exam papers are taken to and collected from the venues by Security staff at regular intervals during the day.

ASSISTANT INVIGILATOR (all locations, including DRSV/KMC)
You must report directly to the exam room **30 minutes before** the exam start time.

INVIGILATOR CONDUCT (applies to ALL invigilator roles)
- Be punctual. If you are running late, you must ring the Exam Ops team. **Late invigilators will be replaced immediately** if we have not heard from you.
- Report any missing Assistant invigilators to Exam Ops 30 minutes before the exam start time.
- Switch mobile phones to 'vibrate' mode in case Exam Ops need to contact you.
- Ensure silence throughout the exam.
- Do not undertake any non-invigilation activities during an exam, even those you consider to be non-disruptive. Such activities include, but are not limited to:
    - reading books/newspapers, crosswords
    - doing personal or academic work
    - using your mobile phone or logging into computers for personal use
    - eating, or rustling through belongings
    - breaking from the exam for religious practices/prayer (if your schedule interferes with a religious observance, please notify the Exam Ops team)
- Patrol the room regularly and remain vigilant.
- Only communicate with students when you need to read announcements or when they raise their hand for assistance. Do not disturb them for any other reason, except in emergencies.
- Remain in the exam room at all times unless supervising a student or conversing with the Exam Ops team on the phone. In these circumstances, please ensure other invigilators remain in the exam location.
- Where a student has made a clerical error, and the student has already started the exam (e.g. using wrong number of answer books, writing in pencil rather than pen, presenting insufficient ID), invigilators should, where possible, allow students to continue with the exam uninterrupted. Please deal with clerical issues after the student has finished the exam. Use discretion and be mindful of minimising disruption to a student's concentration. Issues can be noted on the lead invigilator report form for the Exam Ops team to report to the School. This does not apply to any situation in which the integrity of an exam may be jeopardised, such as suspected academic misconduct. These matters should be addressed immediately.

Students

EXPECTATIONS OF STUDENTS

- **Arrival time** – students should arrive outside the exam room 10-15 minutes before the published start time.
- **Late arrivals** – students who arrive **up to one hour** after the published start time must be admitted into their exam. If they arrive more than one hour after the published start time, they must be refused entry to the exam.
- **Student ID** – students must bring a valid form of photographic ID and place this on the exam desk. e.g. UoN student ID card, passport, driving licence, national identity card.
- **Clothing**
  - Hats or hoods are permitted but should be inspected to ensure that there aren't any non-permitted items/materials concealed within
  - Any headwear worn for religious or medical purposes does not have to be removed in any circumstance. If the headwear prevents the invigilator from confirming a student's identity, this should be recorded on the lead report form and **no further action taken.**
  - If a student takes a coat off during an exam this must be placed under their exam desk.
- **Valuables** – it is recommended that students do not bring valuables to an exam room.
  - Large items such as handbags, backpacks, and coats must be placed at the front/back of the exam room.
  - Small items such as wallets, purses, phones, and keys can be stored underneath a student's exam desk, but these must not be accessed during the exam.
- **Mobile phones/communication devices**
  - Includes mobile phones, smart watches, pagers, MP3/MP4 players, iPods, tablet computers, laptop computers, personal organisers, and electronic dictionaries.
  - These items are not permitted in an exam. They are strictly banned from use and must be powered off completely.
  - Any such devices should be left in students' bags/coats away from the desk. If students are anxious about this, it is acceptable for these devices to be placed underneath the desk and out of the student's sight and reach (screen down is advisable). They must not be on the desktop or student's person, and they must be switched off.
- **Stationery**
  - Students must bring correct stationery to their exam and place it on the desk, visible to invigilators. Unless the rubric states otherwise, students may use pen or pencil. They should never be made to re-write an exam for using the wrong writing instrument.
  - Invigilators may lend out stationery (pens/pencils only, strictly no calculators) if there is spare stationery available, but students are expected to provide their own.
- **Checking exam papers/materials** – students must check that the question paper in front of them is correct. Any problems with the question paper should be reported to an invigilator, who will work through the Paper Query process.
- **Communicating during an exam**
  - Students must not talk once they have entered an exam room unless they need to speak to an invigilator.
  - Students must not call out. They should raise their hand to alert an invigilator.
  - Students must not pass anything to each other or share materials during an exam.
- **Leaving early**
  - For exam durations which are **greater than 1 hour**, students may not leave the exam room within the first hour of the published start time, or within the last 15 minutes. They may leave after the first hour has passed. When they finish their exam, they must alert an invigilator and wait for their script to be collected.
  - If the exam is **1 hour or less**, students may not leave early and must remain in the exam room for the full duration.

- **End of an exam**
  - When the end of the exam is announced, students must stop writing immediately.
  - Students must stay in their seats and remain silent until instructed to leave by an invigilator. They must leave the room and building quietly and promptly.

PERMITTED AND NON-PERMITTED ITEMS

The table below outlines what students may and may not bring to their exam. Non-permitted items are strictly forbidden and may constitute academic misconduct.

Permitted items	Non-permitted items
▪ Stationery – pens, pencils, highlighters, erasers, pencil sharpener, ruler, coloured pencils	▪ Correction fluid or tape
▪ Ear plugs (provided they are brought to the exam location in the clear plastic bag they arrive in)	▪ Headphones/earphones/electronic earbuds
▪ Suitable food/drink i.e. no items that can cause a disturbance to other students by its aroma or noise	▪ Anything with packaging that has been annotated
▪ Any additional exam materials that are listed on the rubric, e.g. dictionaries (must be unannotated), calculators, course notes etc.	▪ Unauthorised study notes, spare or scrap paper, reference materials, unauthorised calculators
▪ Specific items such as insulin pen, medical device etc. may be permitted for AEA students. This will be indicated on the pink sheet.	▪ Mobile phones/communication devices
▪ Wrist watches (non-smart)	▪ Smart watches

Invigilators have the right to check any items listed above for any suspected misconduct. If you are unsure of whether an item should be permitted, please ring Exam Ops.

Invigilators should confiscate any non-permitted items from a student (except calculators). These items must not be returned to students, but rather brought into the Exam Ops team for an investigation into academic misconduct (except mobile phones) along with a completed academic misconduct form.

There is further information on academic misconduct in the Procedures section.

STUDENT EXPERIENCE

Students with complaints about their exam experience should email examsexperience@nottingham.ac.uk

Complaints concerning the content of exam papers must be brought to the attention of the student's School, and **not** the Exam Ops team.

3. Procedures – Mains & AEA

Before the exam

STUDENT/INVIGILATOR RATIO

There should be a minimum of two invigilators in each room unless you are invigilating on a one-to-one basis. You should never invigilate a room on your own if there is more than one student.

If you are invigilating only one student and would like a bathroom break, do not leave the student alone. Step outside (maintaining view of the student) and call Exam Ops and we will come to the exam room.

PREPARING THE EXAM ROOM

Mains rooms will have been partially set up with answer books, desk cards and larger stationery items by our room setters before you arrive.

- Read the additional materials section on the front of each question paper to establish if students require any additional materials to complete the exam. **If you are missing any additional materials, phone the Exam Ops team immediately.**
- Distribute one exam paper to each desk plus any additional materials included in the pack.
- Ensure that the module code on the exam paper matches the code on the desk card.
- Some students may require an 'alternative paper' (e.g. large font, coloured paper or a paper written specifically for them) which will be provided in an envelope with a yellow cover sheet. The cover sheet will clearly display an exam code and the student's ID number. This paper must be provided to that student ONLY. You must ensure the student receives it and if for any reason you need to move the student, that paper goes with them.

AEA rooms will need to be set up from scratch, taking into account the requirements of each student on the pink sheet. Factors to consider include timings, space, accessibility, exam cohort. The above bullet points for Mains rooms also apply to AEA rooms. In addition, you will need to:

- Plan the layout of the room and set out answer books and desk cards as well as exam papers.
- **If a student's name does not appear on the pink sheet, phone the Exam Ops team immediately quoting the student's ID number**

DRSV, KMC AND OTHER LARGE VENUES
Admit students 15 minutes before the start of the exam.

ALL OTHER LOCATIONS
- Admit students 10 minutes before the start of the exam.
- If you need to admit the students a few minutes late for any appropriate reason, please approach the students outside of the room and inform them of the delay to avoid anxiety.
- Fire exits must not be blocked. Ensure that students leave any belongings in a safe place at the front or back of the room.
- Once students are seated, they must not leave the room for any reason, including toilet breaks, before the start of the exam.

NOTE – If you become aware that there are multiple versions of the same paper, and you think you may have the wrong version of the paper, please call the Exam Ops team immediately for confirmation of which paper you should have.

ANNOUNCEMENTS
An invigilator must make a series of clear announcements to the students at various stages throughout the exam. These must be read out **exactly** from the section at the back of this manual. If you are invigilating in a large venue, ensure that all students hear the announcements - even if this requires you to repeat them.

ADDITIONAL DUTIES IN THE FIRST HOUR

Student Arrival
- Late students may only be admitted if they arrive within the first hour of the published start time of the exam. Read to them all the announcements (preferably outside of the room to minimise disruption) and mark on their script the time they arrived. **Under no circumstance may they be granted time to make up for what they missed.**
- Students may not be dismissed from the room within the first hour of the published exam start time, and you must enforce this rule.
- If a student arrives to a Mains room but is not on the register, first ask them if they have alternative exam arrangements as part of a support plan, and phone Exam Ops for guidance if they do. **You must not grant any additional arrangements without speaking to Exam Ops.**
- If the student states there are no alternative arrangements, please issue a green desk card, add them to both registers, make a note of the waiver of alternative arrangements and proceed with the exam. **You do not need to contact the Exam Ops team in this situation.**
- Ensure that all desk cards have been signed by students who attended the exam.
- Refer to the flow chart on the following page for further clarification.

Student ID Checks
- Students must place a form a photographic ID on their desk. You must perform an ID check, ensuring that the student's face matches the photograph on the ID card; if it does not, please ask to be shown another form of photographic ID at the end of the exam and make a note of this, with the student's ID number, on the lead invigilator report form. **Do not ask students to get up in the middle of the exam to fetch their ID card.**
- If a student cannot provide ID, this must be recorded on the lead invigilator report form. **The student is allowed to continue with exam.**

Invigilator Guidance in Exams: Students who report and are not on register and/or do not have a desk card

```
                    Is student
                    on the
                    register?
                   /          \
              Yes.            No.
    Does student have a    Do you have a desk
    desk card?            card for the student?
     /        \              /          \
  Yes.       No.          Yes.          No.
Student     Do you have   Student        Does the student have
should sit  space and     unlikely to    AEAs? (Please ask
exam as     exam paper    turn up. If    student)
normal.     available?    they do          /          \
             /      \      and you have   Yes.        No.
          Yes.     No.     space,         Contact     Do you have
                          please add to   Exams       space and
                          register and    Office.     exam paper
                          allow to        Have        available?
                          sit exam.       student ID   /       \
                                          and module  Yes.     No.
                                          code ready. Allow     Contact
                                                      student   Exams
                                                      to sit    Office.
                                                      the exam. Please have
                                                      Complete  student ID
                                                      a GREEN   and module
                                                      desk card code ready.
                                                      (keep
                                                      separate
                                                      to the
                                                      printed
                                                      white ones)
                                                      and write
                                                      the details
                                                      onto the
                                                      register.
```

Yes. (under "Does student have a desk card? – Yes."):
Student should sit exam as normal.

Yes. (bracketed note):
Please complete a blank WHITE desk card and allow student to sit. The WHITE desk card can be returned with the other printed desk cards.

No. (under "Do you have space and exam paper available?"):
Contact Exams Office. Have student ID and module code ready.

Yes. (under "Does the student have AEAs?"):
Contact Exams Office. Have student ID and module code ready.

No. (under "Do you have space and exam paper available?" second branch):
Contact Exams Office. Please have student ID and module code ready.

Yes. (green box):
Allow student to sit the exam. Complete a GREEN desk card (keep separate to the printed white ones) and write the details onto the register.

Marking the Register

- There are two registers; one with student names (NAMES) and one with their ID number only (NO NAMES)
- The registers should be completed after the first hour has elapsed so late students are given the opportunity to arrive. If the duration of the exam is one hour or shorter, please use your judgement to determine the best time to mark the register.
- Within a Mains room, after the first hour, collect all desk cards, ideally in seat number order, checking that those who have attended the exam have signed their desk card.
- If in an AEA room, desk cards should be collected at the end of the exam, as they indicate individual students' finish times and can be used to note down rest breaks. Please check that all students who attended the exam have signed their desk card before they leave.
- Use the desk cards to mark the 'names' and 'no names' attendance registers. Mark clearly with a '✓' for present or '**X**' if the student is still absent after the first hour has elapsed.
- After marking the registers, fold the 'names' register around the desk cards with the names visible (facing outward). Secure with an elastic band or paperclip.

FURTHER DUTIES DURING THE EXAM

Students who finish early

- After the first hour has elapsed, students who finish early may be dismissed. On the front cover of their answer book, note the time that they leave the exam. Students must not re-enter the room once they have left it unless they have been continuously supervised by an invigilator.
- Supply supplementary answer books and treasury tags to students who require additional paper. **Students should write their ID numbers and exam code, NOT their names on supplementary answer books.** These should be attached to the main answer book(s) with a treasury tag at the end of the exam.
- Students should use their answer book as scrap paper and cross through any work they do not wish to be marked. Students are not permitted to use any other scrap paper unless in an ExamSys exam, or explicitly noted in your invigilation paperwork or on the exam rubric. Scrap paper should be collected unless stated otherwise.

Toilet breaks

Mains

- Invigilators must escort students to the bathroom for toilet breaks.
- Only one student per exam code can be escorted to the bathroom at any one time.
- Toilet breaks must be noted in pen on the student's exam script by marking a "T" along with the time and duration of the toilet break (e.g. 9:15-9:20) in the margin where the student has left off. For example:
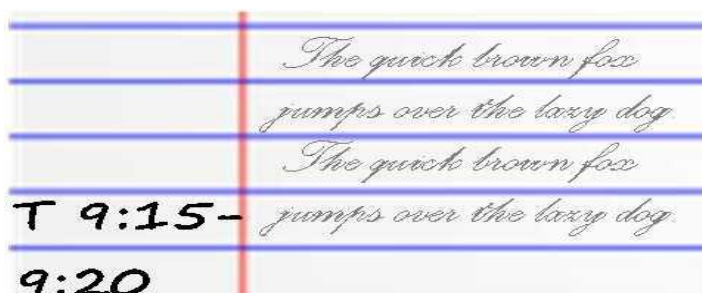
AEA toilet breaks

If a student has rest breaks as one of their AEAs, they are entitled to use this time to take a toilet break instead of forfeiting writing time. The student should inform you if they wish to use their rest break allowance for a toilet break, but please ask them if they haven't made it clear.

If the student wishes to use their rest break allowance for a toilet break, then the exam will be paused and the end time of the exam recalculated on the white board and desk card.

If rest breaks **are not** on the student's pink sheet, or the student elects not to use their rest break allowance for a toilet break, then the student must use their writing time to go to the toilet, just as students would in a Mains location. The exam must not be paused, and the student will lose writing time while they use the toilet.

Paper Queries

Students may raise a query on an exam paper. If this happens, inform your colleagues of the query and follow the steps below:

1. Determine whether or not the query relates to a critical error
   a. If **yes**, e.g. the wrong paper has been issued meaning that no students can continue with the exam, phone Exam Ops so we can attempt to make contact with the module convenor for a resolution.
   b. If **no**, e.g. student thinks it should say X instead of Y, ask the student to make an assumption and note the assumption they have made on their exam scripts
2. Complete a paper query form, regardless of the type of query (this includes those where assumption can't be made, e.g. duplicate question, missed question number). You should notify the student that the module convenor will be made aware of the query, for consideration when marking.
3. After the exam ends, place the paper query form in the Tyvek envelope with the relevant script, but do not seal the envelope.

   UNDER NO CIRCUMSTANCES SHOULD YOU GIVE ADVICE ON AN EXAM PAPER

Noise Disruptions

If there is noise disrupting the exam conditions in your exam venue, politely ask the offending party to stop making the noise, explaining that there is an exam taking place. **Note this on the lead invigilator report form.**

If you cannot locate the source of the noise, or if the noise is building work related, phone the Exam Ops team and we will contact the relevant department and ask them to stop the noise.

PLEASE DO NOT LET A DISRUPTION CONTINUE IF YOU THINK IT COULD BE DISTRACTING THE STUDENTS IN YOUR EXAM ROOM

Ending the exam

INDICATING 15 MINUTES REMAINING

Mains: you must announce verbally to students when they have 15 minutes remaining.

AEA: due to the variety of finish times in AEA rooms, instead of making an announcement, you must silently signal when students have 15 minutes left by holding up the yellow or green card that says "You have 15 minutes remaining" to the appropriate student. Please ensure that they acknowledge this. The same card also contains a "stop writing/typing now" sign to use when individual students must stop writing/typing.

STUDENTS WHO FINISH IN LAST 15 MINUTES
Students who finish their exams in the last 15 minutes must remain in the room until the end to avoid disruptions. They may be escorted to the toilet but must not be dismissed.

Students must stop writing/typing as soon as you have announced the end of the exam.

COLLECTING EXAM SCRIPTS
- Collect the exam scripts in seat number order.
- Ensure each student has completed, in full, the front of their answer book and that they have sealed down the flap which covers their personal details in the top right-hand corner.
- Ensure that students have fastened any supplementary answer books to the answer book using treasury tags. Check that no names, only student ID numbers are written on these.
- If a student is required to sign the exam question paper or a multiple choice sheet (MCQ), please ensure that this has been done.
- Unless otherwise specified on the rubric, for exams assessed by both MCQ and written answers, collect each MCQ sheet and place it in the student's written answer booklet.
- Ensure that students who require a Dyslexia/Specific Learning Difficulty (SpLD) sticker (AEA locations only) have one attached to the front of their answer book. These are supplied in invigilator stationery packs. Stickers **must not** be attached to MCQ scripts.
- Ensure that students remain seated and silent until you have collected all exam scripts.
- Do not allow any scripts/question papers to be removed from the exam room unless there is an explicit instruction on the rubric. Assume it is not permitted if there is no instruction.
- Check that the number of scripts collected matches the number of students marked as 'attended' on the register. Report any discrepancies to Exam Ops. When you are happy that numbers correlate, the students may be dismissed.
- Place scripts in the corresponding white envelopes. Each envelope has a sticker in the top right-hand corner indicating the exam code. Please check that all scripts have been matched to the correct white envelope. **Do not seal the envelope at this point.**
- Collect all used and spare question papers, slot them into the corresponding white envelopes, **then seal the envelope.**
- Ensure that the lead invigilator report form is a true reflection of what happened in the exam room, noting all incidents big and small on this form. Ensure that all invigilators have printed their names on the form and that you have written the date, time, room/location and that you have ticked all of the applicable boxes.
- If applicable, complete illness/academic misconduct/paper query/lost property forms.
- All invigilators must remain in the exam room until all clearing up activities are completed.
- Return the sealed envelopes and all of the invigilation materials, without delay, to the Exam Ops team (or to the Chief Invigilator if you are situated in DRSV or KMC).

Academic Misconduct

Academic misconduct is defined as any improper actions or behaviour by a student that may give them an academic advantage over another student.

In the event of any of the academic misconduct scenarios below, you must:
1. **Annotate the student's script** with the time the misconduct was noticed. If applicable, confiscate any non-permitted items (except calculators, see below).
2. After the exam, **ask the student for an explanation** of their conduct. It can be useful to have another invigilator with you at this point.
3. **Fill in an academic misconduct form**, noting details of the conversation.
4. Put the student's script and the misconduct form in the white script envelope. Mark "Alleged academic misconduct – student ID 14123456" on the envelope and leave unsealed.

UNAUTHORISED MATERIALS
- Invigilators are allowed to check any item on a student's exam desk.
- If you suspect that a student has unauthorised materials on their desk or person, you have the right to approach the student and confiscate these materials quietly. You may wish to get a second opinion from a colleague if you are unsure.
- Once confiscated, annotate the student's script with the time that you found the materials.
- If the student refuses to give materials to yourself or a colleague, please ring Exam Ops.

CALCULATORS
- Where calculators are permitted and a student has a calculator which is not included on the rubric's calculator list, the student may still use the calculator during the exam, but it must be treated as potential academic misconduct.
- The calculator must be confiscated at the **end** of the exam. The School decides afterwards if it is permissible. Students should contact their School to arrange collection of the calculator.

MOBILE PHONES/COMMUNICATION/STORAGE DEVICES
- If you find a student is in possession of a mobile phone or a communication/storage device (including smart watches), confiscate the device and mark this on the student's script.
- **Always return the device to the student at the end of the exam**.
- When accompanying students to the bathroom, ask them if they have a mobile phone on their person. If they do, confiscate the device and repeat the steps above.
- If a phone rings or an alarm goes off but the student is not suspected of misconduct, still complete the form but report it as a disruption rather than misconduct and inform student.

WRITING ON BODY PARTS
- If a student has writing on a body part, ask for them to show you what the writing says.
- If you believe the writing may refer to an exam, escort the student outside of the room.
- You, or a colleague, must take a photograph of the notes written on the body part, and a second photograph of the student's face with the body part so that we can ascertain that the body part belongs to that student.
- Once photographs have been taken, instruct the student to wash the notes off their body part and admit them back into the exam, making a note on the exam script.

STUDENTS WHO FAIL TO STOP WRITING/TYPING
- Students must not write/type anything before the start of an exam is announced.
- Students must stop writing/typing as soon as the end of an exam is announced.
- If they continue to write/type, tell them to stop. If they persist, an invigilator must note this on the student exam script in pen (or as a note in ExamSys).

Illness, emergencies and fire alarms

HEALTH & SAFETY
- You are required to adhere to and comply with the provisions of the Health and Safety at Work Act, related regulations, and act in accordance with the University policy on Health and Safety
- You are also required to co-operate with the implementation of the Health and Safety arrangements and should not interfere with or misuse anything provided in the interest of Health, Safety and welfare at work.
- Your place of work will vary depending on exam locations. Please make yourself aware of clearly marked fire exits when entering any building.
- There may be a small degree of manual handling involved in your invigilation duties (e.g. collecting and returning exam materials and scripts). If you are physically unable to carry a load, you are responsible for communicating this to Exam Ops. Please use trollies and request/accept other invigilators' assistance. Please be aware of the correct postures when handling loads.

Further guidance and resources are available via the Safety Office:
https://www.nottingham.ac.uk/safety/

MINOR ILLNESS DURING EXAM
- Students may not leave the exam room in the first hour unless they are accompanied by an invigilator or a member of Exam Ops staff, even in the case of illness.
- If a student is ticked as being present, an answer book MUST be returned. If the student left before seeing the question paper, this must be noted and the register amended.
- If a student asks to leave the exam room due to illness, you must accompany them outside and ask them if they wish to continue the exam. Please make a note on their exam script of any times they have left the room.
- If they do not wish to continue the exam, you must stay with them until the first hour of the exam has elapsed. You may ring the Exam Ops team in extreme situations or to request for a member of staff to come and supervise the student if you are needed in the room.
- If they feel able to continue with the exam, escort them back into the exam room to do so. They will not receive any extra time to compensate for their absence from the exam.
- In all cases, complete an Illness Report Form. Please provide as much information as possible as this form may be used as evidence for any Extenuating Circumstances claims.
- Students should not be reimbursed for any time that is lost.

EMERGENCIES (medical, fire, police)
1. **Contact Security** in the first instance on the numbers below. If an ambulance is required, Security will make the call to the Emergency Services without delay and will then connect you with the 999 operator. Calling via Security means they can support you with first-aid skills, additional equipment if needed, and directing the emergency services via the quickest route to the exam location.
2. **Inform Exam Ops** of the situation as soon as possible (another invigilator may assist)

To contact the University Security Office in an emergency:

from a university telephone: **18888**

from a mobile telephone: **0115 951 8888**

FIRE ALARM PROCEDURES

All fire alarm testing is suspended during exam sessions so if an alarm does sound it will be genuine.

If a fire alarm sounds, please stop the exam and announce the following:
"Please make your way to the fire exit. You should leave your belongings and exam paper where they are. You are reminded that you are still under exam conditions. There should be no talking. You will be kept informed of the situation as and when possible."

- Ensure that you note the time that the exam was stopped on the lead report form.
- Assistant invigilator(s) should lead students out of the nearest fire exit. The Senior/Room Invigilator should pick up the register on the way out and follow behind the cohort to ensure that the room is empty.
- Lifts must not be used in the event of a fire.
- When outside, the Senior/Room Invigilator must take the register.
- The Senior/Room Invigilator should then ring Exam Ops for further instruction.

Visually impaired students can be guided on level surfaces by taking a personal assistant's arm. When using stairs, the personal assistant should descend alongside or slightly in front (please ask the student which they'd prefer).

Wheelchair/mobility impaired students who are located on a floor from which they cannot exit the building without using a lift should make their way to the nearest refuge.

Refuges are fire-resisting enclosures that are served directly by a safe route to an exit/evacuation lift. Not every building has one. The buildings listed below have a refuge in the following places:
- Trent Building B Floor – next to B4, and next to B16.
- Trent Building C Floor – C28, C12 and C54.
- Sir Clive Granger Building C Floor – C36.
- Coates Building C Floor – next to C19.
- Psychology Building A Floor – next to A4 and next to A25

Once in the refuge the student should contact Security Control using the telephone where provided **(18888)** or a mobile phone **(0115 951 8888)** to indicate their presence in a refuge.

RESTARTING AN EXAM AFTER A FIRE ALARM
In the vast majority of cases, fire alarms are sounded for reasons other than the outbreak of a fire. In these cases, students will be returned to the room to continue the exam.
- The Exam Ops team will instruct you whether to restart the exam.
- Invigilators must inform students that the exam is to be recommenced. Lead students back to the room and instruct them to return to their seats.
- When all students are back in the room and present at their desk, the Senior/Room Invigilator should announce the start of the exam (no student should be writing before this announcement has been made) and inform students of the revised expected finish time and that the School will be told about the disruption.
- The Senior/Room Invigilator must write up a full report at the end of the exam.

ABANDONING AN EXAM AFTER A FIRE ALARM
If the Exam Ops team instruct you to abandon an exam after a fire alarm, invigilators must collect ALL of the exam scripts **before** re-admitting students to collect their belongings. Try to do this as quickly as possible and keep the students informed of your progress.

Calculator Lists

The exact models included in these lists are reviewed annually.

1. No calculators are permitted in this examination.
2. Only a calculator from approved list A may be used in this examination.

List A

Basic Models	Scientific Calculators
Aurora HC133	Aurora AX-582
Casio HS-5D	Casio FX82 family
Deli – DL1654	Casio FX83 family
Sharp EL-233	Casio FX85 family
	Casio FX350 family
	Casio FX570 family
	Casio FX 991 family
	Sharp EL-531 family
	Texas Instruments TI-30 family
	Texas BA II+ family

3. Only a calculator from approved list B may be used in this examination.

List B

Basic Models	Scientific Calculators	Graphical Calculators
Aurora HC133	Aurora AX-582	Casio FX9750 family
Casio HS-5D	Casio FX82 family	Texas Instruments TI82 family
Deli – DL1654	Casio FX83 family	
Sharp EL-233	Casio FX85 family	
	Casio FX350 family	
	Casio FX570 family	
	Casio FX 991 family	
	Sharp EL-531 family	
	Texas Instruments TI-30 family	
	Texas BA II+ family	

4. Only a calculator from approved list A1 may be used in this examination (Nottingham University Business School variant)

List A1

Basic Models	Scientific Calculators
Aurora HC133	Aurora AX-582
Casio HS-5D	Casio FX82 family
Deli – DL1654	Casio FX83 family
Sharp EL-233	Casio FX85 family
	Casio FX350 family
	Sharp EL-531 family
	Texas Instruments TI-30 family
	Texas BA II+ family

Guidelines

1. Students may use an electronic calculator in module examinations, provided it is one of the models specified by the rubric and has not been modified in any way. Devices with facilities for storing and retrieving text, personal organisers, dictionaries, thesauruses, language translators, computers, mobile phones, smart watches and any device capable of receiving or transmitting data are not permitted in examinations.
2. Exceptionally, students may use specified electronic dictionaries, but only where their Support Plan provides for this.
3. The use of an inappropriate calculator, or any of the prohibited devices listed in 1, will be considered as misconduct. Visual checks to ensure that calculators are on the relevant approved list will be undertaken by the invigilators during the examination.

4. Alternative Exam Arrangements (AEAs)

Types of arrangements

Below are examples of current AEAs that students may be granted as part of a support plan.

EXTRA TIME
Additional writing time added to the standard exam duration.

e.g.	25% additional time	15 mins per hour
	33% additional time	20 mins per hour
	50% additional time	30 mins per hour

READING TIME
Reading time is a specific amount of time granted to read the exam paper before starting. Unless otherwise stated, during this time students are not allowed to make notes or begin writing/typing, and the reading time is NOT included in the final duration of the exam.

It is ok if the student does not use the full reading time. Where an exam starts at 09.00 and a student has 15 minutes of reading time, and they use 15 minutes of reading time, the student will not start writing until 09.15 – this then becomes their start time. Their finish time is projected based on this later start time.

REST BREAKS
Rest breaks are periods of rest where students must not type or write. It is strictly pen down time, although students may continue to read the question paper.

The breaks are a standard **15 minutes per hour** unless otherwise stated.

Students may choose when to take breaks. They do not have to use their rest breaks. They must raise their hand and indicate to invigilators when they want to take their rest breaks. You must not advise a student when to take their breaks.

All students with rest breaks are allowed to use their break time for snacks, drinks, medication, toilet breaks, to get up and walk around, and stretch or exercise.

Rest breaks are displayed as a number of minutes per hour. These minutes are cumulative, meaning that the student can take the total number of rest break minutes in any way across the duration of the exam. For example, if a student is sitting an exam for 3 hours and has been allocated 15 minutes rest breaks per hour, they will have 45 minutes to rest. They can take their rest breaks all at once or they can take a series of smaller breaks.

The invigilator is responsible for recording how much time a student has taken, and for informing students how much time they have remaining. Invigilators should amend the projected end time written on the desk card, and whiteboard if available, each time a student has a break.

ROOM TYPES
Below are examples of specific room/campus requirements:
- Use of a computer
- Use of own laptop
- Wheelchair accessible rooms/desks/toilets
- Small room (10 students or less)
- Separate room (one-to-one, student and invigilator only)
- A room 11+ (room of up to 30 people)
- Exams on SB only (exams must be at Sutton Bonington campus)

START TIME

Alternative exam start times:
- 09:00 exams to start at 10:00
- 16:30 exams to start at 13:30, student to be supervised until 17:30

ACADEMIC/DISABILITY SUPPORT
- Use of a scribe – a trained scribe will write the student's exam answers for them
- Use of a reader – a trained reader will read the exam for the student
- Accompanied by a Support Worker/Academic Support Tutor – they may remain in the room with the student for the duration of the exam

The above are not invigilators and must not be left in an exam room alone with a student. They must always speak in English with the students.

EQUIPMENT/FURNITURE
- Use of an angled work board (collected by invigilator with exam pack)
- Use of an appropriate high-backed chair (to be provided in room)
- Use of an appropriate padded chair (to be provided in room)
- Use of a Standard English Dictionary
- Use of a non-programmable electronic spell checker
- Use of a thesaurus
- Use of a coloured filter

Please note that items such as noise cancelling headphones (invigilators must check that there is no active Bluetooth connection), fidget toys, cushions, warm clothing, food, drink and medication are permitted in AEA locations and will not be specified on a student's Support Plan as they are considered to be standard provision.

ADDITIONAL REQUIREMENTS
- Seat at the front of the room near the door
- Seat at the back of the room
- Use of a computer for essay-based questions
- This student may have a seizure (e.g. epileptic) during the exam. Talk to the student prior to the start of the exam to find out what they might need in case this happens. If it does, contact Security and Exam Ops
- Sticker – attached to answer booklets for students with a specific learning difficulty, to be taken into consideration when the script is marked. Provided in invigilator stationery packs.

Student supervisions

On occasion, invigilators may be asked to collect students and/or supervise them for a specified duration of time. Details including student ID, collection time, room and duration will be sent via email. You may be required to escort a student to their next exam or back to Exam Ops, or ensure that a student is not dismissed early, and that they return with the invigilator to Exam Ops.

Student restrictions during supervision:
- Students must submit mobile phones or other communication devices to you or Exam Ops.
- They must not communicate with anyone other than you or a member of Exam Ops staff.
- Students should be allowed to move freely and occupy themselves appropriately.
- They may use the time to revise for the next exam.
- They may eat, drink and have bathroom breaks. You do not need to report these breaks as they are not under exam conditions.

Clash Arrangements

Clash arrangements are in place for students who have two exams on the same date and time. One exam will take place as originally scheduled, leaving the other to be taken in the session immediately before or after. Supervision of the student must take place, preventing them from communicating to fellow students to gain an advantage.

Supervision following a co-scheduled examination

Some exams are held jointly across our international campuses. These papers must be sat at the same time to preserve the paper integrity, this will always be at 9am UK time. During British Summer Time, China and Malaysia do not change their clocks, so the time difference alters by an hour, making our exam start times out of sync. This means that during the summer, UK students cannot leave a joint exam before 11am under any circumstances. This ensures that there is no overlap of time in which students at one campus may have seen the exam and left before students at another campus have entered their exam location. If an exam is due to finish before 11am the students must be supervised in exam conditions until this time. The students will have been made aware of this before the exam.

Pink sheets

PINK SHEET

Exam packs for AEA locations include 'pink sheets'. The pink sheet lists all students who will be taking an exam in that room, by exam code, along with details of their alternative exam arrangements. You should read through the pink sheet thoroughly before setting up the exam room.

- The "**exam duration**" column indicates the standard duration of the exam, before any additional writing time or rest breaks has been added.
- The "**writing duration**" indicates the total amount of time the student is permitted to write or type their exam answers (minus reading time, unless otherwise specified).
- The "**final duration**" column indicates the maximum amount of time a student can use to complete their exam, including their full rest break entitlement.

Alternative Locations - Alternative Exam Arrangements

10/4/2023 10:00:00 AM	TT- Hallward Library - LG106 (ExamSys)	NURS1001/01/Exam 1	Student Name:	Student ID:	Exam Duration:	Writing Duration:	Final Duration:	Reading time:	Writing time:	Rest break:	Equipment:	Information:	Exam Paper Format	Additional Requirements:
			Joe Bloggs	2XXXXXXX	01:00	01:15	01:34		EXM201 Extra time - 25%	EXM209 Student can request rest breaks of up to 15 minutes per hour of exam time if needed		EXM410-A Room 11+		The student's disability is such that their memory and retention of information is affected. Their School have agreed that the student may take one A4 sheet of notes to use as a memory aid for each of their exams.

AEA Desk Cards

AEA desk cards include the student's exam start time, expected finish time (writing) and expected finish time (if all breaks used). There is a section to complete with rest breaks that have been used and the revised finish time after each rest break.

Exam Code:	NURS1001/01/Exam	INVIGILATOR USE ONLY REST BREAK RECORD	
	NURS1001/01/Exam		
		Exam start time:	10:00
Date: 10/04/2023		Expected finish time (writing):	11:15
Time: 10:00		Expected finish time (if all breaks used):	11:34
Room: TT- Hallward Library - LG106 (ExamSys)			
		Rest breaks used (mins):	Actual finish time
Student Code: 2XXXXXXX			
Student Name: Bloggs,Joe			
Signed:			

AEA Computer Rooms

All AEA rules and regulations apply in computer exams.

KEY TERMS (AEA COMPUTER)

Computer room instructions (invigilator copy)	Instructions for invigilators to follow when conducting AEA computer room exams.
Computer room instructions (student copy)	Instructions for students to follow when sitting AEA computer room exams.
Computer sign-in sheet	A grid to be ticked and signed by students indicating the method by which they have completed their exam.
Computer cover sheet	A bright coloured sheet to be attached to the student's exam script to show it is an exam script.
USB	A device to enable you to save student exam scripts where printing isn't possible.

PREPARING THE EXAM ROOM

If there aren't any barriers, seat students at every other PC. If the barriers are up, seat them next to each other.

You need to 'wake up' all PCs by pressing the spacebar. Click on the sign-in box to log in (you may then need to check that the cursor is at the start of the field before typing in the username and password).

Log into each PC using the 'computer room instructions for invigilators' sheet (example over the page).

MARKING THE COMPUTER USER LOG
- o A computer user log will be provided to each AEA computer room.
- o All students in AEA computer rooms must complete and sign the log before they finish their exam and leave the room.
- o The student must tick the method(s) in which they completed their exam and then sign it.

AEA COMPUTER EXAM - USER LOG

University of Nottingham
UK | CHINA | MALAYSIA

SESSION: 05/11/2018 09:00:00

LOCATION: SB-Sutton Bonington - Gateway Building, A07

STUDENT ID	STUDENT NAME	SCRIPT PRINTED	GREEN ANSWER BOOK	MCQ	DYSLEXIA STICKER	SAVED TO SHARED DRIVE	STUDENT SIGNATURE
4300000	Joe Bloggs						
4300001	Jane Doe						
4300002	John Smith						

INVIGILATOR INSTRUCTIONS - AEA COMPUTER ROOMS

BEFORE STUDENTS ARRIVE
- Refer to written exams checklist procedure for setting up the room.
- Set out question papers/answer books/student instruction sheet and the exam script cover sheet (green paper). Students MUST complete this and when their work has been printed, please attach it with a staple to the front of their work.
- **Invigilators must log the students on to the PCs** with the relevant username and password to ensure the student is logged in under secure desktop conditions.

EXAM LOCATION	STUDENT USERNAME	STUDENT PASSWORD
ALL LOCATIONS	Gtzaea	Passwords change periodically. Check copy provided in stationery pack for password.

ONCE STUDENTS ARE SEATED
- Ask student(s) to follow the instructions provided on their desk (A5 sheet – 1 per person)
- Check if the student(s) have created the Microsoft Word document and saved it on the desktop with the file name in **'Student ID – BuildingName Room#'** format (e.g. 4123456 – Trent C55)

WHEN STUDENT(S) HAVE FINISHED THEIR EXAM

PRINTING THE EXAM:
- Once the student has finished their exam, make sure that the script and all its contents are saved on the desktop under the file name format - **'Student ID – BuildingName Room#'.**
- Click 'File' on the top left corner and select 'Print'. Select 'Mono on NottsPrint' as the printer.
- Some rooms do not have printers, please check the corridor or refer to the list in your pack.

AT THE PRINTER:
- Once you reach the printer, please press "Alternate Login" option on the top right corner of the printer. A keyboard will appear.
- Type in the "Gtzaea" username. Press 'Next'.
- Type in the "Student Password" (refer to the log-in instructions).
  - **For the above to work, the file should be printed from the Student PC and the student should NOT have logged in as themselves. If they have, they will need to print their work and you will need to complete an ACADEMIC MISCONDUCT FORM.**
- Press "Print" button. All the available documents will appear on the list.
- Select the file(s) ending with your room name. Press "Print" at the bottom of the screen.
- Ask the student(s) to check the printed script. Attach the front cover (make sure that the student has completed it correctly, and staple all pages using the built-in stapler on the printer).
- If the student needs an SpLD (Specific Learning Difficulty) sticker, ensure there is one added to the printed document. Place the document and other materials mentioned on the rubric in the appropriate white envelope. Seal the envelope.

**** IF YOU CAN'T PRINT A SCRIPT, FOLLOW THE INSTRUCTIONS BELOW. ****

SAVING THE EXAM SCRIPT TO A USB

STUDENT PC:
- Ensure that the paper is saved on the desktop before carrying out the below steps.
- Close the word document.
- Put the USB into the USB port.
- Open Store N Go (D) and DRAG AND DROP the saved exam script. **Check that the document has saved.**
- Once printed OR saved where the print function isn't available, delete the document from the desktop at the student's PC.
- Right click on 'Recycle Bin' and click 'Empty Recycle Bin'.

STUDENT INSTRUCTIONS - AEA COMPUTER ROOMS

- The following is printed on a brightly coloured A5 piece of paper.

Instructions for Students – AEA Computer Exam

Your PC should already be logged on. If not, please speak to an Invigilator before continuing.

DO NOT LOG IN WITH YOUR OWN USERNAME AND PASSWORD

In block capitals, complete the cover sheet. This will be attached to your printed work.

Create a word document and save it onto the desktop with the file name in the following format – "Student ID – BuildingName Room#". (e.g. 14123456 – Trent C55)

Open the file from desktop (if it is not open already).

Create a header **EXAM MODULE CODE** and **STUDENT ID i.e. COMP2009 – 14123456 (do not include your name).**

SAVE YOUR WORK AT REGULAR INTERVALS.

Once you have finished typing/writing your exam, you should raise your hand to attract the attention of an invigilator.

Your work will be printed for you to check, and you will be asked to sign a form confirming that you are happy with the printout.

5.   ExamSys

Before the exam

Refer to 'Exams Checklist in brief' for how to set up the ExamSys room, making announcements and general ExamSys procedures. Below we have expanded further on how to invigilate ExamSys exams.

- If you have a small number of students in a large room, barriers may not be in place. If this is the case, seat the students at every other desk so that they cannot view other students' machines.
- If any PCs are not working or damaged, do not place a desk card or any other material, and move to the next PC. Turn over the keyboard to indicate the PC is out of use, and make a note of the asset number so that Exam Ops can report it to IT.
- Select a designated 'contingency area' in the room where you will move students to new PCs should they encounter a technical issue. Log into these machines and set up the desks as normal, but without desk cards. This ensures a smooth process of moving a student with limited delay and disruption.
- After logging into the desktop, the ExamSys login screen should automatically pop up. However, in some cases this does not happen. If this happens, click the Edge icon on the desktop to trigger the ExamSys login screen to appear. The PC is now ready for students to login to ExamSys with their own credentials.

INVIGILATOR PC – LOGGING IN

Before students are allowed into the exam room the Senior/Room Invigilator should identify a PC for invigilator use. If possible, use the lecturer PC at the front of the room, but if this is not operational, any other PC in the room can be used instead. Please be aware that the location must be chosen with care as the screen should not be visible to students, as it contains confidential information.

- Invigilators will only be able to log into the invigilator screen **15 minutes** before the exam start time.
- All invigilators must ensure that they are aware which machine has been identified for invigilator use as all invigilators are responsible for updating this screen with notes as required, and thoroughly reading the rubric(s) for the exam(s) occurring in the room.
- Log in to the PC using the same secure desktop details as you did for student PCs.
- You will then be directed to the ExamSys login screen where you should type the **Invigilator Username and Password details** that are provided on the password card in your stationery pack.
- Next, you will see the ExamSys invigilator screen, which displays a list of **all** students sitting the paper that you are invigilating, across all active exam rooms. As a result of this, the list that you will see will be longer than your room attendance register. Students will be aware of the correct location before the exam session begins.
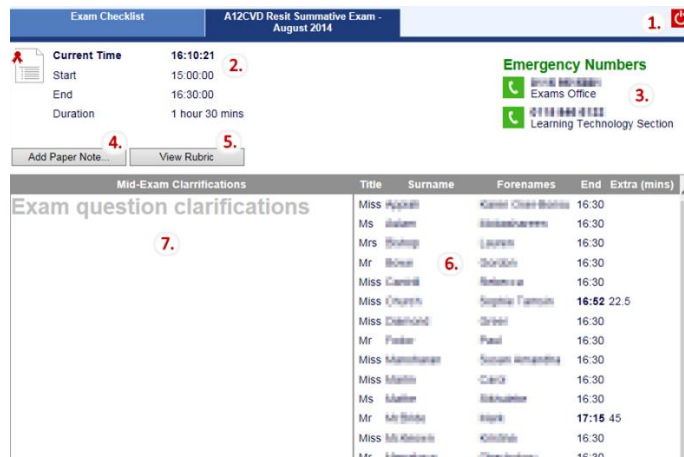
Figure 1 Example of the invigilator screen after logging in to ExamSys

Above is an example of the invigilator screen. Below are its functions:

1. Log out button
2. Start/end time information and duration.
3. Telephone numbers to ring in case of emergency
4. 'Add Paper Note...' button allows invigilators to record a problem which affect the whole cohort or paper. A good example of this would be to record a problem with a particular question.
5. 'View Rubric' will allow the invigilator to see the rubric that the students can see on their initial screen.
6. A list of all students registered to take this module. This does not necessarily correspond to the register that you have for your location. Any students with additional writing time will have their adjusted writing time displayed in bold. This time does not include any rest breaks or reading time that the student may be entitled to, so please refer to the pink sheets for accurate AEA durations.
7. The Mid-exam clarifications section checks every few seconds for system messages. Exam Ops may use this to add messages to questions so that they are relayed to students and the invigilators during the exam.

Starting the exam

All rules and regulations for written exams also apply to ExamSys exams. This includes the procedures for late arrivals and early finishes, students not on the register, student ID checks, toilet breaks, noise disruptions, paper queries, illness and academic misconduct.

Please note there are a different set of announcements specifically for ExamSys exams.

LOGGING INTO THE EXAM

- Students must log into ExamSys using their own University username and password.
- If an individual student informs you that their PC screen says 'No exams found' or 'access denied' this may be because the student has not been registered to sit the exam, or they have forgotten their username or password. At this point, you must allocate the student a guest account. If there are multiple users experiencing this issue please ring Exam Ops as it is likely that there is an issue with a security setting on the paper, which can be easily fixed.

ALLOCATING A GUEST ACCOUNT

- If a student requires a guest account, on the ExamSys login screen, click '**Guest login**'. (If the Guest Login button is not displayed click F5 to refresh the screen. You may need to try an alternative PC if not).

- You should ask the student to fill in the details accordingly. It does not matter if the student cannot remember their ID number. *If they are unsure they should leave it blank*.
- The student should click OK and they will be allocated a temporary log in, which will look like the below. The student and invigilator must note down the temporary username and password that the system has allocated to them before they log in, as if there is a technical failure they will need to use these details to log back into their paper via ExamSys.

EXAMS WITH PASSWORDS

Some exams may have an additional password. If this is the case, it will be stated on the ExamSys information sheet on the front of your pack.

Exam Password Instruction:

Please follow the instructions below to start the exam:

1.   Please log in as normal to the secure desktop.

2.   Students should log in as normal but will be presented with the screen below:

3.   At this point the Senior/Room Invigilator should announce the password provided AND write it on the whiteboard if there is one in the room.

4.   The paper rubric should now be visible. The students should read the rubric but be advised not to click start until instructed to do so.

STARTING THE EXAM

Once all of the students are at the start screen, make the appropriate announcements and begin the exam.

During the exam

The below instructions specifically relate to ExamSys exams.

RECORDING ATTENDANCE & CHECKING ID

- Students are automatically marked as attending as soon as they log into ExamSys. You will also have a paper register to mark attendance. There are only 'names' registers for ExamSys; 'no names' registers are not required.
- Student ID should be checked as with all exams. If the student fails to produce ID or you cannot verify that the student's face matches the photo, you should make a 'student note' on ExamSys, as well as on the lead invigilator report form.

ADDING PAPER NOTES

To record any issues or incidents during the exam that affect the whole room, you will need to click 'Paper Note' to document the incident that took place. This will bring up a text box where you must write a concise account of the incident.

Some examples that affect the whole cohort may be:
- Noise disruption e.g. disruptive building works
- The fire alarm sounds
- An error on the paper
- Power failure

ADDING NOTES AGAINST INDIVIDUAL STUDENTS

To record any issues that affect solely an individual student, you will need to collect the student's ID card and find their name on the list of students displayed via the invigilator screen. Next, click the student's name and this will trigger a drop-down box to appear saying 'Add note', click this and a text box will appear. You should write a concise account of the incident in this text box. Add the note, **click 'save'** and return the student's ID card to their desk.

Some examples that affect individual students may be:
- Student suspected of misconduct
- Student raises a query about a question
- Student feels unwell
- Student was moved to a new PC due to a technical issue. **(You MUST specify exactly what the issue was when typing notes about PC failures so the technical team can fix the issue)**

SWITCHING PAPERS

Students will sometimes be required to sit two papers in one exam session. This will be indicated on the rubric, so ensure that you understand it before admitting students into the exam room.

When students log into ExamSys, this page will appear. **It is vital that you ensure all students sit the two or more exams in the correct order if this is specified**. Details of the individual paper durations and the order in which they should be sat will be on the exam rubric. It may be that students are at liberty to self-determine the order and how to divide their time, if this is the case it will be stated. Simply ask the students to click the first paper that they are due to sit and start the exam in the usual way.

- When students have completed the first paper, they need to click 'Finish' and switch to the next one.
- Ensure that students click 'Close Window' on the 'Finish' screen.

University Rules
1) no leaving in first hour, 2) no leaving in last 15 minutes.

If you comply with the first two rules and there is only one sitting of your exam then you may click 'Close Window' and then press <CTRL> <ALT> and <DELETE> to log out of your workstation.

Close Window
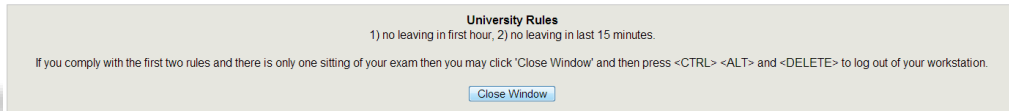
- To start the next exam, students will need to click 'Switch Papers', which will prompt this screen. Students will need to select the next exam and wait at the start screen until you are ready to commence the next exam.

- The students will need to select the paper that they have not yet attempted. Please ensure that the students navigate to the correct paper.

Toilet breaks

The toilet break procedure for written exams applies to ExamSys. Toilet breaks should be noted on ExamSys via the invigilator screen.

1. Select the correct examination tab
2. Find the relevant student
3. Select student for dialogue box to appear
4. Select toilet break
5. This will record the break and no further action is required

Fire alarm procedure

If the fire alarm sounds, instruct the students to click the fire exit icon on the ExamSys screen in the bottom left-hand corner. Please ensure that silence is maintained at all times.

Clicking the fire exit icon will trigger the below screen:

You should then instruct the students to evacuate the building and maintain silence to avoid students talking about the exam.

Please navigate towards the nearest fire assembly point.

Phone the Exam Ops team for further instruction.

Ending the exam

- At the end of the allotted time, announce the end of the exam.
- Students must stop typing once you have announced the end of the exam. If they continue to type, instruct them to stop. If they persist, indicate this by adding an individual note and complete an academic misconduct form.

SUBMITTING EXAM SCRIPTS

The exam will not end automatically. The start and end of the exam remains under the control of the invigilators so strict time keeping is essential.

- Read announcement 5 to end the exam. Students should navigate to the final screen, click the 'finish' button and click OK to confirm that this is what they wish to do, then press Ctrl, Alt and Delete, (the screen will go black at this point, but please wait until it flicks to another screen!), then click 'Log Off' to log out of the machine entirely.
- Check that all student machines and your own have been logged off correctly i.e. they display the same screen as they did before logging in. If you see the start-up screen or the screen below, please instruct the student to complete log off through Ctrl, Alt, Delete.

- It is the invigilators' responsibility to ensure that the log off process is completed correctly. This is vital to make sure that a student's exam paper cannot be compromised.

If a student encounters technical issues and has been awarded extra time, they should be allowed to continue working while the rest of the students are dismissed. The extra time should begin once the room is clear.

Alternative exam arrangements

In addition to the procedures and regulations already outlined, you will need to also take the time to read the pink sheet so you are familiar with all students' arrangements.

The procedure for alternative exam arrangements in written exams also applies to ExamSys exams, but there are some additional features relating to AEAs on ExamSys.

The ExamSys system is pre-programmed to display students' arrangements but please note that it is not possible to reflect all arrangements. You must refer to the pink sheet as a definitive data source. **If there are any discrepancies between what the student is expecting and the information on the pink sheet, please contact the Exam Ops team for further advice.**

EXTRA TIME/REST BREAKS

If a student has AEAs, an icon appears next to their name on the invigilator screen. If the student is allowed additional writing time/rest breaks the information may also be indicated by the 'end' time next to their name on the invigilator screen.

MEDICAL CONDITIONS

If a student has any medical requirements, a green medical icon may be displayed. Rolling over this icon with your mouse will show details of the medical condition.

Title	Surname	Forenames	End	Extra (mins)	
Ms			16:30		
Mr	Baggins	Bilbo	16:30		➕
Mrs					
Mr					
Miss					
Miss			**16:52**	22.5	
Miss			16:30		

Student is diabetic, should be able to eat during exam.

COLOURED FILTERS

Some students may require a coloured filter to complete their exams. For ExamSys exams, students can alter the background colour to match their requirements and as a result the student may not bring a physical filter with them. If they do, they are allowed to use it.

How to set up a lectern PC as an ExamSys PC

If you encounter a lectern PC for a 1-1 ExamSys exam, the lectern PC will need to be rotated from the front desk to the student desk, as in the pictures below:

Troubleshooting guide

CANNOT LOG INTO THE INVIGILATOR SCREEN

You may be trying to log in too soon. For security reasons, the paper is only released 15 minutes before the exam start time. You will not be able to log on before this time.

If it is within 15 minutes of the exam starting and you are experiencing problems, ensure that you are using the correct usernames and passwords for the correct screens. You need to log into the computer itself using the secure desktop details (same as student PCs). Then when you have reached the ExamSys screen, use the invigilator login details.

'NO EXAM FOUND' ERROR MESSAGE

If students inform you that their PC is displaying the message 'No exam found' contact Exam Ops immediately and let us know whether the message is displaying on all PCs or just individual PCs.

This problem occurs when some of the security settings for the paper are incorrect, or if the IP address of the individual PC is not recognised in ExamSys. This message will also pop up if you or the students are accessing the exam paper too early.

FAILURE TO DIRECT TO THE EXAMSYS SCREEN UPON LOGIN

On some occasions, ExamSys does not automatically launch following secure desktop login. If this is the case, click the Edge icon. This will then launch ExamSys and direct the user to the login screen. If this manual launch fails, please contact the Exam Ops team.

ACCESS DENIED WHEN ATTEMPTING TO LOGIN TO EXAMSYS

Whole cohort: If all students are denied access to ExamSys ring Exam Ops immediately.

Individual student: If one student cannot log in, ask them to try logging in again. If the problem persists, you will need to allocate the student a guest account. The button for this appears at the bottom of the ExamSys login screen.

'PAGE CANNOT BE DISPLAYED' ERROR MESSAGE

First, refresh the page by pressing F5. If the same error message appears, press Alt and F4 to close the exam paper window. Ask the student to launch ExamSys again by clicking the Edge icon. Once ExamSys has launched, ask the student to log in again.

Next, you must ask the student to check over their work in case any work has been lost.
- If their work has been saved, allow them to continue and award a suitable amount of extra time to compensate for the interruption.
- If any of their work has been lost, you must ascertain how much was lost so Exam Ops can authorise appropriate extra time.

EXAM PAPER DISAPPEARS OR SCREEN GOES BLANK WHEN CALCULATOR IS CLOSED

If a student's screen goes blank after closing the on-screen calculator, advise them to hold down Alt and press the Tab key to cycle through the windows until they find the exam paper. The exam paper is simply 'hidden' and cycling through all windows will bring it back to the foreground.

The following screenshot shows what will appear when the student begins to cycle. When they find the exam window, they should let go of both Alt and Tab.

IMAGE/TEXT IS TOO SMALL

If students comment that an image or a piece of text is too small, instruct them to hold down Ctrl and use the scroll wheel on the mouse to zoom in.

IMAGES DO NOT LOAD

If an image fails to appear onscreen, students should be advised to navigate between screens to prompt the image to appear, i.e. ask students to switch back one screen and then forward again. If this should fail, the student should be instructed to click F5 to refresh the screen.

AN UNWANTED WINDOW APPEARS

To close unwanted windows, instruct students to press Alt and F4 simultaneously.

'SAVE FAILED' ERROR MESSAGE

If the red error message below appears on a student's screen, instruct them to move between screens to rectify the issue. If the student informs you that some of their work has been lost, allocate appropriate extra time.
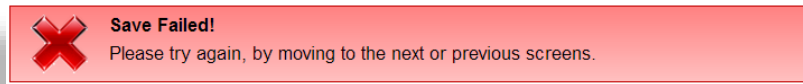
BACKGROUND TURNS PINK

If a student's paper background is pink, this indicates that a part of the screen has been left unanswered. You should advise students to check they have answered all questions on that screen.

If a screen asks students to answer 'question 1 or question 2', ExamSys will still turn the unanswered questions pink despite the instructions asking for one question to be left unanswered.

ExamSys is not sophisticated enough to identify that only one question needed to be answered. If a student raises concern about this, reassure them and inform them that as long as they have followed the instructions correctly, the question will be marked as expected.

FAILURE OF AN INDIVIDUAL PC DURING AN EXAM

- If a student's PC fails during an exam, log them out of the original PC (Ctrl, Alt, Delete) and move them to a PC in the designated contingency area. Log them back into ExamSys, using their username and password. They should click 'Re-start' to continue with the exam.
- Ask the student to check their work and if they are happy to continue. Allocate the student an appropriate amount of extra time for the disruption.
- Make a concise note of the incident and any error messages on the report form and on the invigilator screen as an individual note against the relevant student.

FAILURE OF MULTIPLE PCs/POWER CUT DURING AN EXAM

Firstly, instruct students to stop working and to remain silent. Note down the time the PCs failed. You must ensure that students do not start talking to one another.

- Ask the students to switch off their monitors (so that they don't gain an advantage).
- Make the following announcement:
  "Please maintain exam conditions while we pause this examination as some of your colleagues are experiencing technical issues. We will keep you informed of progress and will restart the examination as soon as possible. Please be reminded that you will be given time back at the end to compensate for this disruption. Please be assured that this matter will be reported to your School for them to take into consideration. Thank you for your patience."
- Wait for a few minutes, then ask one of the affected students to switch on their screen and see if they can move to the next page. If they can, restart the exam giving the appropriate extra time. If they can't, wait a few minutes more and try again.
- If you are still unable to restart, please contact the Exam Ops team.
- We will contact you with any further instructions so please ensure that your phone is on in vibrate, but in the meantime, patrol the room and try to ensure silence is maintained.
- Once the issue has been resolved and you have received instructions from the Exam Ops to restart the exam, please make the following announcement:
  "Please may I have your attention. We are now in a position to proceed with the examination. When instructed please turn on your monitors and resume answering your paper. The time is now XXX and the revised end time for this paper is now XXX. You may now resume your examination. Thank you for your patience."
- Ensure that the revised end time is written on the board and is visible to all students.
- Ensure that this incident is recorded as a paper note within ExamSys.

EXTRA TIME FOR TECHNICAL ISSUES

If a student encounters technical issues, they will need to be awarded an appropriate amount of extra time. We have changed the extra time procedure for ExamSys exams so please take note:
- Identify the students who have been awarded extra time.
- Dismiss all other students from the room.
- Allow the extra time students to carry on. **Do not disturb them.**
- Begin the extra time when the exam room is empty.
- Write down the number of minutes of extra time awarded and the new finish time on a piece of paper.
- Show the students this slip of paper and ensure they have acknowledged it.

LETTER 'X' APPEARING IN THE ANSWER BOX

Students may report that when they type something into an answer box in ExamSys, the letter x appears at the side of their answer. It will look like the following:

If you sent out 700 questionnaires and get 171 responses, what is your response rate?
(Express answer to one decimal place)

1.0 x %

(1 mark)

This is a system feature, designed so that if they click on the X, the whole answer box can be cleared instantly. This is useful if they have mistyped their answer or decide it is wrong. If they click away from the box (i.e. somewhere else in ExamSys such as a blank area of the screen, or the next question) the X will disappear. It will not be part of their answer.

6.   Invigilator employment

Invigilator schedules

You will receive your invigilation schedule electronically 2-3 working weeks before the January and May/June exam periods. Due to the tight timescales, you may only receive your schedule 1-2 weeks before the August resit period. Your schedule will show the dates and times of the slots you have been allocated, as well as the type of exam, your allocated role, the maximum possible duration, and the number of students in the room. When you receive your schedule, please double check the following:

- The sessions you have been allocated still match your availability
- If consecutive slots have been allocated to you, check that is there enough time between them for you to be able to arrive at the next exam on time.

Session Date	Start Time	Location Name	Allocated Role	Duration	Hours With Admin Time	No. of Students
18/01/2024	09:00	AEA-Law & Social Sciences - A25 (Comp/ExamSys)	Senior Invigilator - EXAMSYS	2:21	03:36	30
22/01/2024	09:00	AEA - Monica Partridge - A06	Room Invigilator - 1to1 WRITTEN	3:00	04:15	1
24/01/2024	16:30	AEA-Pope Building - A16 (AEA Comp/ExamSys)	Senior Invigilator - EXAMSYS	3:08	04:23	19
Total				08:29:00	12:14:00	

SESSION DATE & START TIME

The date and time listed on the schedule is the start time of the exam for the students. If you are a Senior or Room Invigilator, please arrive at Exam Ops (Portland Building E106) 45 mins before the start of the exam to collect the exam pack. If you are an Assistant, please go directly to the exam location 30 mins before the start of the exam.

If the slot is a Pool session, please arrive at the Exams Office at the start time stated on the schedule to sign in for the session.

LOCATION NAME

If an exam location is prefixed with 'AEA' this means that you will be invigilating a smaller number of students who have alternative exam arrangements as part of a support plan.

If the room is not prefixed with 'AEA' you will be invigilating in a mains exam room. There are different prefixes to indicate the different campuses:

UP   University Park
JC   Jubilee Campus
SB   Sutton Bonington
Derby   Derby Medical School (located at Royal Derby Hospital)
NMS   Nottingham Medical School (located in the QMC)
KMC   King's Meadow Campus

ALLOCATED ROLE

Role allocation will be according to scheduling requirements. These roles could be:

- Assistant Invigilator – AEA COMP
- Assistant Invigilator – EXAMSYS
- Assistant Invigilator – WRITTEN
- Room Invigilator – 1to1 AEA COMP
- Room Invigilator – 1to1 EXAMSYS
- Room Invigilator – 1to1 WRITTEN
- Senior Invigilator – AEA COMP
- Senior Invigilator – EXAMSYS
- Senior Invigilator – WRITTEN
- SUPERVISIONS/CLASH ARRANGEMENTS – You will receive a subsequent email with additional details for any supervision or clash sessions.

DURATION

This column lists the maximum duration for that exam location. For AEA rooms, this may be an unusual length of time, such as 1hr 53mins. You will be paid for the maximum duration of the exam in the location you have been allocated regardless of the actual finish time on the day.

POOL INVIGILATION

Pool invigilators are required to sign in at the Exams Office at 08:15, 12:45 or 15:45 to provide cover if another invigilator is unable to attend at short notice or is reported as absent. You may also be asked to deliver messages or paperwork to exam locations. Although a specific role will be stated on your schedule, this is to ensure we have a good mix of invigilators in the pool to cover a variety of potential situations. It does not mean that this is the role we will actually ask you to perform. Please note that all invigilators are expected to undertake Pool sessions.

- **08:15 pools** are scheduled for **1.5 hours**, to cover both 9am and 10am exams.
- **12:45 and 15:45 pools** are scheduled for **1 hour**.
- Pools are paid for either the 1 or 1.5 hours they are scheduled to be in the pool, plus the full duration of an exam they are sent to.
- If your services are not required, you must sign out after either 1 or 1.5 hours, depending on whether you are in the morning or afternoon pool. In this scenario, you are paid for either the 1 or 1.5 hours. Your schedule automatically calculates admin time for all sessions, but **admin time does not apply to pool sessions.**
- If invigilators arrive early for this slot, it does not guarantee they are used first as this will depend on the situation that has arisen.
- Allocation from the Pool is based on your training, the duration of the exam, your schedule and role suitability.

EQUALITY & DIVERSITY

You are required to adhere to and comply with the University's Equality and Diversity Policies found at: https://www.nottingham.ac.uk/hr/equality-diversity/equality-diversity.aspx

"The primary aim of the University is to sustain and improve the high quality of its provision as one of the leading research Universities in the United Kingdom. The University seeks to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstance, sexual orientation or other irrelevant distinction."

DATA PROTECTION

You are required to abide by the University's policies relating to Data Protection, you agree to the University possessing, processing your personal data for business purposes. Any breach of data security or failure to comply with University Data protection policy may result in termination of the Engagement. The University may monitor usage of University systems.

PERSONAL DATA

The personal data that the University of Nottingham collects about you will be used for the purposes of processing your assignment and for the compilation of anonymous statistics, and it will be used to form the basis of your staff record. All data will be held securely in accordance with the Data Protection Act 1998.

CONFIDENTIALITY

By accepting this assignment, you acknowledge and agree that you will not, during the course of the assignment or thereafter, except with the consent of the University of Nottingham, as required by law or in the performance of your duties, use or disclose any confidential information belonging to the University, or relating to the University's affairs or dealings which may come to your knowledge during your employment, except as required by law or any regulatory body and without prejudice to the provisions of the Public Interest Disclosure Act 1998.

CASUAL WORKER POLICY

If you are a current PhD student, you must be employed by the Exam Ops team via Unitemps. If you are a non-student, you must be employed by the Exam Ops team via the University's HR department. In both cases, you are employed as a casual worker. You will receive a full copy of the terms and conditions for casual workers each time you are issued a casual assignment from HR or Unitemps. In summary, the University is under no obligation to provide you with work or any additional work once it has done so. Equally, you will be under no obligation to accept any work or assignment which may be offered to you. This engagement automatically terminates whenever you have completed the tasks for which you were engaged, and the University has no obligation to offer you any other work or engagements in the future. Both parties can terminate the arrangement at any time upon one week's notice in writing.

DISCIPLINARY PROCEDURE

If the standard of an invigilator's performance is deemed to be unacceptable, the University has the right to terminate the engagement without notice. Likewise, invigilators may terminate their contract at any time for any reason. If dismissed, due to the casual nature of the work, invigilators have no entitlement to appeal the University's decision.

Exam Ops will always make invigilators aware of complaints or issues that are raised against them, allowing them the opportunity to respond, and to learn or improve if necessary. We do not automatically accept complaints against invigilators as absolute. This policy is therefore not intended to target invigilators, but rather to track patterns and recurrences and to ensure that we continue to build a professional and competent team of invigilators at the University.

In recognition of the fact that everybody occasionally makes mistakes, the Exam Ops team operates a three-warning policy for our invigilators.

Actions that will result in a warning include, but are not limited to
- Inappropriate behaviour or comments towards students, staff, or colleagues, especially where a complaint has been raised. Depending on the severity of the complaint, Exam Ops may need to dismiss the invigilator with immediate effect.
- Errors in exam administration/procedures, especially if it compromises exam security or student data.
- Lateness, no shows, or frequent cancellations without sufficient reason or notice.

Administering a warning
If Exam Ops are made aware that an invigilator has performed an action that necessitates a warning being recorded against their name, the following Exam Ops will:

- Verify the information – hear all sides of the situation, and be certain of their decision to award a warning.
- Record the date of the incident, details of the situation, and the reason for the warning being awarded in a spreadsheet that only Exam Ops have access to.
- Write to the invigilator informing them that they have been given a warning, and explain the reason for the warning.
- Record the date of this communication in the spreadsheet.

Once three warnings are reached
Once three warnings have been accrued, the invigilator will be sent an email to inform them that if they get any further warnings, we will not be able to offer them work in the future.

End of Engagement
If a fourth warning is merited, the invigilator will be informed that we will no longer be able to offer them work.

Removing a warning
A warning is valid for 24 months. Following this 24-month period, the warning will be removed from the invigilator's record.

Payment policy

There is no contract and no minimum or maximum number of hours per invigilator (unless you are on a Tier 4 visa).

ONE-TO-ONE EXAMS WHERE STUDENT DOES NOT ATTEND
You will be paid for the entire duration of the exam as well as the admin time (75 minutes for Senior/Room Invigilators and 60 minutes for Assistant Invigilators).

EXAMS WHICH FINISH EARLY
You will be paid for the entire duration of the exam, as well as the admin time before and after (60-75 minutes in total, depending on role).

EXAMS SHORTER THAN ONE HOUR
Exams planned to last less than one hour will be rounded up to one hour to ensure a minimum of 2 hours pay for any exam (including the admin time before and after).

POOL
You will be paid either 1 or 1.5 hours at the assistant rate, depending on the slot. If you are sent to an exam, you will be paid the full duration of the exam and admin time at the rate of the role you cover, in addition to the 1 or 1.5 hours at the assistant rate.

RATES OF PAY
Rates of pay change annually. If you are Unitemps staff, please contact Unitemps for the rate of hourly pay. If you are on a Casual Assignment and have a CA number, please refer to HR's web page:

www.nottingham.ac.uk/studentservices/servicedetails/assessment-and-examinations/invigilation.aspx

WORK RESTRICTIONS (TIER 4 VISAS)
If you have any restriction on the number of hours you can work, it is your responsibility to check your schedule to ensure that you are not exceeding the restricted number of hours. Please contact Exam Ops immediately if you need to modify your exam schedule.

CANCELLING A SLOT
Please cancel only in an emergency. Before the exam period, send cancellations via email. During the exam period, ring the Exam Ops team if you need to cancel.

LOG OF HOURS AND TIMESHEET SUBMISSION
Depending on whether you are employed through HR or Unitemps, the method of claiming payment for your work will vary.

During term-time, the deadline for submitting timesheets/log of hours is the 10th of every month. All the work carried out on or before the 10th of each month (the 5th day in December) will be processed in that month's payroll and the payment will be made on the university pay day, which is usually the penultimate working day of each month (except in December).

Following main exam periods, the deadline for submitting timesheets/Log of hours may differ and will be communicated via email. This is because, depending on when the exam period finishes, we may not be able to meet that month's payroll deadline, and pay may be processed the following month. Pay dates for main exam periods will also be communicated via email.

LOG OF HOURS (Non-student Invigilators ONLY)

- Invigilators employed through the HR department of the University must complete the log of hours spreadsheet, which is sent via email.
- Log of hours is cross-checked with Exams Ops records (database and exam documentation)
- Pay calculated and submitted to payroll the following month (where possible).

Exams Ops

Invigilator Log of Hours (HR Casuals ONLY)

The University of Nottingham

Notes for completing timesheet:

1. POOL slots: Leave the "start / finish" fields empty. Put the pool start time in "location" and use the appropriate "am POOL" or "pm POOL" role to generate pay.

2. Indicate in the comments fields any pay-related anomalies. Also note any discrepancies to the auto-calculation of grand total lead/assist hours.

3. For main exam periods, please submit just one copy of this spreadsheet (if you need more space use a second file).

4. For termtime exams outside main periods, the pay period runs from the 11th - 10th of each calendar month. Please submit your log by the 10th of each month.

5. Training hours, parking deductions, and expenses will be processed separately but please note them in comments.

6. For exams of less than 1 hour in duration, please enter the scheduled start and finish times. The duration will automatically be rounded up to 1 hour.

Forename:	Joe		Pay start date:	15/01/2024
Surname:	Bloggs		Pay end date:	20/01/2024
Payroll No:	45678		Exam period:	January

Exam date (DD/MM/YY)	Exam type	Location (Building/Room)	Exam start 24 HR (HH:MM)	Exam finish 24 HR (HH:MM)	Role	Exam duration (hrs)	Arrival & departure (hrs)	Hours payable ASSIST/ ROOM	Hours payable SENIOR	Comments (e.g. AEA no shows, time worked outside paid arrival/departure)
15/01/24	Main	Coates C20	9:00	11:00	Assistant	2.00	1.00	3.00	0.00	
16/01/24	Main	Life Sciences A81	9:00	9:30	Senior	1.00	1.25	0.00	2.25	
17/01/24	AEA	Trent C15	13:30	16:38	Room	3.13	1.25	4.38	0.00	No show
18/01/24	Pool	08:15			am POOL	0.00	1.50	1.50	0.00	Not used
19/01/24	AEA	Law and Social Sciences A	9:00	13:41	Senior	4.68	1.25	0.00	5.93	
20/01/24	Pool	15:45			pm POOL	0.00	1.00	1.00	0.00	Sent to Trent Great Hall
20/01/24	Main	Trent Great Hall	16:30	17:30	Assistant	1.00	1.00	2.00	0.00	Sent from Pool
						0.00	0.00	0.00	0.00	
						0.00	0.00	0.00	0.00	

UNITEMPS TIMESHEETS (Student Invigilators ONLY)

- Invigilators employed through Unitemps must submit timesheets via Unitemps website (www.unitemps.com)
- Timesheets are submitted on a weekly basis, i.e. you can only submit one timesheet per role per week. You can save the timesheet and edit later to better keep track of your hours. Saved timesheets can only be edited when accessed via 'Timesheet History' option.
- To submit timesheets, log in to your Unitemps profile and click on 'Submit Timesheet' option in the home page.
- You will have to submit your hours under two separate roles 'Senior Invigilator' and 'Assistant/Room Invigilator'. Select the appropriate role and click 'Create New Timesheet'.
- Enter the start time and end time for each exam period as a shift, adding the admin time to the actual number of hours:
  - **Senior/Room**: 45 minutes before the exam + 30 minutes after the exam
  - **Assistant**: 30 minutes before the exam + 30 minutes after the exam
- You can only enter the hours in 15 minutes intervals. Depending on the exam duration, please round the times to the nearest 15 minutes with 8 minutes as the cut-off point.
- For pool slots, enter the 1- or 1.5-hour duration you were in the pool. If you are sent to an exam from the pool slot, enter the pool slot and the exam duration as two separate shifts.
- Only 'Submitted' timesheets will/can be approved. The Exam Ops team cannot view or access 'Saved' timesheets.
- You will have to claim your holiday pay separately, **AFTER the timesheets are approved** using 'Claim Holiday Pay' option. Holiday pay will not be visible until the timesheets are authorised.
- Timesheets will be rejected if there are any discrepancies. If you are unsure of the reason why your timesheet is rejected, please get in touch with the Exam Ops team. You will be able to amend and resubmit rejected timesheets.
- Expenses should be claimed in 'Comments' section of each timesheet and should ALSO be emailed to Exam Ops team separately.

Sutton Bonington and Derby

Those who invigilate at either Derby or Sutton Bonington and live more than 2 miles away can claim an additional 2 hours' pay at the rate of the role they carry out there, to cover travel time.

The University provides a free Hopper Bus service, with services running between University Park and Sutton Bonington and University Park and Derby Medical School. Hopper Bus timetables can be found via the link below:

https://www.nottingham.ac.uk/sustainability/transport/travellingbetweencampuses/travelling-between-campuses.aspx

SUTTON BONINGTON
Exam packs must be collected from the Student Services Front of House in the Barn Building, A10, also known as The Burrow (see building number 20 on the map) 45 minutes before the exam. Assistants should report to the room 30 minutes before the exam.

The satellite navigation postcode for SB is **LE12 5RD**. Please note that there are security-operated barriers at the entrance of the campus.

DERBY MEDICAL SCHOOL (located at the back of Royal Derby Hospital)
Exam packs must be collected from the Student Services Centre, Derby (see building number 16 on the map) 45 minutes before the exam. Assistants should report to the same place 30 minutes before the start of the exam.

The satellite navigation postcode for Derby Medical School is **DE22 3DT**.

Car parking and Campus Maps

- Casual worker parking vouchers (pictured) for University Park, KMC, Jubilee Campus and Sutton Bonington are available from the Security Office in Hallward Library or the Exam Ops team. Vouchers do not extend to Derby Hospital.
- The cost of these vouchers is communicated to invigilators via email before each exam period.
- Vouchers can be requested from Exam Ops via email.
- Vouchers must be collected in person from Exam Ops and cannot be emailed or posted.
- You may claim parking expenses if you work at Derby Hospital, but you **must retain** the parking receipts and send a photograph of the receipt via email.
- To use the voucher, scratch off the day/month/year and display in your windscreen.
- We will deduct the cost of any parking vouchers that you have collected from your pay.

University Park Campus

University Park campus key

Buildings in alphabetical order (and grid references)

Applied Health Research Building (G2)
Arts Centre Department of Music (G3)
Biodiscovery Institute (G2, G3)
Built Env Centre for 3D Design (D3)
Busy Bees Nursery (A3)
Chemistry Building (F2)
Cherry Tree Lodge (E3)
Coates Building (G3)
Coates Road Auditorium (G2)
Cripps Building (E2)
Cripps Health Centre (E1)
Cripps North Building (F2)
Cripps South Building (F2)
D H Lawrence Centre (G4)
David Ross Sports Village (B2)
Day Nursery (B3)
East Midlands Conference Centre (EMCC) (C3)
Engineering and Science Learning Centre (ESLC) (G2)
Environmental Education Centre (E1)
Estates Office (F3)
Gatehouse Lodge (H1)
George Green Library (F2)
Hallward Library (D3)
Highfield House (D4)
Highfields Pavilion (D4)
Humanities (B3)
Institute of Hearing Research (G3)
Innovative Technology Research Centre (G3)
Keighton Auditorium (F3)
L2 Laboratories (G2)
L3 Laboratories (G3)
L4 Laboratories (G4)
Law & Social Sciences Building (D3)
Lenton Eaves (UNSSC Club) (B2)
Lenton Fields - Play Centre (A3)
Lenton Firs Main Bldg (E1)
Lenton Grove (B4)
Lenton Hurst (D1)
Lenton Lodge (A3)
Life Sciences (F3)
Marmont Centre (E1)
Mathematical Sciences (F3)
Medical School (H2)
Monica Partridge Building (D3)
New Theatre (E3)
Nottingham Lakeside Arts (F3/G4)
NUAST (H3)
Orchard Hotel (C3)
Paton Cottage/The Stables Annexe (E1)
Paton House (E1)
Pavement Research Building (G3)
Pharmacy (F3)
Physics Building (F2)
Pope Building (F2)
Portland Building (E3)
Psychology (F3)
Queens Medical Centre (QMC) (H2)
Safety Office (E3)
Security (E3)
Sir Clive Granger Building (E3)
Sir Peter Mansfield MRI Building (E2)
Sustainable Research Bldg (E1)
The Boots Science Building (D3)
The Hemsley - Lenton Mount (D3)
The Orchards (D3)
The Vaughan Parry Williams Pavilion (C5)
Tower (D2)
Trent Building (E4)
University of Nottingham International College
Wolfson Building (G30)
Workshop2 Block - Built Env (E1)
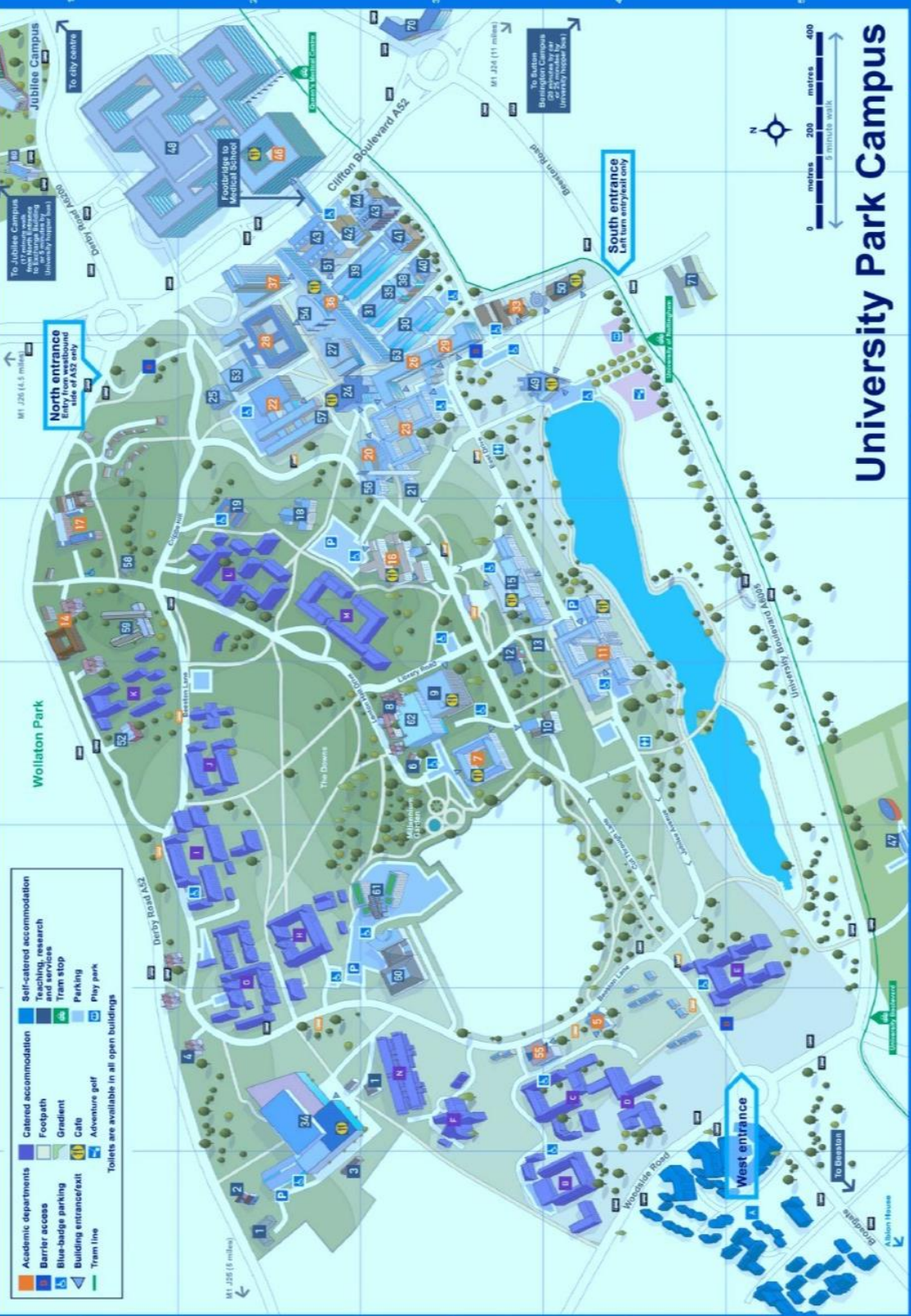
Residential (and grid refences)

Ancaster Hall (A4)
Beeston Hall (B3)
Broadgate Park (A4)
Cavendish Hall (B4)
Cripps Hall (E2)
Derby Hall (C2)
Florence Boot Hall (C5)
Hugh Stewart Hall (E2)
Lenton and Wortley Hall (D1)

Lincoln Hall (D2)
Nightingale Hall (B3)
Rutland Hall (G2)
Sherwood Hall (C2)
Willoughby Hall (B4)

Legend

Academic departments
Catered accommodation
Self-catered accommodation
Barrier access
Footpath
Teaching, research and services
Blue-badge parking
Gradient
Tram stop
Building entrance/exit
Cafe
Parking
Tram line
Adventure golf
Play park

Toilets are available in all open buildings

North entrance
Entry from westbound side of A52 only

South entrance
Left turn entry/exit only

West entrance

Wollaton Park

Jubilee Campus

To city centre

Clifton Boulevard A52

Footbridge to Medical School

To Sutton Bonington Campus

0 metres 200 metres 400
0 metres 5 minute walk

N

Derby Road A52

Woodside Road

To Beeston

Albion House

University of Nottingham

UK | CHINA | MALAYSIA

To Nottingham
To Kegworth/ M1 Jcn 24

Centre for Dairy Science Innovation

To Centre for Dairy Science Innovation (0.1 miles) (see inset)

Melton Lane

BC

To Melton Lane

The University of Nottingham Sutton Bonington Campus
Postcode for satellite navigation: LE12 5RD

Arboretum

Exit only!

BC

N   M

PD

BC

K

J

L

Library

34

Main Building

PD

VP

11

Railway

26

Reception
Visitors must report here on arrival

SC

North Laboratory

5

Bioenergy & Brewing Science

7

Plant Sciences

8

33

Farm Office

9

Food Sciences

14

31

10

32

Gate

I

20

The Barn

South Laboratory

18

SC

Stables

H

17

G

F

D

E

29

Gateway Building

C

A

27

Veterinary Medicine and Science

B

BC

MAIN (SOUTH) ENTRANCE

| School of Biosciences Reception | 11 |
| School of Veterinary Medicine and Science Reception | 27 |

Other services
Bio Resource Unit	31
Central Stores	10
Lecture Block	9
Retail/Café	17/20
Security Control	11
Sports	26
Student Service Centre	20
Students' Union	20

Named buildings (A-Z)
Gateway Building	29
Hounsfield Facility	32
James Cameron-Gifford Library	34
Keith Campbell Building	31
The Barn	20
The Limes	33
The Willows	10

Residential
Barton	B
Costock	M
Dishley	F
Eviton	25
Hathern	E
Kegworth	G
Kingston	L
Lockington	D
Normanton	H
Ratcliffe	I
Rempstone	J
Stanford	A
St Michael's Flats	24
Thrumpton	N
Wymeswold	K
Zouch	C

Sutton Bonington Campus

The University of Nottingham
UNITED KINGDOM · CHINA · MALAYSIA

Legend
- Academic buildings
- Residences
- Other services
- Farm buildings
- Glasshouses
- Sports pitch
- Building under construction
- Footpaths
- PD Pay & Display visitor parking
- VP Visitor parking
- BC Barrier-access control
- Blue-badge parking
- < One way
- Building main entrances
- Public bus stop
- Hopper bus stop
- SC Secure cycle parking

24-hour security contact (0115) 951 3013
24-hour ambulance/fire/police (0115) 951 8888

To Sutton Bonington & A6

24 To St Michael's Flats

N

0   metres   100

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48

Jubilee Campus

Buildings in alphabetical order (and grid references)

- 59 Advanced Manufacturing Building (F5)
- 18 Aerospace Technology Centre (F2)
- 1 Business School North (D1)
- 7 Business School South (E3)
- 8 Business School South Auditorium (E3)
- 56 Carlton Furniture(F4)
- 4 Computer Science Building (D2)
- 6 Dearing Building (D2)
- 16 Energy Technologies Building (F2)
- 60 Gatehouse Lodge (E5)
- 31 GSK-Carbon Neutral Laboratory for Sustainable Chemistry (F4)
- 19 Ingenuity Centre (F3)
- 17 Institute of Mental Health (F2)
- 50 Jubilee Conference Centre (E4)
- 62 Power Electronics Machine Centre(F4)
- 55 Research Acceleration and Demonstration Building (RAD) (E4)
- 14 Romax Technology Centre (F3)
- 9 St Yuan Centre (E3)
- 30 Sports Centre (F2)
- 30 Starbucks Café (F1)
- 5 The Atrium (D2)
- 2 The Exchange (D2)
- 13 The Nottingham Geospatial Building (F3)
- 12 The Sir Colin Campbell Building (F3)
- 3 The Sir Harry & Lady Djanogly LRC (D2)
- 51 Woodpack House (F4)
- 11 Xu Yafen building (E3)
- 10 Yang Fujia Building (E3)
- C Melton Hall(C1)
- A Newark Hall(E2)
- B Southwell Hall(E2)

Legend

- Academic departments
- Barrier control
- Blue-badge parking
- Building entrance/exit
- Cafe
- Catered accommodation
- Footpath
- Self-catered accommodation
- Teaching, research and services
- No Access to North Bound Traffic
- Public Health England Testing Station
- Toilets are available in all open buildings

Main entrance

Wollaton Road A609

Middleton Boulevard A6514

Derby Road A6200

Triumph Road

St Peter's Court

Raleigh Park

M1 J26 (16 miles)
M1 J24/25 (13 miles)

To University Park Campus

metres
2 minute walk

DERBY MEDICAL SCHOOL

HOSPITAL SITE MAP

KEY TO ENTRANCE NUMBERS

1 Main Entrance
2 Medical Assessment
3 Surgical Assessment
4 Coronary Care
5 Kings Treatment Centre (level 1)
6 Kings Treatment Centre (Level 2)
7 Cardiac Catheter Suite
8 Orthopaedic
9 Renal
10 Kings Treatment Centre (Level 2)
Emergency Department (Adults and Children) - A&E From 20th May
12 Medical Specialist
14 Therapies
15 Education Centre

16 Medical School
17 Ronnie Mackieth
18 Children's Hospital
19 Fertility
20 Maternity and Gynaecology Outpatients
21 Maternity and Gynaecology
Emergency and Inpatients
22 Breast Unit
23 Nightingale Macmillan Day Unit
24 Cancer and Specialist Services

KEY TO SYMBOLS

P Patient and Visitor Car Park
Disabled Parking
D Drop-off Point
Entrance to Hospital Site
Entrance to Building
Hospital Link Bus Stop
Bike Rack
No Entry
'BIG YELLOW BUS' Patient Transport On-site
Pick-up & Drop-off point
Bus route

Manor Car Park (Staff only)

Burton A38 & Uttoxeter (A50)

B5020 Mickleover

KINGS DRIVE

Jackson Avenue Resident's parking only

Resident's parking only

A516 UTTOXETER ROAD

Derby City Centre 2 miles

Pedestrian Underpass

Car Park 7 (staff only) Opening Spring 2009

Orthotic Services

Entrance B

Entrance A

Loop Road North

No parking on loop road

Main Hospital

Boiler House

Car Park Office

Radbourne Unit

CAR PARK 8

CAR PARK 1

CAR PARK 6

Main Entrance 1

Maternity & Gynaecology

Children's Hospital

Rehabilitation

Medical School

Education Centre

Ronnie Mackeith Centre

Children's Entrance

Emergency Department (A & E) From 20th May

CAR PARKS 2 & 3 (short stay)

Kings Treatment Centre (KTC)

Level 1 Entrance 5

Level 2 Entrance 6

Level 2 Entrance 10

Blue Light Road

Footbridge

Pedestrian Ramp

Stores Deliveries (only)

Loop Road South

Loop Road West

Loop Road East

No parking on loop road

CAR PARK 4

NORTH

7. Announcements

Announcements – Mains

Mains Announcement 1
To be read whilst students enter room – may need to repeat a few times.

"This is a Mains Exam Room. Any student with alternative exam arrangements must inform an invigilator immediately and privately if they believe they have exam adjustments as these cannot be accommodated in this location. Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your phone must be switched off.

Please find your seat promptly and in silence. Please place your student ID card on your desk."

Mains Announcement 2
To be read once students are seated.

"Do not open your question paper or make any notes until you are instructed to do so.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any student found using these or any other unauthorised device will be reported to their School for academic misconduct.

(Please only say this section if the exam duration exceeds 75 minutes):
If you finish early, please raise your hand; however you may not be dismissed from the exam within the first hour or in the last 15 minutes of the exam duration.

(Please only say this section if the exam duration is less than 75 minutes):
You may not be dismissed from the exam until the full exam duration has elapsed, even if you finish early.

You may use the toilet at any time, please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be noted in your exam script.

Please now check that you have the correct question paper and note the duration of the exam. Please thoroughly read and ensure you understand the instructions on the front of your paper. Complete the front cover of your answer book and sign your attendance card. If you have a Multiple-Choice Answer sheet, ensure that you complete the Student ID section."

Mains Announcement 3
To be read when ready to start exam.

"If there any questions throughout the exam please raise your hand. You may now turn over your question paper and begin the exam."

Mains Announcement 4

15 min warning.

"You have 15 minutes remaining."

Mains Announcement 5

End of exam.

"Stop writing now. Ensure you have completed the front of your answer book. If you have used extra booklets, ask an invigilator for a treasury tag to secure it to your main answer book. You may not take the question paper with you.

Stay in your seat and remain silent until your papers are collected."

Mains Announcement 6

Once all papers/scripts have been collected and checked by invigilator(s).

"You may now collect your belongings and leave the building in silence so you do not disrupt other examinations still in progress."

Announcements – AEA

AEA Announcement 1
To be read before/whilst students enter room - may need to repeat a few times.

"Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your phone must be switched off.

Please find your seat promptly and in silence. Please place your student ID card on your desk."

AEA Announcement 2
To be read once students are seated.

"Do not open your question paper or make any notes until you are instructed to do so.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any student found using these or any other unauthorised device will be reported to their School for academic misconduct.

If you finish early, please raise your hand; however, you may not be dismissed from the exam within the first hour. If the exam duration is less than one hour, you may not be dismissed until the full exam duration has elapsed.

You may use the toilet at any time, but please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be noted in your exam script.

Check you have the correct question paper and note the standard duration of the exam. Please read and ensure you understand the instructions on the front of your paper. Complete the front cover of your answer book and sign your attendance card.

If you have a Multiple-Choice Answer sheet, ensure that you complete the Student ID section.

If you are expecting any stationery and it is not there, please raise your hand.

If you are entitled to rest breaks, these must be requested by raising your hand.

Writing time will be lost for all toilet breaks unless you are permitted to have a break. If you have a specific learning difficulty or Dyslexia, a sticker will need to be attached to your answer book before you leave the room."

AEA Announcement 3
To be read when ready to start exam.

"We will communicate to each of you when you have 15 minutes remaining. If you have any questions, please raise your hand.

You may now turn over your question paper and begin the exam."

AEA Announcement 4

15 min warning.

No verbal announcement. Please use to warn student(s) that they have 15 minutes writing time remaining. Show them the A5 yellow laminated sign which states <u>15 minutes remaining</u> and ensure they have acknowledged you.

AEA Announcement 5

End of exam.

No verbal announcement. Show student(s) the sign which states <u>stop writing now</u>.

When they've stopped writing, collect the exam papers and scripts. Indicate that when they are dismissed from the exam, they do so without disrupting other students who may still be working.

Announcements – ExamSys

ExamSys Announcement 1
To be read before/whilst students enter room - may need to repeat a few times.

"Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your mobile phones must be switched off.

Find your seat promptly and in silence and sign your attendance card. Ensure that you have placed your student ID card on your desk. Please use your university username and password to log in to the ExamSys screen. Read the instructions on the screen, but do not click Start until instructed to do so, and do not make any notes until the start of the exam is announced.

Please raise your hand if you are having any difficulties with logging in and an invigilator will provide assistance. Do not speak to anyone other than an invigilator during the exam."

ExamSys Announcement 2
To be read once students are seated.

"If you should experience any issues with your PC during the exam please raise your hand and an invigilator will come to assist you. If it becomes necessary, your exam may be temporarily halted while the issue is rectified. Please be assured that the system is designed to protect your answers.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any student found using these or any other unauthorised device will be reported to their School for academic misconduct.

(Please only say this section if the exam duration exceeds 75 minutes):
If you finish early, please raise your hand; however you may not be dismissed from the exam within the first hour or in the last 15 minutes of the exam duration.

(Please only say this section if the exam duration is less than 75 minutes):
You may not be dismissed from the exam until the full exam duration has elapsed, even if you finish early.

You may use the toilet at any time, but please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be marked in ExamSys."

ExamSys Announcement 3
To be read when ready to start exam

"You may submit your exam before the full duration has elapsed, but you can only do this once. If you do wish to submit your exam early, you must be sure that you do not want to answer or amend any answers. At the end of the exam I will instruct you to submit your answers if you have not already done so. Are there any questions?

The time is now XXX. You may now click start and begin the exam."

ExamSys Announcement 4

15 min warning

"You have 15 minutes remaining."

ExamSys Announcement 5

End of exam

"You must stop answering questions now. Please navigate to the last screen and click the finish button in the bottom right-hand corner. Close the ExamSys Screen and log out of the PC by pressing Ctrl + Alt + Delete. Stay in your seat and remain silent until you are instructed to leave the room. You should take no exam materials away from the exam room including scrap paper."

ExamSys Announcement 6

When invigilator(s) are ready to dismiss students

"Please collect your belongings and silently leave the building so as not to disrupt other exam sessions."

Announcements – AEA ExamSys

AEA ExamSys Announcement 1
To be read before/whilst students enter room - may need to repeat a few times.

"Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your phone must be switched off.

Please find your seat promptly and in silence and sign your attendance card. Place your student ID card on your desk. Please use your university username and password to log in to the ExamSys screen. Read the instructions on the screen, but do not click Start until instructed to do so, and do not make any notes until the start of the exam is announced.

Please raise your hand if you are having any difficulties with logging in and an invigilator will provide assistance. Do not speak to anyone other than an invigilator until the end of the exam."

AEA ExamSys Announcement 2
To be read once students are seated

"If you should experience any issues with your PC during the exam please raise your hand and an invigilator will come to assist you. If it becomes necessary, your exam may be temporary halted while the issue is rectified. Please be assured that the system is designed to protect your answers.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any student found using these or any other unauthorised device will be reported to their School for academic misconduct.

If you finish early, raise your hand; however you may not be dismissed from the exam within the first hour. If the exam duration is less than one hour, you may not be dismissed until the full exam duration has elapsed.

You may use the toilet at any time, but please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be noted in ExamSys.

Please ensure that your workstation and chair have been adjusted to ensure comfortable working.

If you are entitled to rest breaks, these must be requested by raising your hand"

AEA ExamSys Announcement 3
To be read when ready to start exam

"You may submit your exam before the full duration has elapsed, but you can only do this once. If you do wish to submit your exam, you must be sure that you do not want to answer or amend any answers. At the end of the exam I will instruct you to submit your answers if you have not already done so. Are there any questions?

The time is now XXX. You may now click start and begin the exam."

AEA ExamSys Announcement 4

15 min warning

<u>No verbal announcement</u>. To warn student(s) they have 15 minutes writing time remaining, show them the A5 green sign which states <u>15 minutes remaining</u> and ensure they have acknowledged you.

AEA ExamSys Announcement 5

End of exam

<u>No verbal announcement.</u> Show student(s) the sign which states <u>stop typing now</u>. Students must acknowledge this and click 'finish' to submit their work. Indicate that when they are dismissed from the exam, they do so without disrupting other students who may still be working.

Notes: