

**Ollscoil na hÉireann, Gaillimh**  
**Oifig na Scrúduithe**

**Duties of Chief Invigilator**

(In charge of large centres of a cluster of centres)

- Arrive at Examination Centre at 8.00 am.
- Check that seating is in order in Examination Venue(s).
- Wait for University Staff to arrive with Examination Papers and other materials.
- Prepare Daily Boxes for each sitting from information on Daily Sheet provided.
- When Invigilators arrive, allocate identification badges to each and appoint them to the Examination Venue(s) according to the information provided. Record attendance of the invigilators on your staff list. If Invigilators are newly appointed, ensure they are aware of their duties.
- When candidates are entering the Examination Venue(s), assist with seating, etc. Should candidates appear at the wrong venue, accommodate them if you have the exam paper and the capacity. If this is not possible, contact the exams office and ensure that they are sent to the correct venue (Student Counsellors will transport candidates if necessary). All candidates should be seated at 9.20 a.m. The doors should be closed at 9.25 a.m. to allow for announcements to be made and papers to be distributed without interruption. No candidate should enter the venue while this is happening. Only once this is completed can students who are late be permitted to enter the venue. Students are aware of this necessity.
- After Examinations have begun and signatures are taken, make note of any additions to Examinations on the blank signature roll sheet. The signature roll and head counts should be completed by 10.00 am / 3.00 pm to allow time to reconcile differences before the one hour restriction elapses.
- Should **any** queries arise about the Examination papers etc, relate the information to the ***Examinations Office*** immediately. You will be given a mobile phone for the duration of the exams, which you should carry at all times. You should use the silent/vibrate option when inside exam venue.
- Candidates will not be admitted to the Examination Venue if they are more than one hour late. Contact the exams office should this arise. Candidates will not be permitted to leave the Examination Venue until **one hour** has elapsed after the time at which the examinations began or within the last **30 minutes** of the examination.

- No candidates should have in his/her possession pencil cases / mobile phones.
- Any student found in possession of a phone during an examination is in breach of regulations and will be liable for a fine of €20.00. The phone must be taken from the student. This is recorded on the breach forms and the phones are returned to the Examinations Office at the end of each session.
- If in charge of Examination Venue(s) with a single Invigilator, give the Invigilator a 10 minute break between the first hour and last half hour of the Examination if possible.
- At the end of the exam, announce that the time is up and direct students to remain seated in silence until **all** scripts are collected. Ensure that all candidates stop writing. Invigilators should collect the scripts corresponding to the envelopes they have been given as quickly as possible. Maintain order and silence in the venue until all scripts have been collected and then allow candidates to leave. There should be at least two experienced invigilators on the exit doors checking that students are not bringing any exam materials i.e. scripts, unused MCQ's out of the venue.
- Ensure that all examination material is returned to the Chief Invigilator's Room from the examination venue, **especially** all unused scripts and examination papers. Retrieve identity badges from all invigilators
- Check over the paperwork ensuring the advice sheet corresponds to the script envelopes. If paperwork is incorrect, adjust it accordingly and advise the sub chiefs how to do it properly in future. Fill in invigilator hours on the wages form, noting if anyone did overtime.
- Wait for University Staff to arrive to collect the scripts and to give you the next session's Examination Papers, etc
- You must be contactable at all times and should not leave the premises. You are responsible for the security and confidentiality of examination papers, scripts and answerbooks. Any incident, however small or insignificant should be recorded on the advice sheet in detail. Advise sub chiefs of this necessity. You are expected to maintain a suitable exam conditions and environment. If the venue gets too hot or too cold, try to remedy this. Ensure students who leave early do not chat outside disrupting others in the venue. Take measures to curb any external noise (builders etc). Ensure invigilators are not talking in the venue and causing unnecessary disturbance to candidates.

*November 2006*