

GENERAL DUTIES OF INVIGILATORS

WRITTEN EXAMINATIONS

A. Prior to Examination

1. You are required to attend at the examinations office – Room 217 Áras Uí Chathai (or other designated centre as specified in your timetable) at 8.30 am for the morning sessions and at 1.30 pm for afternoon sessions. ***Punctuality is essential.*** This is so that the Chief Invigilator can brief all invigilators as to the specific requirements of the exams taking place in that particular session. You will be given an identity badge to wear during the exam. You must wear this so it is clearly visible to students and return it to the Chief at the end of each examination session.
2. Allocate the correct type and number of answerbooks to each desk. Check the **daily sheets**, which contain all the information relating to every paper in your venue. These will tell you how many of which type of answer book a particular paper requires. This information is also contained on the front of the envelope containing the exam papers. In large venues the chief will call out the requirements for each paper e.g.: MA150 – 2 x 8. This means you should put two 8 page answerbooks on each desk for that paper. Similarly, 1 x 12 means one 12 page answerbook and 3 x 4, three 4 page answerbooks.
3. The Chief Invigilator will allocate rows to each invigilator. Check what papers and how many of each you will need for your section and count these out exactly. This ensures maximum speed and efficiency when distributing papers at the start of the exam.
4. Approximately 15 minutes prior to the commencement of the exam, the doors to examination venue should be opened and candidates should be allowed to enter the venue. At least two invigilators should be present at each entrance to the venue to ensure that no candidates bring in any bags, mobile phones, pencil cases or any notes with them into the venue. Candidates should be reminded to bring in their student ID cards to the examination.
5. Assist candidates having difficulties to find their seat numbers on the seating chart. If a student cannot find their name on the seating chart, it is usually because they are looking under the wrong course instance or module code. Check it yourself and if they are definitely not on the list, refer them at once to the chief invigilator. Students not on the seating chart should be accommodated if at all possible, once there is a spare seat at the end of the venue and the exam paper is already in the venue. If this cannot be done, contact the exams office immediately.

B. At Commencement of Examination

1. Before the examination papers are distributed, **announcements** should be made. These will be made by the **Chief or Sub Chief** unless you are in a **Small Room Alone**, in which case you need to make them yourself. Announcements should advise candidates as to the following and that examination conditions apply:
 - ◆ Notes are not permitted in the exam venue
 - ◆ Location of fire exits

- ◆ Prohibition on leaving venue in first hour and last half hour
 - ◆ Mobiles are not permitted
 - ◆ ID cards to be displayed on desks
 - ◆ Raise hand for additional paper
 - ◆ Write name and student no. clearly on each answerbook
 - ◆ Any attempt to remove answerbooks, used or not, constitutes a breach
 - ◆ Where feasible, (for example if all candidates in a venue are sitting the same paper) specific instructions for a paper should be announced. In situations where there are many different papers, (e.g.: up to 50 in Autumn Repeats) this should not be attempted and candidates should instead be advised to read instructions on their paper very carefully for information on duration, sections, questions to be attempted etc.
 - ◆ Any late change to the duration/instructions of a paper
 - ◆ Scripts to be tied together with treasury tags (where applicable)
 - ◆ Await collection of examination scripts at end of your examination
2. You should check the envelope, which contains the examination papers very carefully as it, may contain additional instructions received too late for inclusion on the examination paper. You should be very careful that candidates are issued with the correct examination paper. If it is specified that *separate answerbooks* are to be employed for separate sections, the chief invigilator must **clearly announce this** at the beginning of the exam. The importance of clearly labelling each answerbook must also be impressed upon candidates.
 3. Candidates taking the examination through Irish may be issued with both the Irish and English version of the paper if such are available. Scripts completed in Irish should be packaged in a separate large brown envelope.
 4. Distribute the exam papers as quickly as possible once the chief has announced the start of the exam. When you have finished, collect any extra materials (formulae, tables, graph paper) that pertain to your exam papers and go back down the line distributing these to the relevant students. If there is any delay in a student getting a paper, make a note of this and allow them the lost time at the end.
 5. When all students have received their papers and required material, walk back down your rows checking desks for any non-permitted items (phones, notes etc). Check ID cards and examine all outside materials (e.g. Law Acts, dictionaries, copies of the constitution, calculators) for annotation. Report to the Chief immediately if you find anything suspicious.

C. During Examination

1. You are responsible for preserving order and discipline at all times in the examination centre. You must take the greatest care to prevent candidates from copying each other's work or engaging in any unfair practice.
2. To this end, and in order to provide the best possible service to the student, **YOU MUST NOT READ** books or newspapers **OR LEAVE** the centre while the examination is in session, with the exception of such coffee breaks as can be arranged by the *Invigilator in charge of the venue* or by the *Floating Invigilator*.

3. You should not in any way attempt to aid candidates and you are particularly cautioned against attempting to interpret the meaning of questions on examination papers.
4. Should it be suspected at any time that a candidate is in possession of notes or is suspected of attempting to cheat in the exam, inform the chief invigilator **immediately** of your suspicions. Do **not** approach the student yourself. However if you are in a smaller venue and no chief is available then follow the following procedures:
 - a) Should it be suspected that communication is going on between any of the candidates, **you should immediately separate them**, taking care at the same time to remove the numbered desk card, noting the change and giving all details of the occurrence in the advice note submitted at the end of the session.
 - b) If any candidate is suspected of making use of notes or books while under examination, you should take possession of these immediately and report the case at the end of the session to the Examinations Officer on the special report form for Breaches of Regulations. **The candidate must be permitted to continue the examination.**
5. Invigilators are advised to be aware that candidates may attempt to bring pre-prepared scripts into the examination venue, and attempt to substitute these during or at the end of the examination. To guard against this you should:
 - (a) Carry extra answer books around with you. Such additional answer books should either be 8-page answerbooks if original answerbooks were 8 or 12 pages, or 4-page answerbooks if the original answerbooks were 4-pages.
 - (b) Should candidates ask for a second answer book you should write A/B 2 and the date on the top left hand corner, stamp the answerbook with the **extra paper stamp**, before issuing it to the candidate. A record of extra paper handed out should be kept by writing + 1 on the seat number on your **seating chart** for the venue. At the end of the exam, **the number of additional answerbooks issued to each candidate should be entered as '+1' on the signature roll, opposite the candidate's name.**
 - (c) Fifteen minutes after the start of the examination you should remove any answer books from desks where a candidate is absent. This serves the dual purpose of ensuring latecomers are not overlooked and also prevents others taking blank answerbooks out of the venue.
6. Where the candidates are required to use separate answer books for different sections of an Examination Paper, you should check from time to time to see that the appropriate candidates are complying with this stipulation.
7. Candidates **must not** be permitted to leave the examination venue until **one hour** has elapsed after the commencement of the examination. Obviously if a student is unwell or needs to use the bathroom, you must permit them to leave but they should be accompanied and a note made of this. A student who insists on leaving the exam venue entirely before an hour has elapsed cannot physically be detained, but should be advised that they are in breach of exam regulations and will be called to a meeting

by the Examinations Security Group to explain their actions. The exams office should be informed immediately if this occurs.

8. In accordance with an Academic Council decision and to minimise disturbance, no candidate should be allowed to leave the Examination Venue during the *final 30 minutes* of any examination.
9. Candidates who arrive late at the Examination Centre should inform you of the reason for their being late and you should record this on the Advice Note. If a candidate requests admission after *one hour* has elapsed, you should inform the Chief and the Examinations Office of this at the earliest opportunity and await instruction.
10. You should distribute drawing paper and graph paper one sheet at a time, as required by the candidates. You should instruct candidates to write their name and number on each loose sheet. If a candidate requests a type of graph paper or other material, which has not been issued by the Examinations Office for that examination, you should report the request to the Chief immediately.
11. In the early stage of each session (bearing in mind that a candidate may leave after the expiry of one hour), invigilators should ask each candidate in the venue to sign the Signature Roll. The total number of signatures should equal the total number of candidates in the venue. Where a student is absent, you should write 'Absent' and draw a line opposite their name on the signature roll. Two experienced Invigilators will be given responsibility for the clerical work connected with the examination.

Pre-printed Signature Rolls will be supplied, giving the names and examination numbers of each class (with the exception of sick bay and late additions).

All Signatures should be completed by 10.00 am and 3.00 pm. If you have seated a candidate in your venue that is not on the signature roll, you must inform the Examinations Office. Marks Sheets (Green) will also be supplied. Sub Chiefs should tick off the names of candidates present referring to the signature rolls, mark 'abs' beside the names of candidates who are absent and add on at the end of the relevant Marks' (Green) sheet the names of any additional candidates not on the list.

12. ***Ten Minutes*** before the expiration of the time allowed for the longest exam, the Invigilator in charge should give notice of this to the candidates.
13. ***Toilet breaks:*** Students must be accompanied into the bathroom by an invigilator of the same sex and must sign their name and ID number on the green toilet sheet. The invigilator must record time out and time in and also sign their own name on the sheet. One invigilator per student in the case of toilet breaks and do not allow any communication between candidates who may meet in the bathroom.
14. There should be at least one invigilator on or near the door of the exam venue at all times during the exam to ensure that no one enters who is not entitled to be present and that no candidate leaves taking a script. This job should be rotated. Ask anyone entering who they are and for staff identity cards. In the case of lecturers, direct them to the sub chief who will give them a copy of their paper and show them where their students are sitting. On no account are lecturers to be allowed to address the exam venue. Any communication must be made through the chief invigilator who will decide if it is appropriate to make an announcement or tell students individually.

D. At Termination of each Examination Period

1. At the termination of each examination period, the chief or sub chief should instruct the candidates to cease writing, ensure that name and student ID number are on each answer book and to insert additional answer books into the original. Instruct them to remain seated until their scripts have been collected. Where separate answerbooks are used for sections, these should be tied together with treasury tags if provided or else marked clearly and left on desks if not. If there is an examination of less than three hours duration, and if there are other candidates remaining in the venue, you should instruct the former candidates to sit quietly until their scripts have been collected and then leave quickly so as to minimise disruption.
2. Carefully collect the examination scripts corresponding to the script envelope you have been given by the sub chief. Collect down the row from top to bottom only and start with the first desk number on your envelope and end with the last (inclusive). Take note of any desk number that is missing a script or a section and report this immediately to the Chief. Allow candidates to leave once **all** scripts have been collected. Count the scripts at least twice ensuring that the total matches what is written on the front of the envelope. There should be at least one examination script for each candidate who signed the signature roll, and in cases where candidates are required to answer two or more sections on separate answer books, there should be a script for each section. If a candidate did not attempt any section, record this on both the script envelope and the advice note. When satisfied with the count, sign the envelope underneath the name of the chief. When all scripts have been collected and the count tallies correctly, seal the envelopes.
3. The following information should be appropriately completed on the outside of each large brown envelope:
 - (a) Examination Centre
 - (b) Date and Session (morning/afternoon)
 - (c) Subject and Module title(s) (as indicated on Marks' Sheet)
 - (d) Number of scripts (this number should not include extra answerbooks)
 - (e) Invigilator's Name(s)
4. The Chief or sub chief should complete the Advice Note listing the number of sealed packets, and any unusual happening. The Advice Note and the Signature Rolls should be signed by all the Invigilators in the venue. Both should be enclosed in the small brown envelope. Any breach of Regulations must be recorded on the Special Breach form (Purple) and placed in a separate envelope for the attention of the Examinations Officer. Toilet sheet(s) should also be enclosed in the small brown envelope, which should be labelled with the venue, date, 'am'/'pm', number of sealed packets and signature of chief invigilator.
5. Before leaving the examination centre collect any answer books or loose leaves left lying about. In no circumstances should paper of any description be left in the venue.
6. You should return all documents and packets relating to the examination to the Examinations Office or in the case of external venues; lock all materials securely in the chief invigilator's office.

NOTE: If you fail to comply with the Regulations (as per duties of post), your services will be dispensed with.

Regulations on Law Acts and Dictionaries:

Law Examinations – Clean copies only, of permitted loosely bound material may be brought into the examination centre. The Invigilators will carry out checks of this material during the examination. All non-permissible material will be confiscated. Permanently bound volumes e.g. Blackstones EC Legislation, will be subject to inspection by the Invigilator during the examination.

Dictionaries

Dictionaries are not permitted at examinations except in the case of *Eramus (IEMI) and Visiting students (IOAI)*, where the student's native language is not English. Dictionaries may be from native language to English, or vice versa only. However, dictionaries may *not* be used by any student at the following examinations: *French, German, Italian or Spanish*. Dictionaries will be subject to inspection by an invigilator during the examination.

General:

In relation to the question of the visiting of examination centres by authorised persons and the question of such persons addressing the candidates publicly, the following rule applies:

Apart from the Examinations Office personnel, appointed Invigilators and Councillors, the only persons authorised to visit the examination are Professors, Statutory Lecturers and Internal Examiners in the subject being examined. If an Invigilator does not know the identity of a visitor, he/she must ask him/her to identify himself/herself.

Furthermore, in Examination centres where there are mixed groups of examinees, there should be no form of public address of a particular group of examinees, unless no other means of achieving the purpose were feasible or suitable. The Invigilator must point out that such public address could interfere with the composure and work of other examinees in the centre.

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**Professor Jim Browne
Registrar & Deputy President**