

Glossary

AB – answerbook, blank booklet of 4, 8, or 12 pages

Script – answerbook that has had an exam written in it by a candidate

Chief Invigilator – Person with overall responsibility for the exam hall

Daily Sheets – Complete list of all examinations taking place in all venues for one exam session. Also contain details of paper requirements and duration.

Module Code - Abbreviation of exam paper eg: EN100 – The EN means it is an English paper and the 100 usually means it is a first year paper. Similarly EN206 would be a second year paper.

Course Instance/Class – This is the program the student is doing eg: 1BS1. This means the student is in first year undenominated science. Similarly, 2BA1 means the student is in second Arts.

Seating Chart – diagram of the desks in a venue with module codes and class written in. Shows at a glance all exams taking place during a particular session.

MCQ – Multiple choice questions. These are computer generated sheets for filling in the answers to MCQ exams.

TT – Treasury tags. Ties for binding separate answerbooks together

SLD Sticker – Specific learning disability sticker. Sticker placed on script to indicate to lecturer that the student in question requires special consideration. A handout is supplied to be included with the scripts of specific students.

HI - Hearing Impairment. An HI sticker and handout is supplied to be included on/in the scripts of specific students.

Scribe - Writing an exam for a student

Dictaphone - A recording device to record a student's exam

USB Key - Memory stick in order to save the students exam onto when the exam is done via a computer

Electronic Dictionary - A form of dictionary some students will use to assist them during their exams

Glossary of Forms

Advice Sheet (peach) – This is for recording details of the examination. The codes, classes and number of students should be entered onto the advice sheet along with details of any unusual occurrence in the hall and should be signed by every invigilator present.

Toilet Sheet (green) – Students leaving the hall for a period of time during the exam must sign this form, which should be co signed by the accompanying invigilator

Signature Roll (white) – This is a pre printed list of all students expected to attend at an exam. Blank signature rolls are provided in case extra candidates present.

Breach Form – (purple) – If there is a breach of exam regulations, this form is used to document it thoroughly by the chief invigilator and the witnessing invigilator

Script envelope – Large brown envelope for the collection of scripts. Module codes and class must be written on the outside

Marks sheet (green) – These are lists of students' names with a space for lecturers to enter marks. These should be placed with the relevant scripts inside the envelope.