



Operational Guide for Invigilation

Introduction

These guidelines should be read in conjunction with the online training session available for Lead and Support invigilators. As an invigilator, you are responsible for ensuring that examination procedures are followed so that the academic integrity of the University is not compromised.

If at any stage you are unsure of the correct procedure, staff in the sub-office are always around to help.

Any inquiries regarding this document, invigilation or examination procedures should be directed to exam-invig@leeds.ac.uk.

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1. Examinations - Some Facts and Figures

- The examinations are organised and overseen by the Programmes & Assessment Team (Examinations and Progress Team) in Student Education Services.
- The Team has 13 members of staff: the Examinations Manager, 2 Examination Officers and 10 administration staff.
- There are 3 examination sessions each year: 2 main sessions and 1 re-sit session.
- There are approximately 20,000 students taking examinations in each main session and approximately 4,000 students taking examinations in the re-sit session. As each student takes between 3 and 6 examinations per year this adds up to approximately 140,000 individual examination sittings per year.
- This is one of the biggest events in the University.
- We employ approximately 350 temporary staff to help.
- We run the examinations out of our office in the Marjorie and Arnold Ziff Building plus temporary sub-offices located around campus.

Policies and Values of the University of Leeds:

As an employee of the University of Leeds you are asked to make yourself aware of the University's policies and plans covering activities and practices associated with equality and diversity. These can be found at the following link: <https://equality.leeds.ac.uk/equality-inclusion-framework/policies/>.

The University of Leeds' values are:

- Integrity: openness, transparency and honesty
- Inclusiveness: diversity, equal opportunity and access
- Community: public service and citizenship; collegiality, teamwork and mutual respect.
- Professionalism: provision of effective and efficient customer-focused services in all aspects of our work both internally and externally.
- Academic excellence: increasing knowledge, respecting academic freedom, encouraging critical independence, promoting creativity and new approaches to research and innovation within an ethical framework.

During your work as an invigilator or a member of staff from the Sub-office, you may meet students and staff with disabilities; please treat everyone you meet with respect and be aware that they may not choose to discuss their disability with you. Disabilities can vary and if you are unsure of how to offer your help or support, the best thing to do would be to ask them.

2. Roles during the Examinations

Examinations Manager:

Head of the Programmes & Assessment Team (Examinations and Progress Team). The University Examinations Manager is responsible for everything regarding the examinations within the University.

Examinations Officer:

A member of the Programmes & Assessment Team (Examinations and Progress Team). The University Examinations Officer works with the Examinations Manager to ensure everything runs smoothly.

Sub-office Manager:

A person with significant experience as a Lead invigilator. The Sub-office Manager is responsible for running the sub-office, allocating invigilators to examination venues, managing the sub-office staff and ensuring everything in that area runs smoothly.

Examinations Marshal:

A person with significant experience as a Lead invigilator. The Examination Marshals oversee the access and egress where we have large numbers of candidates entering buildings. They also police the examination venues while examinations are running, providing advice and support generally plus dealing with emergencies. Marshals work as part of a team within the sub-office and around campus as required to ensure the smooth and efficient running of examinations within a set area.

Sub-office staff:

Experienced Lead and Support invigilators. They work in the sub-offices supporting the sub-office managers and work as part of a team ensuring the smooth and efficient running of examinations within a set area.

Lead Invigilator:

An invigilator with significant experience who has worked as a support invigilator. Lead invigilators are assigned an examination venue and they are in charge of all examinations in that venue. They are responsible for starting and ending the examinations and they organise and supervise other invigilators working with them.

Support Invigilator:

Usually a new invigilator who is from outside the University, usually a retired or semi-retired professional (e.g. teacher) or a current PhD student at the University. Support invigilators report to a given sub-office, they work for the Lead as directed.

Amanuensis/Readers/Prompters:

Usually Lead invigilators/members of staff from the Centre for Disability Studies. Amanuenses/readers/prompters are assigned to assist candidates in Special Circumstances examinations.

3. The Role of a Support Invigilator

1. To help the Lead invigilator set up the examination venue.
2. To remind candidates of the rules and regulations of the University as the candidates enter the examination venue.
3. To fill in the Missing ID sheet for candidates who have not brought their student ID cards to the examination.
4. To check candidates' dictionaries and calculators.
5. To issue supplementary script books to candidates.
6. To escort candidates to the toilets.
7. To record candidate attendance.
8. To be vigilant and monitor the venue constantly observing candidates.
9. To report to the Lead invigilator if you observe any suspicious or inappropriate behaviour.
10. To collect script books/MCQ/EMQ cards at the end of the examination.
11. To tidy up the venue after the examination and return all lost property to the sub-office.
12. To help the Lead invigilator carry script books etc. to the sub-office when needed.

4. The Role of a Lead Invigilator

1. To have overall responsibility for the examination venue.
2. To ensure the smooth running of the examination.
3. To organise and motivate support invigilators as needed.
4. To manage and allocate jobs to support invigilators as required.
5. To deal with any problems such as fire alarms etc. that may arise calmly and effectively.
6. To start and finish the examination, reading out the instructions clearly and loudly.
7. To issue candidates with a 10-minute warning before the end of the examination.
8. To co-ordinate the collection of completed scripts in the venue.
9. To be responsible for signing out support invigilators working in the venue.
10. To be responsible for the checking-in of completed scripts at the relevant sub-office.
11. To monitor the performance of support invigilators, look out for good support invigilators and report to the sub-office manager issues where further training is required.
12. To make sure that the lights inside the venues are kept on throughout the examination by following the instructions provided in the venue.

During the examination, you are the representative of the University and must uphold the rules and regulations set out for you by the Examinations Office.

5. The Roles of Amanuenses/Readers/Prompters in Special Circumstances Examinations

Amanuenses, readers and prompters are there to help candidates in Special Circumstances examinations.

Amanuenses

An amanuensis is a person employed to write on behalf of a candidate in an examination.

Amanuenses are permitted a 15 minute break during examinations, should they require it (this is not included in the overall duration of examinations).

Amanuenses act as invigilators. However for longer examinations, the sub-office will arrange for someone to check on venues where amanuenses are on their own to see if cover needs to be provided whilst the amanuenses take their break. A member of the sub-office staff or a marshal could do this. Or if there is a large number of these examinations an invigilator will be allocated specifically to move between venues and provide cover where needed.

Readers

A reader is a person employed to read on behalf of a candidate in an examination. The reader acts as the invigilator.

Prompters

Prompters in examinations assist candidates in monitoring the passage of time and therefore help them to manage their time more effectively. The specific details of the duties will be agreed between the candidate and the prompter beforehand. The prompter acts as the invigilator.

Amanuenses, readers and prompters are allocated by the Examinations and Progress Team and should sign in at the sub-office in the same way as invigilators.

6. Dos and Don'ts for Invigilating Examinations

DO:

- Do make sure you're aware of the examination regulations before the examination.
- Do check the environment of the venue is satisfactory before the examination starts, e.g. ambient temperature, lighting, noise.
- Do identify where the evacuation and egress routes are.
- Do identify where the nearest toilets are.
- Do locate the nearest Porter's office or internal phone, in case you need to deal with a problem.
- Do make sure your mobile phone is turned off and the alarm is turned off.
- Do check the rubric of and read the question paper carefully for any specific instructions for this examination, e.g. graph paper required or textbooks allowed.
- Do discuss with the other invigilators the division of work prior to the start of the examination.
- Do remind candidates as they enter of the relevant examination regulations, e.g. mobile phones and other communication equipment should be turned off, no pencil cases allowed, no talking.
- Do be aware that all candidates will suffer from a degree of examination anxiety.
- Do ensure that you have followed the instructions to make sure that the lights are on throughout the examination.

DON'T:

- Don't talk or whisper with other invigilators unless it is absolutely necessary and is work-related and do so away from candidates. Following the recent examination sessions, we have received reports that invigilators were having non-examination related conversations and were not lowering their voices.
- Don't sit at the front/back of the examination venue and undertake your own work. You must monitor the venue constantly and remain vigilant at all times.

- Don't do anything that will take your attention away from observing the candidates or disturb them, e.g. reading, playing on your mobile phone or the PC inside the venue, making or receiving personal phone calls on your mobile phone etc.
- Don't stand in front of a candidate you suspect of cheating but observe any suspicious behaviour without disturbing their examination.
- Don't borrow stationery from one candidate for another candidate during examinations.
- Don't leave the venue to do non-invigilation related errands.
- Don't panic if something unexpected occurs.

7. Examination Sub-Offices: Reporting for Invigilation Duties

Main Sub-office	Michael Sadler SR (LG.19)	Ext. 38399
Sports Hall Sub-office	The Edge Studio 3	Ext. 37868
Special Circumstances Sub-office (Part of Main Sub-office)	Michael Sadler SR (LG.19)	Ext. 34043

There are three sub-offices:

Main Sub-office is located on the lower ground floor in the Michael Sadler building.

Sports Hall Sub-office is located in The Edge (Sports Centre).

Special Circumstance Sub-office is located within the Main Sub-office.

Occasionally oral examinations are run out of a sub-office in the Liberty Building. These are not run as standard examinations, if allocated there, you will be given instructions on arrival.

Your rota will be emailed to you and you should report to the sub-office at the time indicated on your rota prior to each duty.

For Support Invigilators, you must show your ID card to the sub-office staff when you sign in. For PhD students, show your student ID card. For all other people, show your driving licence or passport.

Support invigilators:

Report to the Sub-office **45 minutes** before the examination is due to start for main venues.

Lead invigilators:

Report to the Sub-office **1 hour** before the examination is due to start for all venues including for Special Circumstances venues (unless otherwise specified).

(There is more information in Point 32 regarding Special Circumstances examinations)

University Examinations are held in 2 or 3 week blocks for a total of 7 weeks every academic year. The examination starting times are as follows:

	Morning Session (A)	Afternoon Session (P)
January	9:00am	2:00pm
May/June	9:00am	2:00pm
August	9:00am	2:00pm

You are paid from the time you sign in until you finish that duty.

After signing in, Lead invigilators must go directly to the allocated examination venue with the question papers, script books/envelopes, the stationery folder and other materials provided to you. Support Invigilators should go directly to the allocated exam venue, show your student ID card to the Lead invigilator and sign in on the **Invigilator Attendance Sheet** when you arrive at the venue.

Never use lifts if you are taking the question papers to the examination venue - the lift may get stuck and we would have a big problem! We have box-trolleys in the sub-office. If you wish to use one to transport the examination materials to the venues, please avoid dragging them up and down the stairs as they are plastic and easy to break.

Reporting times are not always possible for the P sessions depending on the duration of the A examination session. For example, in May if you invigilate a long examination in the A session and finish checking in the examination at the sub-office after your signing-in time for the P session, you will not be able to sign-in on time. You will also need to take a 20 minute break in between examinations (see below under 'Working Hours'), which will delay your sign-in time further. While you are completing the checking-in, and taking a break the sub-office staff will arrange cover for your venue for the P session.

8. Working Hours

Under employment law, everyone is required to take a minimum 20 minute unpaid break for EVERY 6 hours of work. If you are working back-to-back sessions you should inform a member of the sub-office so that they can provide cover while you take your break. If you do not take your break, 20 minutes' pay will be deducted anyway. So it is in your best interest to take your break.

The Sub-office staff will record the exact time that you sign in and sign out.

Sometimes examinations finish early/durations are changed/Schools cancel examinations or candidates do not turn up and as such you may finish earlier than expected. Please report back to the sub-office and you may be asked to provide assistance/cover in another venue so that you do not have a loss of expected earnings.

If you are asked to invigilate an examination with duration of less than 2 hours (e.g. some examinations only last 30 minutes), you will be paid as a minimum of 2 hours from the reporting time.

If you sign out earlier than expected for personal reasons, adjustments will be made by the examination staff when the payroll is being processed.

Any adjustment will take into consideration the requirement for a 20 minute break during the day, and also any clashes that occur in between duties. Each consecutive duty must have a later start time than the preceding duty's end time.

9. Invigilator Attendance Sheet / Academics Attendance

As soon as you arrive at your allocated venue, support invigilators must show your ID card to the Lead invigilator. Every invigilator needs to print and sign your name, the time you arrive in the venue on the Invigilator Attendance Sheet.

In the "Issues with venue (non-urgent)" section of the sheet, please make a note of any general problems with the venue. Any urgent problems need to be reported to the sub-office immediately.

At the bottom of the sheet, the examinations that are taking place in your venue are listed. Academic staff from schools have been asked to attend the examination venue at least 10 minutes before the examination is due to start and remain there for the first 10 minutes. Please check their staff ID cards and ask them to print their name and contact number alongside their relevant examination code in the space provided, before they are given a copy of their examination question paper to check. These contact details must be passed to the sub-office straight away, should any question paper queries arise.

An examinations marshal will come and collect this sheet after the examination has started.

10. Script Books, Question Papers and Stationery Folders

Script Books

Different coloured script books are used in the main examination venues. The colours we currently use are:

Blue, Gold, Green, White and Yellow (16 pages): they are issued one per candidate.

Cream (8 pages): if candidates are required to answer each question/section in a separate script book, the correct number of the cream script books are issued to each candidate.

Red (8 pages): these are issued if candidates require an additional script book or scrap paper during examinations.

Question Papers

Question papers are printed on 3 colours:

- White - this is the colour for most question papers. Candidates can take away such question papers after the examination unless the rubric indicates otherwise.
- Pink - if a question paper is on Pink paper, this question paper must be collected after the examination and candidates are not allowed to take them away.
- Blue - for examinations on blue paper, candidates will need to answer the questions on the papers so such question papers must be collected and checked in.

Stationery Folder

A stationery folder is issued to each venue when the Lead invigilator collects the question papers etc. from the sub-office. At the end of the examination the folder must be returned to the sub-office.

This folder has various forms and notices that you may use during an examination:

- Speech cards
- Missing ID sheets
- Absent/Late/Additional Candidate forms
- Incident Report forms
- Student Illness Report forms
- Examination paper query forms (for Special Circumstances examination venues only)
- Treasury tags and blu-tac
- Notes on ID Cards to be handed to candidates without ID cards (but not to the candidates with a red temporary registration card)
- Lost property form
- Operational Guide for Invigilation
- Plastic bags in an envelope for the venue (for mobile telephones)

11. Setting up an Examination Venue in the Main Venues

There will be at least two invigilators in any examination venue and one of them will be the Lead invigilator, (*other than for one person examinations where there will be only one invigilator*).

If you are the Lead invigilator in a venue, you should delegate the following jobs to your support invigilator(s) and ensure everything is set up correctly:

- Display the seating lists* that do not have the student ID numbers outside the venue in the designated area (usually on the wall next to the entrance). The seating lists should cover the Late Candidate signage, reading from left to right in seat number order. You are to remove them after 1 hour into the examination so that the instructions on the Late Candidate signage become visible for late candidates.
- Keep the seating lists that have the student ID numbers with you in the venue. You are to use this to record candidates' attendance.
- There may be more than 1 examination in a venue; **the seat numbers on the front of the question paper packet will indicate on which desks the question papers should be placed.**
- The question papers usually have instructions on the front page to indicate what other materials are needed for a particular examination. These instructions are called a rubric – it is **VITAL** that you check the rubric and understand everything that is written in the rubric. If you do not check the rubric thoroughly errors may occur.**
- Here is an example of a rubric:

Examination: MATH1234

Duration: 2 hours

Rubric:

- MCQ card required for Section A;

- Answer Section B in the script book;
- Answer Section C on the question paper;
- Put 1 question paper and 1 script book (unless indicated otherwise in the rubric) and/or MCQ/EMQ card on each desk.
- Make sure that you place on each desk the same MCQ or EMQ cards for candidates taking the same examination, and the right cards are for the right module, for example, ensure the cards from the school PSYC are not given to the examination from the school SOEE etc.
- Put a sheet of graph paper on the desks when the rubric indicates so. The graph paper should have already been packed in a separate envelope for the examination.
- If the rubric requires multiple script books and these have **not** been provided, you must contact the sub-office and request the correct amount of the cream script books. Before you contact the sub-office work out the total number you need by multiplying the number of candidates by the number of script books required per candidate.
- Place a treasury tag on each of these desks so that the candidates can fasten them together at the end of the examination.
- All examination materials must be put face up and side by side on each desk.
- Place 1 plastic bag on each desk. This is for candidates to keep their mobile phone and other electric gadgets (such as smart watches and blue tooth devices) in during examinations. The bags need to be collected in and returned to the sub-office at the end of each examination for all venues except for the 6 large venues: Sports Hall 1, Sports Hall 2, Great Hall, UG09, Gateway Main and Gateway Upstairs. For these venues, only collect them in after the last examination each day.
- If appropriate, place 1 headphone on each desk if there is an envelope with headphones inside and the seat numbers are written on the envelope.
- For venues with motion sensor lights, ensure that you have switched the lights to manual control with the instructions on the front desk.

Once the venue has been set up it cannot be left unattended.

*** Alternative arrangements for Sports Hall 1, Sports Hall 2, Great Hall and Room UG09**

Arrangements for examinations in these 4 venues differ from those held in other venues owing to the large numbers involved. A copy of the seating list for Sports Halls 1 and 2 will already have been posted outside the Sports Centre. A copy of the Great Hall and Room UG09 seating lists will have been posted on the rail outside the entrance foyer of the building.

*** Error may occur: Sometimes candidates are required to answer questions on the question paper as well as in a script book; as such **both** a question paper and script book would need to be collected for every candidate. If you did not read and understand the rubric, in these situations, you may not realise that the question papers need to be accounted for and, as has happened in previous sessions, question papers containing candidate's answers were wrongly put in the waste bags.*

12. Admission of Candidates to the Venue

Candidates are usually admitted into the venue 10 minutes before the start of the examination.

This time may be varied in accordance with the size of the venue and number of candidates.

For example:

Sports Hall 1, (575 candidates) you should allow candidates to enter 25 to 30 minutes before the start of the examination.

Parkinson B08, (30 candidates) 10 minutes before the start of the examination will be plenty of time.

As the candidates enter an examination venue, the Lead invigilator will read out the instructions on the speech card. There is a speech card for each type of examination venues.

13. Personal Items Permitted on Candidates' Desks

Candidates can have the following items on their desks:

- Writing instruments;
- Clear bottles of water/juice without the labels;
- Cough drops without wrapping paper;
- Mobile phones in the provided plastic bags. (They must be switch off and their alarm must be disabled).

Candidates cannot have the following items on their desks:

- Pencil cases (see-through or otherwise);
- Blank piece of papers;
- Notes of any kind;
- Annotated books / dictionaries;
- Drinks (unless non-fizzy in a clear bottle with no label);
- Food;
- Hats / Headwear (unless for religious purposes);
- Bags / belongings (They must all be kept at the designated area within the venue);
- Calculator covers;
- Phones (unless they are in the provided plastic bags and left visible on the desks);
- Smartwatches (unless they are in the provided plastic bags and left visible on the desks);
- Programmable calculators (check the rubric of the examination for guidance);
- Bluetooth devices (unless they are in the provided plastic bags and left visible on the desks).

14. Additional Candidates

An additional candidate is a candidate whose name is not on the **seating list**. There are a few empty desks for such candidates in each venue.

However, you should ask the candidate first:

- 1) If they should be taking their examinations in the Special Circumstances examination area.
- 2) If their examination is scheduled in another venue as the examination may be split across two or more venues.
- 3) If their examination is for that time and that day.

If their answers to the above are No, No, Yes, then you have a genuine additional candidate and you should seat them in your venue.

Additional Candidates Scenario 1: Candidates who should be in the Special Circumstances examination area

Special Circumstances candidates have usually been assessed by the Centre for Disability Studies and have special examination arrangements.

Such arrangements cannot be catered for in the main examination venues. For example, they may have extra time, be in a wheelchair, be allowed to eat and drink, or have to use a PC or an amanuensis or a reader.

Such candidates' names will be on the seating lists for the Special Circumstances examination area and therefore will NOT be on the seating lists for the main venues.

If a candidate tells you that they have special arrangements, always send them to the Special Circumstances Sub-office. The Special Circumstances Sub-office will check and make arrangements for this candidate.

However, if the main venue examination is set in a PC cluster, Special Circumstances candidates may also be sitting their examination in the same PC cluster with everyone else. These examinations are usually school run and a member of staff from the school will be present and should advise of any extra time that needs to be allocated to candidates.

Additional Candidates Scenario 2: Examinations split across venues

Some examinations have to be split across more than one venue due to the number of candidates or the size of the venue.

This is indicated at the bottom of the seating list (which is shown in alphabetical order of surnames) with the following sentence:

If your name does not appear in the list above, please check additional seating list or see invigilator.

If the examination is split across more than one venue, at the bottom of the seating list you will see information like this:

This examination is split across several venues. If your name does not appear in the seating list above, you may be seated in another venue - please check below:

Students from:	To:	Go to room:
Smith, John	Young, Kate	Roger Stevens LT12

Additional Candidates Scenario 3: Wrong venue/time/date

Candidates may have come to the wrong venue.

Candidates may have got the wrong time.

Candidates may have come on the wrong date.

Check your seating list to see if the examination they are doing is in your venue.

If it isn't, direct them to the nearest person with an examination timetable such as an Examination Marshal, an Examinations Officer, or the Examinations Manager to find out where they should be.

If there is no one close by send the candidate to the nearest sub-office.

Additional Candidates Scenario 4: Genuine additional candidate

If the candidate is not in the categories 1 - 3 as explained above and the examination they need to take is in your venue, you should:

- 1) seat them in the next available seat. For example, if the seat number is 40 for the last candidate (whichever examination they are taking), you should seat this additional candidate in seat 41;
- 2) provide a copy of the correct question paper and any additional materials required as per the rubric;
- 3) complete an **Additional Candidate form** (available in the stationery folder) and leave it on the candidate's desk.

Do not allocate an additional candidate to an empty seat that is assigned to another candidate. The candidate may arrive late and need their seat.

If there are no available seats in your venue, send the candidate to the nearest sub-office, escorted by an invigilator, taking a copy of the question paper with them.

For main venues Do Not add their names to the seating list.

The additional candidate form is used **instead** to record their attendance.

For special circumstances venues Add their names to the seating list.

Additional candidate forms are not used in Special Circumstances venues.

15. Before the Examination Starts

- The Lead invigilator should give a **Missing ID sheet** (available in the stationery folder) to a nominated invigilator to make a note of the seat numbers of those candidates without ID.
- Just before starting the examination the Lead invigilator will once again ask the candidates without their University ID cards to put up their hand in order not to miss any candidate without ID. Candidates cannot leave the venue until their ID verifications are complete.
- Check the calculators and dictionaries (if allowed in rubric) for notes and annotations. Confiscate them if there are notes or annotations, or not permitted by the rubric.
- Candidates can write their names and IDs on the script books before the examination starts.

16. Starting the Examination

The Lead invigilator is responsible for starting the examination. You should read in full* the instructions on the speech card (available in the stationery folder). There is a speech card for each type of examination venues (for main venues, for main PC venues, for Special Circumstances venues and for Special Circumstances PC venues).

Carry out the following:

- The examination should start at the correct time, it can start slightly late if you judge it is in the best interest of the whole venue but it must **never** start early.
- You should indicate which clock (which should be the one at the front) you are referring to when giving the start and finish time of the examination. (There are usually two clocks in a venue: one at the front and one at the back.)
- For examinations that indicate that there should be additional reading time, please check carefully the rubric of the question paper for clarification of whether candidates can write during the reading time. This differs depending on the examination.
- If candidates are using MCQ/EMQ cards they should be instructed on how to complete the cards. They must use pencils and not mark, tear, bend or perforate them in anyway.
- You should instruct the candidates to write their seat number on the back of their MCQ/EMQ card and in pencil.

You must **never** write any instructions or start/finish time anywhere in the venue, such as on a whiteboard. This applies to all venues in both the main and the Special Circumstances examination areas.

** For large venues (e.g. Sports Hall 1 and Sports Hall 2) where a megaphone/microphone is used to give such instructions, the Lead invigilator must stay in the front of the venue and must not walk in the middle of the venue. We have had complaints from candidates that they cannot hear clearly if instructions are given out in the middle of the venue.*

17. After the Examination Starts

- The Lead invigilator should complete the rest of the candidate's details on the Missing ID sheet (details should be taken from the seating list).
- This sheet will be collected soon after the examination has started by an examination marshal who will give priority to venues with short duration examinations. They will also collect the Invigilator Attendance Sheet at the same time. Please ensure that the non-urgent problems are recorded in the "Issues with venue (non-urgent)" section on the Invigilator Attendance Sheet when marshals arrive.
- An examination marshal will return the Missing ID sheet with photos of the candidates to the examination venue to enable identification to be verified.
- The Lead invigilator should issue a notice (available from the stationery folder) to those candidates without IDs (but not to the candidates with a red temporary registration card).

Note: The only form of accepted ID is the University of Leeds student ID.

18. During the Examination

Once the examination is underway, the environment for candidates must be as good as possible and the Lead invigilator must ensure a number of tasks are carried out efficiently with the minimum disturbance to the candidates.

Ambient noise should be low. Talking between invigilators must be kept to a minimum, only when necessary for the business of invigilation and conversations should **never** be held near to the candidates.

Noisy, clumpy shoes must not be worn.

You must not leave the venue during examinations unless you have to, for example, if you are asked to go to the sub-office. If you feel you may need a drink during examinations, you can bring a bottle of water. You should not leave the venue to make a cup of tea unless you are on your 20 minute break.

An invigilator at any level who disturbs candidates by an action that is not work related will not be offered further work.

You must monitor the venue constantly observing candidates discreetly all the time throughout the examination - candidates cannot be observed properly from a sitting position! It is advised that, particularly for long durations,

invigilators take it in turns to move about the venue. Candidates must be observed but not intimidated. We have had complaints from candidates about invigilators, for example, for ignoring candidates when they put up their hands, for eating crisps in the examinations and for the buzzing noises from invigilators' mobile phones even though they are switched to silent.

There are several things to do and a number of things that can occur. These are covered in detail below.

To do:

- Check calculators
- Check dictionaries and other text books
- Carry out the attendance register using the seating list
- Fill in Absence sheets for those candidates who did not attend
- Issue supplementary script books on request

What can occur:

- A query on a question paper
- Inappropriate or suspicious behaviour by one or more candidates
- Candidates arriving late or requesting to leave early
- Candidates requesting to go to the toilet
- Candidate becoming unwell
- A serious disruption such as a fire alarm

During examinations, marshals from the sub-office will visit your venue to check that everything is carried out properly and is in accordance with the rules and procedures, to help with any queries you might have and/or provide cover for you if needed, especially if you are invigilating on your own in a Special Circumstances examination venue.

19. Calculators

An approved list of calculators will be in each venue for you to check against when you check calculators.

It has been agreed that all schools will try to apply tamper proof labels to approved student calculators. Where a label has been applied, the school on the label must match the exam paper i.e. label from School of Mathematics – exam paper for a module code starting MATH.

The following schools, whilst applying the labels, have also informed their students that an approved calculator without a sticker will be confiscated.

Chemistry – CHEM
Food Science and Nutrition – FOOD
Geography – GEOG
Mathematics – MATH
Physics and Astronomy – PHYS
Transport Studies – TRAN
Biological Sciences - BIOC, BIOL, BLGY, BMSC, FOBS, MICR, SPSC

The Leeds University Business School (LUBS) has approved a list of calculator models for use on their exam papers and they will be listed on the approved list in each venue.

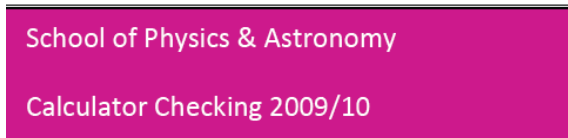
If there is no label then check the calculator as you have always done working within the University regulation:

- Basic (i.e. non-programmable) calculators may be used in examinations, unless specifically stated on the exam paper. In some examinations, there may be a restriction on the type of calculator candidates are allowed to use. Miniature information processors for the storing of information are not permitted and their use will be regarded as cheating.
- Some schools have an authorisation process for calculators. It is the candidate's responsibility to check whether or not they are allowed to bring a calculator into an examination and to check that the type of calculator is permitted.
- Spare calculators are not provided by the Examinations Office.



Name

Approved by Date



Name

Approved by

Date

20. Dictionaries, Text Books and Open Book Examinations

The use of dictionaries in examinations:

If the rubric on a question paper indicates that candidates can use a specific dictionary for that examination, they can use their own dictionary but you must check that it is not annotated or referenced. The check should be carried out either before or immediately after the start of the examination. If there is annotation, confiscate it until after the examination and report this to the sub-office immediately.

The Sub-Office will provide appropriate copies of English language dictionaries for each venue. Candidates will put up their hand if they want to use the dictionary during an examination. The dictionaries must be returned to the sub-office at the end of each examination.

The use of text books in examinations:

This will be indicated clearly in the rubric. You must check the book for handwriting and notes as you would a dictionary.

Open book examinations:

This will be indicated clearly in the rubric. It means that candidates are allowed to take any material into the examination venue - these do not need checking.

21. Attendance Register

Present candidates:

- Candidate attendance is recorded on the **seating list**
- Seating lists are carbonated so never split them. Both copies must be kept together.

- Bring in the seating list after 60 minutes (or earlier for 1 hour examinations).
- Walk from seat 1, checking and marking as you go (in a large venue this duty can be divided between invigilators).
- Write in the Attendance column on the seating list either **P** (for the present candidates) or **A** (for the absent candidates) with a ballpoint pen so that it is marked on the bottom copy as well.
- Check the photo on the ID card against the candidate sitting at that desk.
- Where a candidate is wearing a burqa, a female invigilator should ask the candidate to exit the venue with her and find somewhere appropriate for the invigilator to verify the candidate's identity. If the candidate refuses or if there are no female invigilators in your venue, just ask the candidate to sign on the seating list next to her name.
- Sign each seating list at the top.

If the examination finishes before it is possible to complete the above process, the candidate must be asked to remain in the examination venue and be supervised until their identity has been confirmed.

Absent candidates:

- 60 minutes after the **scheduled** start of the examination, any late candidate cannot enter to take the examination.
- For absent candidates, complete the blue Absent sheets (available from the stationery folder) using the information on the seating list. Where a question paper requires candidates to answer using one format only (e.g. script book only, MCQ/EMQ card only, blue question paper only etc) complete one Absent sheet for each candidate. Where an examination requires candidates to answer using more than one format, please complete one Absent sheet for each medium (e.g. if the question paper requires answers in a script book, on a MCQ/EMQ card, and on the blue question paper, complete three Absent sheets for each candidate)
- Place the completed Absent sheet/s on the candidate's desk to be collected at the end of the examination.
- Remove the question paper, script book/MCQ cards etc. from the desk. (This is different for special circumstances examinations and it is explained later in full.)

22. Supplementary Script Books

Issue a **RED supplementary** script book on request in the main examination venues:

You can issue this to a candidate during an examination when they request another script book, either because their script book is full or they need scrap paper.

Below is the procedure for issuing a red supplementary script book:

For main venues:

- Mark on the seating list, in the 'supplementary' column next to candidate's name, that a supplementary script book has been issued.
- Put your name and the date in the box on the front of each supplementary script book that you give out.
- Provide the candidate with a treasury tag so they can fasten the two (or more) books together at the end of the examination.

When the script books are checked back in the sub-office, the notation on the seating list indicates the number of script books a candidate has been issued.

All the red supplementary script books provided to candidates must be fastened with a treasury tag, collected in, checked in at the sub-office and returned to the schools.

For Special Circumstances venues:

- At the end of the examination, mark on the envelope how many script books a candidate used including any supplementary script book issued to the candidate during the examination.

It is very important that this procedure is carried out accurately.

23. Question Paper Queries

If the module leader is present at the start of the examination and announces any changes to the question paper, these MUST be relayed back to the sub-office so that all other venues and the Special Circumstances examination area are informed.

If a candidate queries a question paper when the module leader is not present, an invigilator should go to the nearest sub-office, taking a copy of the paper (if possible*) with a clear description of what the query is. The sub-office will contact the Examinations Office.

If a module leader has left a telephone number or any contact details with the Lead invigilator, and a question comes up regarding the question paper, the phone number or contact details must be sent to the sub-office along with a copy of the question paper. **Invigilators must never contact the module leader directly.**

The invigilator should return to the venue and wait for the outcome.

Invigilators must never offer any advice, guidance or attempt to answer any questions posed by candidates with regards to the content of a question paper. The examination should not be stopped due to a query, as the outcome may be that the question paper is correct. Candidates should continue whilst waiting for the answer.

If there is a change to a question paper and if it affects more than a few candidates and it is not feasible to tell them individually, the Lead invigilator should stop the examination, make an announcement of the change **to the whole venue** and add a couple of minutes to the end of the examination, if needed.

**In Special Circumstances examinations most likely each candidate will be sitting a different question paper in a venue and you will not be given spare copies of the question paper. So that the candidate has the opportunity to continue the examination and answer other questions while waiting for an answer to the query, you should copy/write the query down onto an Examination Query Form (available from the stationery folder) and take that to the sub-office. Inform each candidate individually and quietly if there is a change.*

24. Inappropriate or Suspicious Behaviour

You should report to the sub-office immediately if you see any candidate behaving in an inappropriate or suspicious manner or if you witness any form of cheating or malpractice.

The examples below can give you an idea of the various forms of cheating that took place during examinations:

- A candidate kept checking their pencil in a certain angle and it turned out there was formulae carved onto the ridges of the pencil.
- Several candidates have been found with palm sized pieces of notes inside their sleeves.
- Writing has been found on tissues, on erasers, on candidates' hands, arms and legs, even on jeans.
- A candidate was found with a smart phone during an examination with revision notes on the phone and the candidate was expelled from the University.

If you observe a candidate with unauthorised notes or materials whether they are relevant to the examination or not in your opinion, or with mobile phones, Pebble Smartwatches* or special gadgets, ask the candidate to hand them over and report this to the sub-office immediately.

If they refuse, inform the candidate that this will be reported immediately to the University Examinations Manager. If the candidate still refuses, report this incident to the sub-office as a matter of urgency.

You must NOT stop the candidate(s) from continuing their examination.

You should continue to observe the candidate but do not intimidate them or make them aware that you are watching them.

You must not let the candidate leave the venue. You should escort them to the sub-office either at the end of the examination or when they ask to leave.

You must complete an Incident Report form and may be required to complete a Statement of Fact form later.

** Pebble Smartwatches: Using bluetooth they can connect to an iPhone or Android device to display messages and run applications. The watch can potentially display emails from a user's existing account. These watches are not permitted in examinations and must be treated in the same way as a mobile phone.*

25. Late Candidates

There will always be candidates who arrive late for various reasons. Ask them quietly why they are late.

- They are allowed to enter the venue up to 60 minutes after the scheduled start time of the examination, but not permitted any additional time.
- Fill in the time of arrival on a **Late Candidate form** (available from your stationery pack) and leave it for the candidate to complete. The candidate can complete this form after the end of examination is announced.
- Collect the Late Candidate form with the candidate's completed script book at the end of examination.
- If a candidate arrives at the venue after 60 minutes have elapsed, they should be asked to report to the nearest sub-office.
- Do not give the candidate any advice regarding whether their reason for lateness will result in any special consideration.

If a candidate arrives late because they have been sick and don't look well at all, or they have witnessed an accident or incident and they are still in shock, etc.:

- Ask them if they want to take the examination now but explain to them extra time cannot be given.
- Tell them they can have a break and take the examination in the Special Circumstances examination area.
- Escort the candidate to the sub-office if they opt for a break. The sub-office will organise first aid if necessary and contact the Examinations Office.
- Make a note on the seating list that candidate has been transferred to the sub-office.

26. Candidates Who Wish to Leave the Venue Early

When candidates finish their examination and wish to leave early, they will put up their hand and request to leave. You should ask yourself the following questions before you permit them to leave:

Is it over 1 hour after the actual start of the examination?

If so, yes, they are allowed to leave early.

Is it within the last ten minutes of the examination?

If so, no, they are not allowed to leave early.

Is it a 1 hour examination?

If so, no, they are not allowed. They must stay until the end of the examination.

If a candidate is allowed to leave early, you should:

- make sure that the candidate's attendance is marked on the seating list;
- write the time the candidate left the venue on the front of the script book and/or on the back of the MCQ/EMQ card in pencil only if used.
- leave the script book and/or MCQ/EMQ card on the desk so that they can be collected at the end of the examination;
- **not** allow candidates to leave the venue with a script book or MCQ/EMQ card or a pink or blue question paper;
- only allow candidates to take away white question papers if the words 'Do Not Remove from the Examination Venue' are not written on the question paper.

If a candidate gets up to leave before the end of the first hour, reiterate that they are not allowed to leave yet and ask them to sit down. This examination may be taking place in more than one venues and late candidates can still come in to take their examinations within the first hour and we do not want there to be communications between them. If the candidate refuses and leaves the venue, complete an Incident Report form and contact the sub-office.

No candidate should be allowed to leave the venue within the first hour or the last 10 minutes even if you are invigilating in a venue with just one candidate.

27. Candidates Who Need to Visit the Toilet

When a candidate needs to go to the toilet during an examination, they should put up their hand.

They must be escorted to and back from the toilet.

Whenever possible, a female invigilator escorts a female candidate and a male invigilator should escort a male candidate.

Be vigilant as we have caught candidates cheating on such occasions.

Here are two examples from our recent examinations:

- A candidate came out of the cubicle and rolled up their sleeves to wash their hands, there was writing on their arms.
- A candidate was caught putting a piece of paper with writing on into their trouser pocket.

When you see writing on a candidate's hands or arms or legs, DO NOT ask the candidate to wash it off but inform the sub-office immediately. The sub-office will send an Examinations Marshal or a member of sub-office staff to take them outside the venue, take a photo of the writing, then ask them to wash it off and get back to the venue to continue the examination. They will not be given extra time. At the end of the examination, they will need to be escorted to the sub-office along with their script books/MCQ/EMQ cards and their belongings.

28. Candidates Who Become Unwell

When a candidate becomes unwell during an examination, they will put up their hand and inform you of their condition. You should:

- offer the candidate a few minutes' break outside the examination venue, but make them aware that no additional time can be allocated to compensate;
- accompany the candidate at all times if the candidate opts to take a break (they should remain under examination conditions).

If the candidate is too ill to continue their examination, you should:

- complete the invigilator section on a Student Illness Report form indicating the time the candidate stopped the examination.
- escort the candidate to the sub-office together with the Student Illness Report form, their question paper and script books, all other examination materials and their belongings;
- make a note on the seating list that the candidate has left the venue due to illness. Do not complete an Absent sheet for such candidates.

29. Disruptions - the Fire Alarm (General Fire Regulations Apply)

A fire alarm does not happen often, but you need to know how to deal with the situation just in case. As the Lead invigilator, here is what needs to be done:

- Make a note of the time.
- Instruct all candidates to stop writing, leave their question papers and belongings in the venue and exit the building quickly, calmly and silently.
- Inform the sub-office. Examinations Office staff, sub-office staff and examination Marshals will join you to help supervise the candidates and will organise re-allocation to another venue if necessary.
- Observe the candidates closely and ensure examination conditions are maintained.

When the all clear is given and everyone is back in their seat in the venue, you should:

- instruct the candidates to draw a line under their work. This is to indicate the work completed before the alarm.
- inform the candidates that the full amount of time lost during the alarm will be added to the end of examination;
- inform the candidates that an extra 10 minutes will be added to compensate for the disruption and to allow candidates to regain their concentration;
- advise the candidates of the new finish time of the examination;

- complete an Incident Report form (available in the stationery folder).

30. Other Disruptions and Incident Report Forms

We try to minimise the disruptions during the examinations but sometimes we encounter them unexpectedly.

Inform the sub-office immediately of anything that affects the performance of the candidates. (You can do so by either going to the sub-office or stepping outside the venue to make a call.) For example when there is:

- building works noise close to the venue
- loud music
- a clock that is not working
- non-stop flashing light inside the venue
- a wobbly desk (We have wobblers in the sub-office that you can use to fix such desks.)

Fill in an **Incident Report form** if anything unusual occurs. For example:

- A candidate is unwell but stays to continue the examination.
- A candidate complains for any reason.
- A candidate refuses to stop writing at the end of the examination.
- A candidate reports that their seating requirements have not been met. (This is for Special Circumstances venues only.)
- If you have to start an examination late by 10 minutes or more. Give the length of delay and the reasons for the delay. The sub-office must also be informed immediately, as regulations stipulate that no examination can be delayed beyond 30 minutes.
- A disturbance occurs. Complete a report even if none of the candidates complain. Provide the nature of the disturbance, length of the disturbance and action taken.

Incident Report Forms

Incident report forms are the reports that are sent back to the Examinations Office to inform us of what has occurred in examinations. Therefore the reports need to be clear, factual, give a concise account of what has occurred, and are easy to understand for someone who was not present at the time, and need to be written in neat handwriting. Please make sure that all sections are fully completed.

Please also bear in mind that, potentially, these reports are forwarded onto Schools.

Make a note in the section on the Invigilator Attendance sheet* of any other minor problems that do not affect candidates' performance and can wait to be fixed after the examination. For example:

- radiator not heating up
- venue too warm
- a squeaky door

** This form is collected by an examination marshal at the beginning of the examination along with the Missing ID sheet.*

31. End of the Examination

10 minutes before the end of the examination, the Lead invigilator must announce to the candidates that:

- They have 10 minutes to complete their examination.
- They are not allowed to leave during the 10 minutes even for toilet breaks.

All invigilators should be extra vigilant and walk around the venue during the 10 minutes as cheating often takes place in this short period as panic sets in. Candidates are likely to look around to see where you are and if you are distracted before attempting to cheat.

At the end time, the Lead invigilator will announce that the examination is finished and will read the instructions from the speech card.

The candidates are instructed to:

- stop writing;
- make sure they have their IDs written on their script books/MCQ/EMQ cards/question paper (if applicable);
- anonymise their script books by folding and sealing the right hand side of the script books;
- not punch holes in their MCQ/EMQ card or damage it in any way;
- fasten their script books and question paper answer sheet (if applicable) together with the treasury tag they have been given;
- cross out any rough work that they don't wish to be marked.
- remain seated still under examination conditions;
- only leave the venue when told to leave;
- take away, if they wish, the white question papers unless forbidden to do so on the rubric.

The invigilators should do the following while the candidates are still seated:

- collect script books (whether used by a candidate or not) and completed Absent sheet/s (if any) in seat number order;
- collect MCQ/EMQ cards in seat number order - but separately from the script books;
- collect the Absent sheet, the Additional Candidate form and the Late Candidate form with the script books/MCQ/EMQ cards;
- collect all pink question papers and all papers that say 'Do Not Remove from the Examination Venue' and return them to the sub-office;
- in main venues only, if candidates are required to answer questions on the question paper (which should be blue), ensure that you collect in a question paper for every candidate. If the rubric asks that candidates complete questions in a script book, on a MCQ/EMQ card and on the blue question paper, collect them in separately so you have a pile of script books, a pile of MCQ/EMQ cards and a pile of question papers.
- collect un-used examination stationery;
- carry out a further check to make sure that nothing has been missed. All desks must be cleared of all examination materials.

32. After the Examination

The candidates can now remove their mobile phone from the plastic bag, leave the bag on the desk, take their belongings and leave the venue.

Once a candidate has finished the examination and left the venue, they must not be allowed access to their work. If they ask to check or change their work, they must be referred to their school.

All invigilators should:

- collect the plastic bags and put them in the envelope provided. For the 6 large venues, only collect them at the end of the last examination on each day.
- check around and tidy up the venue so it is ready for the next examination;
- assist in the transportation of the examination materials, the envelope with the plastic bags in and the stationery folder back to the sub-office, if required;
- record all lost property on the Lost Property form (available in the stationery folder) and return all lost property to the sub-office, with information such as date, time, seat number and venue where the property was found, if possible.

For the main venues: The Lead invigilator should sign out those invigilators who are not needed to help carry the script books etc. back to the sub-office on the Invigilator Signing-Out sheet in the venue.

If an examination finishes more than 20 minutes early, all invigilators should report back to the sub-office so they can provide cover where it is needed.

33. Special Circumstances Examinations

Some candidates have special examination requirements, and therefore are not able to sit their examinations in the main venues. They sit their examinations in the Special Circumstances venues, for which there is a dedicated Special Circumstances Sub-office.

They may have special requirements because of a permanent or temporary disability or because they are unwell on the day of the examination. The needs of each candidate vary and will depend upon their own individual circumstances. Here are some examples of their special needs:

Additional time allowance; The use of a PC word processor; Braille question papers; Large print question papers; The use of a scribe/reader; Regular breaks; Special chairs; Special room lighting arrangements; Food and drink permitted; Opportunity to move around; Access to toilet; Panic attacks; Wheelchair users

You may find in a Special Circumstances venue each candidate is taking a different examination and may also have different finish times.

Each candidate will have **their own envelope** containing their question paper, one script book (*or more than one if the rubric dictates*) or a script book cover sheet for PC examinations and any other materials that they need to complete the examination. Their special requirements are displayed on the front of their envelope, for example, start and finish times, regular breaks, PC required, and seat number.

Please note: Question papers list the standard exam durations. They do not include the extra time Special Circumstances candidates get. You must check the finish time written on the front of the envelope for each candidate or on the seating list.

All Special Circumstances invigilators report to the Sub-office **1 hour** before the examination is due to start (unless otherwise specified on rotas).

When you sign in at the sub-office, you will be given the following for your venue:

- the envelopes containing the examination materials;
- stationery folder;
- the seating list (for outside venue), this seating list does not have candidates' student ID numbers;
- the seating list (for invigilators); the invigilators should use this to record candidates' attendance;
- invigilator attendance sheet;
- the envelope with plastic bags inside for candidates to keep their mobile phones and other electric gadgets in during examinations.

You must then go directly to the venue to set it up:

- Display the seating list that does not have student ID numbers outside the venue;
- Place the envelopes on the correct desks according to the seating list;
- Place a plastic bag on each desk;
- Turn on a PC for each candidate with the log-in details provided if they are to use a PC to complete their examination.

Regular Breaks:

During the examination, if a candidate is permitted regular breaks or access to the toilet, make a note of the time taken on their envelope and add the time to the end of their examination. Regular breaks such as these are not included in the overall duration of an examination, so when a candidate takes a break, essentially the clock stops. Candidates are permitted 10 minute breaks per hour usually but the breaks can be taken flexibly across the examination and do not have

to be in 10 minutes slots, e.g. for a 3 hour exam, a candidate can request to have a 10 minute break and then a 20 minute one, or a 30 minute break.

If a candidate reports that their seating requirements are not met, you must complete an Incident Report form, detailing how they were not met and the action taken.

Attendance Register and Absent Sheets:

Attendance is recorded on the seating list as in the main venue. However in Special Circumstances venues for an absent candidate, apart from completing an Absent sheet, you need to put it inside the candidate's envelope and write the word Absent on the front of their envelope.

10 Minutes Warnings before the End of Examinations:

In a venue where there are staggered finish times the Lead invigilator should quietly provide individual 10 minute warnings to each candidate. When the time is up, the invigilator should check quietly with the candidate how many script books they have used and ensure the front of each script books has been filled in and anonymised. If the candidate has used more than 1, give them a treasury tag to fasten them together and write in the box on the front of their envelope the number of script books they have used including any supplementary script books issued to them during the examination.

End of Examinations:

When the examination is at an end you should tell candidates to put all their examination materials in their envelope: script books, MCQ/EMQ cards and a Late Student Form (if applicable) etc. You must ensure that candidates do not seal their envelopes and check their work is inside their envelope.

Examinations taken in a PC cluster:

For PC venues, the following will also be issued to you:

- a card with the secure log-in details;
- a memory stick
- a stapler

On arrival at the venue, please turn on the number of PCs required and log in using the secure log-in details provided.

You should read the instructions on the speech card for PC venues (available in the stationery folder) and ensure that the candidates:

- only have the Microsoft Word package open;
- answer each question on a separate page;
- type their student ID on their work;
- save their work onto the desk top (so that their work will be saved automatically in case there is a power cut).

When they finish their examination,

- you should ask them to
 - save their work as their student ID number onto a provided memory stick;
 - print their work in the PC cluster and print their work single sided;
 - check their printed work and sign on the PC examination cover sheet;
- you should also
 - sign the PC examination cover sheet;
 - staple the sheet/s of their printed work with their PC examination cover sheet; for examinations that require candidates to complete each question in a separate script book, make sure you staple each printed question sheet/s to a separate PC examination cover sheet;
 - anonymise the cover sheet/s;
 - put the candidates' work in their envelope and do not seal their envelope.

You need to co-ordinate this so that all candidates do not try to print at the same time and cause confusion. It is essential that printed work for one candidate is not attached to a different candidate's cover sheet.

If the printer is not working or there is not a printer in the venue, bring the candidate/s to the Special Circumstances Sub-office and print.

Occasionally a candidate can be provided with an electronic question paper on a USB memory stick for their examination. To open this paper, a PC that has had the JAWS software installed has to be used. There will be at least two PCs in each PC cluster on which the software has been installed. You should check on such a PC if the question paper can be opened well before the start of the examination. If not, check on the other one. Contact the sub-office immediately if you still have problems.

34. Checking in at the Sub-office

For the main sub-offices:

All collected script books/MCQ/EMQ cards must be returned along with the dictionary and the stationery pack and checked in at the sub-office. The Lead invigilator will do so with a member of sub-office staff in the sub-office. Here is what happens:

- On arrival at the sub-office a member of sub-office staff* will sit with you and check back the examination script books/MCQ/EMQ cards from your venue.
- You should read the last 3 digits of each candidate's ID number on the front of the script book/MCQ/EMQ card and the member of sub-office staff will check this against the seating list.
- You will check and make sure that for every candidate on the seating list there is a script book/MCQ/EMQ card or an Absent sheet.
- You will also check that for every Additional Candidate form there is a script book/MCQ/EMQ card.
- You should read the rubric on the question paper that you check in. If candidates are required to answer questions on the question paper you must ensure that there is a question paper for every candidate.
- If the seating list indicates that supplementary script books have been issued to a candidate, you must also check that the correct number of supplementary books is present and fastened with the candidate's script books with a treasury tag.
- Once the checking process has been completed, both you and the member of sub-office staff need to sign on the Checking-in sheet.
- **Lead invigilator:** sign out on the Invigilator Sign Out sheet that you bring back from the venue.

**In the August resit examination period, where there are numerous question papers being sat in each venue, two members of sub-office staff should do the checking in with two invigilators for each venue.*

For the Special Circumstances sub-office:

All envelopes must be checked in at the Sub-office. The Lead invigilator will do so with a member of sub-office staff in the Sub-office. Follow the same procedure as above, and check that there is an envelope for each candidate on the seating list.

All invigilators sign out in the Sub-office after checking in the script books.

35. Other Information

As invigilators, you will not be on your own. There is an Operational Guide for Invigilation in the stationary folder. Problems do not happen that often. You can also seek help and advice from the sub-office.

Your rotas will be emailed to you before the start of the examinations if you pass the invigilation quizzes.

You should be available for the whole duration of an examination duty. If you are unable to report for any of your allocated duties, you must call the Examinations Office on 0113 34 33978 as soon as possible and then follow this up with an email to exam-invig@leeds.ac.uk, quoting your full name, ID number (if applicable), and the reason you are unable to attend your duty.

If you are found to be under-performing, warnings will be issued and we reserve the right to terminate your contract at any time.

Your payment is paid directly into your bank account. You will be emailed a payment advice sheet giving you the expected time the payment will arrive in your account. If you think a payment is incorrect please e-mail exam-

invig@leeds.ac.uk. You should contact Payroll Office at payro@adm.leeds.ac.uk for any queries regarding banking or tax payments. Please do not give out your bank details to anyone other than the Payroll office.

There are three examination periods within each academic year and two sessions per day starting at 09:00 and 14:00.

However, in the Special Circumstances examination area or in *ad hoc* examinations, occasionally you may be assigned to invigilate examinations which have different start times (e.g. 10am and 12 noon). You should check your rota carefully.

The link below lists the dates for each exam period for the current academic year:

http://students.leeds.ac.uk/info/10120/key_dates_and_locations/830/exam_periods_and_timetable_publication_date