



Ad-hoc Invigilation

1. Arrival

Please report to the Examinations Office, level 10 Marjorie & Arnold Ziff Building. Please call through to Exams on arrival, there are phones located at the entrances on level 10.

If you come through the West Entrance (next to the Social Sciences Building), go up the steps on your right, the Café is to the left, turn right and the phone is behind the pillar on the wall opposite the lifts. Or if you enter through the main road entrance on level 9, go up the stairs to the cafe on level 10, go straight through the double set of doors and the phone is behind the pillar on the wall opposite the lifts.

2. Timecards

Monthly timecards are used for ad-hoc exams. You will be given your timecard when you come to sign in for your first duty of the month, you should retain the timecard for any other duties you may have that month. At the end of the month or after your last duty you should return it to the Exams Office, you can either hand it in at the Office, post it in or, if able to do so, scan and e-mail a copy to stuahexm@adm.leeds.ac.uk.

3. Signing in and signing out

Prior to the start of most exams you should sign in at the Exams Office. At the end of the exam either the School can sign your timecard or if you have any materials to return to the Exams Office a member of Exams Staff can sign it.

4. Short durations

For all exams that have a duration of 1 hour or less you will be paid for at least two hours work.

5. Signage & Stationery

For exams with more than 2 candidates when signing in invigilators will be given the following:

- Signage: Quiet signs for outside the venue etc
- Seat Numbers
- Stationery: absence forms, additional candidate forms, incident reports etc
- Invigilator's Handbook

6. Exam Papers

Either; we will give you the papers and script books when you come to sign in, and you can return them to the Exams Office at the end of the exam. Or a member of the School will deliver them to the exam venue for the start of the exam. In this instance the School representative should collect them but if no one from the School arrives to collect the completed scripts at the end, please return them to the Exams Office.

7. Seating Lists and ID Checking

Schools should provide a seating list to be put up outside of the venue and then used for checking IDs. (NB – if you are invigilating for 1 or 2 students you will not have a seating list, you should just check their name against the envelope/information given to you.)

Where a student does not have an ID card the student should be asked to sign next to their name on the seating list, and the student should be given a notice to remind them to bring their ID card to all exams.

8. Candidates Absence

Fill in an absence form and collect it at the end in place of a completed script.

9. Additional Candidates

If an additional candidate arrives at an exam, providing a seat and exam paper is available, allow them to sit the exam. An additional candidate form should be filled out and collected with the completed script – a copy does not need to be returned to the Exams Office. If no seat/script is available tell the student to report to their Department.

10. Incidents

Any incidents should be reported on a green incident report. The form should be returned to the Exams Office.

11. Suspicious Behaviour

If a student is acting suspiciously either inform the member of the School (if present) or contact the Exams Office **immediately**. A member of Exams Staff will attend the exam. Additionally this should be reported on a green incident report form.

12. Collecting Script Books

At the end of the exam please collect all script books and count them back in against the seating list. Please complete this task whilst students remain in their seats. No student should be allowed to leave the exam venue until you are sure that you have every script book.

13. Script Book Checking Form

Once you have checked that you have the correct number of script books please complete the first part of the *Ad Hoc Script Book Checking Form*, then print and sign your name.

Please ask the departmental representative to re-check the number of script books they are receiving and to print and sign their name on the second part of the *Ad Hoc Script Book Checking Form*. (A member of Exams Staff will complete this section if the scripts are returned to Exams.)

14. End

Unless you have been instructed differently, please collect the seat numbers and signage and return these materials with the *Invigilator's Handbook*, *Additional Materials Folder* and the *Checking Form* to the Exams Office in the green bag provided, for the attention of Jude Whitty in the Exams Office.