**APPLICATION TO REQUEST INVIGILATORS**

A&P Section Reference Number:

**Special Circumstances Venue**

**If you wish to request Invigilators for a departmentally organised assessment, please complete this form and send it with at least 15 working days’ notice to:** [**stuahexm@adm.leeds.ac.uk**](mailto:stuahexm@adm.leeds.ac.uk)

**Please complete one form per assessment, and please refer to the Special Circumstances Request Form to request invigilators for Special Circumstances examinations.**

**Confirmation of your booking and names of invigilators will be emailed to you at least 24 hours in advance.**

**Please note that all ad hoc exams will start no earlier than 09.30am and finish no later than 4pm.**

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| --- | --- | --- | --- |
| **Contact name:** |  | **School/Dept:** |  |
| **Contact number:** |  | **Contact email:** |  |
| **Cost Object:** |  |  |  |

|  |  |
| --- | --- |
| **Assessment code/title:** |  |
| **Date:** |  |
| **Assessment start time:** |  |
| **Assessment duration (not including any extra time):** |  |
| **Have you already booked a venue?**  **Have arrangements been made for set up of venue?** | **YES / NO**  **YES/ NO** |
| **If YES, which venue have you booked? And for what time have you booked this venue?** | **VENUE:**  **START TIME:**  **END TIME:** |
| **Number of students:** |  |
| **For an assessment with more than 4 students: Will you provide us with a seating list which can be used to check IDs and script books against?** | **YES / NO** |
| **OR for 1-4 students please provide their names here:** |  |
| **Special Circumstances requirements (ie extra time per hour, small room, amanuensis etc):** |  |
| **Will you provide A&P with the materials/papers, and any other necessary resources before the assessment?**  **Please note all materials/papers and any other necessary resources must be provided to A&P Office AT LEAST 48 hours before the assessment.** | **YES / NO** |
| **Will a representative from the department meet the invigilators at the venue before the assessment?** | **YES / NO** |
| **Will a representative from the department collect the materials/papers at the end of the assessment?** | **YES / NO** |
| **Do you require invigilators to:**  **A – Check student ID cards?**  **B – Check students off against the seating list?**  **C – Check in the papers at the end of the assessment?** | **YES / NO**  **YES / NO**  **YES / NO** |
| **Please provide a reason for why the assessment cannot be scheduled during the main exam periods:** |  |
| **Additional requirements/notes:** |  |