

# **Procedures for Examination Invigilators**

**Academic Year: 2024/25**

# Contents

---

<b>Introduction</b>	<b>1</b>
<b>Key Attributes</b>	<b>2</b>
<b>Examination Dates/Times</b>	<b>4</b>
<b>Types of Exam</b>	<b>5</b>
<b>Responsibilities</b>	<b>6</b>
<b>Before the Exam</b>	<b>8</b>
Reporting for duty	<b>8</b>
Venue set-up	<b>9</b>
Admitting the candidates	<b>10</b>
Starting the exam	<b>11</b>
<b>During the Exam</b>	<b>12</b>
Authorised material and equipment	<b>12</b>
Confirming attendance	<b>13</b>
Entry and exit from the exam venue	<b>14</b>
Toilet arrangements	<b>14</b>
Exam queries	<b>15</b>
Additional stationery	<b>15</b>
Illness	<b>16</b>
Disturbances	<b>16</b>
Fire alarm	<b>17</b>
Irregularity, misconduct or disturbance	<b>18</b>
<b>At the End of the Exam</b>	<b>19</b>
Ending the exam	<b>19</b>
Administration of completed scripts	<b>20</b>
Packaging the completed scripts	<b>21</b>
Invigilator's Report	<b>22</b>
<b>Alternative Exam Arrangements</b>	<b>24</b>
Types of arrangement	<b>24</b>
Venues	<b>25</b>
Rest breaks	<b>26</b>
Toilet visits and leaving early	<b>27</b>
Equipment	<b>27</b>
<b>Guidance for Assessment Irregularities</b>	<b>28</b>
<b>Venue Guidance</b>	<b>32</b>
<b>ID Check Points</b>	<b>34</b>
<b>Exam Rules &amp; Guidance</b>	<b>36</b>
<b>Senior Invigilator Announcements</b>	<b>44</b>

---

# Introduction

## Exams at Newcastle University

Each year, the Exams & Awards Team schedules and manages around 1,500 different exams equating to over 75,000 individual exam sittings.

On a typical day during the main exam periods, exams are run simultaneously across more than 30 different exam venues. These range from small venues for individual candidates up to venues accommodating 350 candidates.

Exams are held at venues based on the main campus (or nearby). Some exams will also be run concurrently at the University's external campus in Malaysia.

## Importance of Invigilation

Exam Invigilators play an integral role in helping us to ensure that:

- the security of exams is maintained
- exams are conducted in a fair and appropriate manner
- all students are able to sit exams in a suitable environment
- rules and procedures are applied consistently across all venues

---

*The assessment of students and the integrity of our exam process is of paramount importance to the University.*

---

# Key Attributes

## Friendly, helpful and approachable

- e.g. welcoming students into the room
- e.g. advising on where to place belongings
- e.g. being available to answer questions

## Sympathetic and supportive

- e.g. listening to student concerns
- e.g. allowing sufficient time to settle before the start of an exam
- e.g. providing a calm environment

## Professional and vigilant at all times

- e.g. ensuring that papers and stationery are laid out correctly
- e.g. observing candidates before, during and after the exam to ensure the exam rules are being followed
- e.g. not engaging in any activity which may distract you from performing your duty (e.g. reading, looking at phone etc.)

---

*“Having friendly invigilators is wonderful – it immediately reduces stress levels, allowing you to focus on the exam...”*

---

# Please Remember...

## ...to avoid any unnecessary disturbance

Invigilators should:

- keep any necessary discussions to a minimum and conduct them in a whisper away from candidates
- refrain from any activity that could potentially disturb a student (including the eating of food)
- wear soft soled shoes

## ...that exams can be stressful

Exams can occasionally provoke unreasonable, uncharacteristic or extreme behaviour. Situations should be managed in a sympathetic and supportive way which minimises any adverse effect on other candidates and maintains the security of the exam.

## ...the University has a large and diverse student population

The University has students from around 140 different countries and both celebrates and respects diversity in regard to race, religion, gender, sexual orientation, political belief, or any other personal characteristic of the individual.

---

*“Invigilators talked to each other right behind my desk several times...this was extremely distracting and off-putting”*

---

# Examination Dates/Times

## Main examination periods

Most examinations take place during the three main examination periods as follows:

### **Semester 1:**

Monday 6 January 2025 to Friday 17 January 2025 (*including Saturday 11 January 2025*)

### **Semester 2:**

Monday 12 May 2025 to Friday 30 May 2025 (*including Saturday 17 May and Saturday 24 May 2025*)

### **August Resits/Deferrals:**

Monday 4 August 2025 to Friday 15 August 2025 (*including Saturday 9 August 2025*)

During the main periods, exams are typically scheduled to start at either 9:30am or 2:00pm.

## Ad-hoc exams

Exams that take place outside of the main periods are called 'ad-hoc' exams. These can take place at any point during the year and can be scheduled at any time during the day.

There are a much smaller number of ad-hoc exams compared to those that take place in the main periods.

# Types of Exam

## Written in-person exams

Currently, around two thirds of in-person exams are traditional written exams taken in standard exam venues. However, written exams equate to slightly less than 50% of the total no. of exam sittings per exam period.

## Digital in-person exams

Around one third of in-person exams during the main exam periods are digital exams, but this translates into more than half of the total no. of sittings.

**Inspira Assessment** is the University's main system for formal in-person secure online examinations. A smaller number of digital exams are conducted through the **NUMBAS** platform whilst all exams for Medicine students take place on **Speedwell** or **Exam-Write** exam software.

All digital exams will be scheduled in a University PC Cluster. Students access the exam via a secure exam browser and then complete and submit their exam using the PC.

Specific guidance for digital exams is available via:

[www.ncl.ac.uk/exams/invigilators/informationforinvigilators/](http://www.ncl.ac.uk/exams/invigilators/informationforinvigilators/)

---

*It is expected that digital exams will continue to increase in number and diversify in format over the next few years.*

---

# Responsibilities

## Senior Invigilators

- i) To collect exam documents from King's Gate and/or report to the venue at the specified arrival time.
- ii) Instruct the Assistant Invigilators which area(s) of the room they should cover during the exam and ensure that candidates are constantly and appropriately supervised.
- iii) Ensure papers and/or materials are distributed appropriately
- iv) Conduct invigilation and administration of the exam process in such a way as to cause minimum disruption to candidates.
- v) Make announcements to candidates as necessary.
- vi) Ensure conduct in the appointed exam room adheres to the University's exam procedures and policies.
- vii) Follow the correct procedure should a candidate become ill, distressed or behave in a way perceived to be misconduct.
- viii) Ensure that all invigilators are familiar with the fire exits in the room in which you are invigilating.
- ix) Ensure that completed exam scripts are collected, accurately tallied and delivered to the Exams Office along with other completed documentation.
- x) Submit a full and accurate report on each exam recording any incidents, disruptions or suspected irregularities.



## Assistant Invigilators

- i) Report to the appointed exam venue at the specified arrival time.
- ii) Assist the Senior Invigilator with the distribution of papers and the collection of attendance slips.
- iii) Observe candidates and check the desks of candidates occupying the area(s) of the exam room assigned to you by the Senior Invigilator.
- iv) Collect all papers and materials from the candidate desks assigned to you by the Senior Invigilator.
- v) Report any matters of concern to the Senior Invigilator.



# Before the Exam

Unless advised otherwise, Invigilators should report for duty as follows. The venue type will be clearly indicated on the list of allocated duties.

## Reporting for duty (Senior Invigilators)

Senior Invigilators should report for duty by collecting the exam papers and/or documentation from the **Exams Office, Level 1, King's Gate** at the following time:

<b>Large venue</b> ( <i>i.e. &gt;100 candidates</i> )	<b>60 mins</b> ( <i>before start time</i> )
<b>PC venue</b> ( <i>any</i> )	<b>60 mins</b> ( <i>before start time</i> )
<b>Main venues</b> ( <i>i.e. &lt;100 candidates</i> )	<b>45 mins</b> ( <i>before start time</i> )
<b>AA Venue</b> ( <i>alternative arrangements</i> )	<b>60 mins</b> ( <i>before start time</i> )
<b>*Individual room</b> ( <i>alternative arrangements</i> )	<b>30 mins</b> ( <i>before start time</i> )

### **Exception:**

For the following venues, Senior Invigilators should report to the venue as the exam papers and documentation will be delivered directly:

**Business School, Barrack Road (all rooms)** – collect from Reception

**Sports Halls** – collect from Reception

**Urban Sciences Building (all rooms)** – collect from Reception

## Reporting for duty (Assistant Invigilators)

Assistant Invigilators should report directly to the venue at the following time:

<b>Large venue</b> ( <i>i.e. &gt;100 candidates</i> )	<b>45 mins</b> ( <i>before start time</i> )
<b>PC venue</b> ( <i>any</i> )	<b>45 mins</b> ( <i>before start time</i> )
<b>Main venue</b> ( <i>i.e. &lt;100 candidates</i> )	<b>30 mins</b> ( <i>before start time</i> )
<b>AA Venue</b> ( <i>alternative arrangements</i> )	<b>45 mins</b> ( <i>before start time</i> )
<b>*Individual room</b> ( <i>alternative arrangements</i> )	<b>30 mins</b> ( <i>before start time</i> )

*\*You must report to Level 1, King's Gate to collect the exam materials.*

On arrival at the room you should sign-in on the sheet provided.

## Venue set-up

On arrival at the exam venue, there are many tasks to complete to ensure that the exam runs smoothly.

### ***Layout and notices:***

Check the layout reflects the seating plan and that exam notices for candidates are displayed in clear view.

The seat plan provided by the Exams Office should be displayed at the entrance to the room for candidates to check.

### ***Exam supplies:***

Check supplies of the exam stationery, attendance slips and grey packets and inform the Exams Office if quantities are low:

### ***Exam conditions:***

Ensure that conditions are appropriate before the exam begins and take up any concerns with the Exams Office.

### ***Important information:***

The Senior Invigilator should check whether there is any authorised material or special instructions for the exams taking place and ensure that the Assistant Invigilators are instructed accordingly.

The Senior Invigilator should also check that the 'Important Venue Information' sign is present and ensure that they (and Assistant Invigilators) are aware of the locations of fire exits and toilets.

### ***Setting out papers and stationery:***

The Senior Invigilator should allocate Assistant Invigilators a section of the room to be responsible for and instruct them to assist with the setting out of the answer books, exam papers and/or other materials as per the seat plan and exam instructions.

Exam papers should be placed face up. Where multiple papers are taking place in the venue, check and double-check that papers are laid out correctly.

## Admitting the candidates

It is very important that candidates are given sufficient time to enter the room and to get settled before the exam begins. Depending on the size of the venue, this is likely to be between 10-20 minutes in total.

### **Checking ID**

- At least one Assistant Invigilator should be positioned at the entrance and students advised to show their student ID card to enter the venue. *(The ID does not need to be carefully checked at this point, just that the student has some in their possession).*
- Any student without their student ID card (or other official form of photo ID e.g. passport or driving license) must be directed to the nearest ID checking point to obtain an ID slip *(see pages 34-35)*

### **Reminders**

As the candidates are entering the room, they should be regularly reminded to:

- Leave coats and bags in the designated area
- Switch off mobile phones/smart watches and to leave them in the designated area
- Place any non-authorized equipment/material in the designated area
- Not open the exam paper until instructed to do so
- Complete the attendance slip and answer book cover

---

*A smile and a welcome can help play a big part in helping to relieve nerves and maintaining a calm atmosphere.*

---

## Starting the exam

The Senior Invigilator should aim to start the exam at the published start time or, in the event of unavoidable delay, as soon as possible afterwards. In no circumstances should an exam begin before the published start time.

### **Announcements**

The Senior Invigilator shall announce all the rules and conduct of the exam as shown on pages 44-46.

Please make all announcements clearly and remember that English will be a second language for many of the exam candidates.

The candidates' attention should be drawn to the official clock being used to time the exam. Arrangements should be made for any students who cannot see any clock.

For venues with a PC and large monitor or projector screen, you can display an online clock by logging onto the PC as follows:

Username: nolaf

Password: HBTeab32

Online clock available at: <https://www.ncl.ac.uk/exams/invigilators/>



---

*It is preferable to start the exam a minute or two late rather than rushing through the announcements in order to start on time.*

---

# During the Exam

## Authorised material and equipment

As early as possible after the exam has started, if not before, invigilators should discreetly check candidates' desks to ensure that they do not have any unauthorised material or equipment. Invigilators are permitted to pick-up items and to look through books/materials as necessary to ensure their validity.

### **Calculators:**

Only approved models as per the Calculator Policy (see page 42) are permitted. Invigilators should also refer to the exam instruction sheet to check that calculators are permitted.

*(If you are unsure which exams are owned by the School of Engineering, check the delivery address on the exam instruction sheet).*

### **Dictionaries:**

The use of translation dictionaries (e.g. French-English, English-German etc.) is permitted in all exams other than those in which language translation itself is the skill being assessed. Please check the Dictionary Policy (see page 43) for further details.

### **Authorised books or materials:**

Any authorised books or materials will be detailed on the exam instruction sheet. They should be carefully checked to ensure that they comply and the Exams Office should be contacted if any clarification is needed.

### **Pencil cases:**

Must be clear/transparent and should only contain equipment needed to complete the exam.

### **Drink bottles:**

Labels must be removed.

## Confirming attendance

No more than 15 minutes after the start of the exam, the Assistant Invigilator(s) should collect the completed attendance slips from their designated desks.

**The student must be checked against their photographic ID to ensure that they are the same person.**

If any student does not have an appropriate form of ID or an ID check slip and the exam has already begun, they must be accompanied to an ID check point.

Any candidate wearing a veil for religious reasons and who chooses not to remove it in the exam room should be given the opportunity to show their face to an invigilator of the same gender in a discrete location nearby. If no suitable invigilator is available, contact the Exams Office immediately and a member of staff will come to the venue.

### ***Recording attendance:***

Once attendance slips have been collected, the Senior Invigilator should:

- 1) Check the slip against the Attendance List and place a tick or 'absent' against each name.
- 2) Check the desks of the students marked as absent in case a slip has been missed.
- 3) Add any students sitting the exam who are not on the list in the 'Additional Candidates' section at the top of the Attendance List.
- 4) Note the number of students sitting each exam.
- 5) Place attendance slips into the attendance slip envelope.
- 6) Retain the Attendance List which is packed with the completed scripts at the end of the exam.

## Entry and exit from the exam venue

### ***Late students:***

No candidate may enter the exam room **more than 15 minutes after the exam has begun**. Any students arriving after this point should be advised to report to their School Office.

Any candidates who arrive late, but within 15 minutes, will not be allowed any extra time at the end of the exam for their late arrival.

### ***Leaving the room:***

No candidates are permitted to leave the room **during the first 60 minutes of the exam**. This includes any students wishing to leave early as well as any students wishing to visit the toilet.

No candidates may also leave the room **during the final 30 minutes of the exam**, except for a temporary and accompanied break due to an emergency or illness.

For exams with a duration of 1hr 30mins, the Senior Invigilator may use their discretion in permitting a one-time opportunity, on the 60 minute mark only, for students to leave early or to use the toilet.

## Toilet arrangements

Candidates wishing to visit the toilet (after the first 60 mins and before the final 30 mins only) must be accompanied by an Assistant Invigilator to the door of the nearest toilet.

**The accompanying invigilator should ask the student to empty their pockets to demonstrate that they do not have a phone or any notes in their possession.** Invigilators should not physically search or have any contact with the student in this process.

If a student is found in possession of unauthorised material/device (e.g. mobile phone or smart watch), then the Senior Invigilator should follow the Guidance for Assessment Irregularities (see pages 28-31).



## Exam queries

If a candidate reports an error or ambiguity in the exam paper, the Senior Invigilator should immediately contact the Exams Office who will attempt to seek a response or clarification.

To ensure consistency across all venues the Exams Office must be contacted in all cases, including when the Module Leader is present in the exam room and has already addressed the issue.

If the problem has caused a delay or disturbance, the Senior Invigilator can allow extra time at the end of the exam to compensate. This should be checked with the Exams Office first to ensure consistency.

---

*Invigilators must never advise candidates on the meaning or interpretation of questions or attempt to answer queries themselves.*

---

## Additional stationery

If a student requests any additional paper, 2 sheets of official exam paper should be supplied as quickly as possible along with a treasury tag to join the supplementary sheets to the answer book.

Students should only be issued with supplementary paper when they have exhausted the exam stationery initially provided.

Please ensure all unused supplementary paper is collected at the end of the exam before the candidates leave the hall.

## Illness

If a candidate becomes ill during an exam and needs to leave the room as a result, the Senior Invigilator should make a note on the script and record the time the student stopped working.

The student may leave the room for a short time then return to complete the paper, provided they have been continuously accompanied by an Invigilator. **No extra time should be given** but the student can report extenuating circumstances to their School. The script should be marked with the time of the exam was interrupted and its recommencement. The Senior Invigilator should also include details in their exam report.

Where candidates wish to leave an exam early because they are distressed, please advise them that they may seek advice and assistance from their Personal Tutor, the Student Health & Wellbeing Service, or their School.

## Disturbances

In the event of noise or other external factor causing a disturbance in the room, please notify the Exams Office immediately.

It is essential that any incident or condition which could potentially cause disturbance or discomfort to students is reported and that any incidents are included in the Senior Invigilators exam report.

---

*If you are in any doubt as to what to do in regard to an illness or an exam disturbance, please contact the Exams Office.*

---

## Fire alarm

The fire assembly point for each exam room is listed on the 'Useful Information Sheet' on display in the venue. There will also be a campus map indicating the assembly points within the blue box in each exam room.

In the event of an emergency:

- All candidates should be instructed to stop writing, leave all papers, answer books and bags and to silently leave the room. Candidates should be instructed to leave row by row.
- Candidates should be advised that exam conditions (i.e. no talking) should continue until instructed otherwise.
- Invigilators should keep candidates together and proceed to the fire assembly point as quickly as possible.
- The Senior Invigilator shall ensure that all candidates have left the building safely and are kept together at the assembly point.

The Exams Office should be contacted as soon as possible. The Exams & Awards Manager or representative will determine whether the exam should be allowed to continue.



## Irregularity, misconduct or disturbance

During exams, Invigilators should regularly conduct unobtrusive patrols and closely monitor any suspicious behaviour or activity.

Assessment irregularities in an exam room usually involve the possession of unauthorised material/equipment/devices, conferring with another student or a disturbance caused by a mobile device.

However, any breach of the Exam Rules constitutes an assessment irregularity or exam misconduct and should therefore be acted upon and reported. It is very important that the Exam Rules are consistently applied across all exam venues.

**Please refer to the full Exam Rules and Guidance (see pages 36-43) as well as any specific exam instructions for the papers being taken in the venue.**

### ***What to do***

If an Assistant Invigilator suspects or witnesses any breach of the Exam Rules, they should provide details to the Senior Invigilator immediately.

### ***For more serious breaches:***

Including, but not limited to, the possession of unauthorised material/equipment or conferring; the Senior Invigilator should follow the Guidance for Assessment Irregularities (see pages 36-39), including the completion of the relevant online form at the end of the exam.

### ***For less serious breaches:***

Including, but not limited to, the possession of a non-clear pencil case, drink bottle with a label on or non-permitted calculator etc; the item should be confiscated for the duration of the exam and the incident included in the Senior Invigilator's exam report.

# At the End of the Exam

## Ending the exam

### ***Announcements***

The Senior Invigilator shall announce the time when there are 30 minutes remaining. Students should not be permitted to leave after this point, including to visit the toilet.

At the point that the exam should finish, the Senior Invigilator shall announce the end of the exam and instruct candidates as per the announcements shown on page 46.

### ***Collecting scripts and papers***

Assistant Invigilators should be instructed to collect all material (both used and unused) from their allocated desks, being very careful to collect all documents from every candidate.

Students who have used supplementary sheets should attach them to their answer book with the tag provided. All answer books and supplementary sheets must be collected before students leave the hall.

Candidates may take away question papers unless specifically stated otherwise on the exam instructions sheet. For exams where students are not permitted to take away the paper and it does not form part of the script, the papers should be collected separately from the exam scripts.

---

*In no circumstances are students allowed to take any exam stationery away with them from the exam room.*

---

## ***Maintaining exam conditions***

It is very important that exam conditions are maintained whilst all the exam scripts are being collected, checked and accounted for.

This is especially important when there are exams of mixed duration taking place within the same venue and there are students continuing to work. It is therefore essential that silence is maintained until all students have finished their exams and left the exam room.

The Senior Invigilator should consider how best to achieve the minimum level of disruption when allowing students to leave.

---

*“One of my invigilators was brilliant in maintaining silence. He let students leave row by row and ensured the rest of the team were carefully positioned to minimise any noise”*

---

## **Administration of completed scripts**

Before any students are permitted to leave the room, the Senior Invigilator must ensure that all scripts have been accounted for.

Once all scripts have been collected, the Senior Invigilator should count them and cross-reference with the attendance list.

Any discrepancies must be investigated and resolved before candidates leave the room.

## Packaging the completed scripts

Once answer books are reconciled with the attendance list, the Senior Invigilator should place the following documents into the plastic script packets:

- All completed exam scripts
- Attendance List
- Spare copies of the exam paper (up to 10), unless the instructions state that all papers should go in the grey envelopes

Seal the packet and then complete and affix an address label on to the front of the packet. Some large exams will require more than one packet. If this is the case, please copy the address carefully and clearly onto all additional packets.

---

*Where multiple exams are taking place in one venue, please take care to ensure each script is in the correct packet.*

---

The following should be retained for submission to the Exams Office:

- Attendance slips (in envelope)
- Invigilators sign-in sheet

The Senior Invigilator shall return script packets to the Exams Office immediately following the exam session (except where scripts are collected by van).

Module Leaders may wish to collect scripts directly from the exam venue. If scripts are collected, the member of staff must show their staff ID card and sign the bottom of the Invigilators sign-in sheet.

## Invigilator's Report

Senior Invigilators must fully complete an online report form for each exam session and report all incidents. Failure to complete report forms fully and correctly will be noted and, if repeated, may result in removal from the Invigilator Pool.

### ***What to include***

Incidents that should be detailed in the report include:

- Student illness
- Disturbances
- Delays either before or during the exam
- Exam paper queries
- Late students who have been turned away
- PC problems (for digital exams)
- Rest breaks taken (*for exams in alternative arrangements venues only*)
- Any issue that may have impacted on either the students or the integrity of the exam.

Incidents should be reported concisely, but with all relevant details included.

### ***Why are they important?***

Reports are forwarded on to Schools so that they are aware of any incidents that may have occurred and so that they can take them into account, as appropriate, during the marking/exam board process.

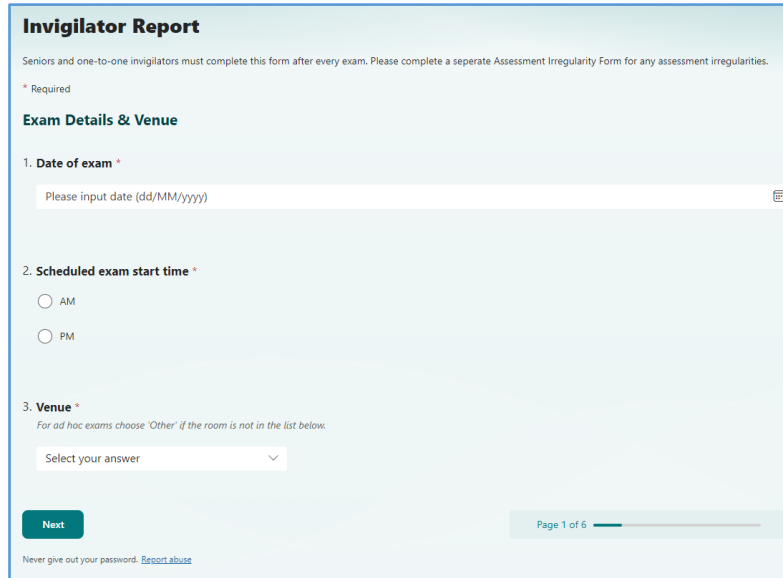
They may also be referred to in regard to student appeals or complaints against the University.



## Report form

A link to the report form is available at:

<https://www.ncl.ac.uk/exams/invigilators>




**Invigilator Report**

Seniors and one-to-one invigilators must complete this form after every exam. Please complete a separate Assessment Irregularity Form for any assessment irregularities.

\* Required

**Exam Details & Venue**

1. **Date of exam \***

Please input date (dd/MM/yyyy) 


2. **Scheduled exam start time \***


AM

PM

3. **Venue \***

*For ad hoc exams choose 'Other' if the room is not in the list below.*

Select your answer 

**Next** Page 1 of 6 

Never give out your password. [Report abuse](#)

---

*It is important that incidents are correctly recorded in the relevant sections and that the reports are written in a concise and appropriate manner (i.e. report facts not opinions).*

---

# Alternative Exam Arrangements

The purpose of alternative exam arrangements is to provide an environment that gives all students an equal opportunity for assessment.

The Exams Office works closely with the Student Health & Wellbeing Service to provide a fair and flexible exam system for any students who may require exam arrangements.

## Types of arrangement

The types of arrangement that are normally granted include, but are not limited to, one or more of the following:

- Extra time
- Rest breaks
- Change of exam venue/seating arrangement
- Use of a PC

Some students may also be granted the use of specialist equipment/software or the use of a scribe/reader to assist them.

---

*"The arrangements I was granted were all implemented perfectly. This meant that I could just focus on doing my best in the exam."*

---

## Venues

Students who have been granted alternative exam arrangements will normally sit in alternative arrangements (AA) venues.

All AA venues (for both written and digital exams) will only accommodate up to a maximum of 30 students.

### ***Written Exam AA Venue***

These venues are for students taking written exams.

### ***PC Cluster for Written Exams***

This venue is a PC cluster and is used for students who will be taking a written exam using a PC (i.e. by typing answers in Microsoft Word).

### ***Digital Exam AA Venue***

These venues are PC clusters and are used for students taking digital exams.

### ***Low Stim Written/Digital Venue***

These venues are 'low stimulation' venues with a max. 5 students only. There are separate 'low stim' venues for written and digital exams.

### ***Individual Room***

These venues accommodate students who have been granted the use of an individual room, or whose provision means that they cannot sit with other students (e.g. students requiring a scribe/reader). The student may be taking the exam on paper or using a PC.

## Rest breaks

### ***Calculating rest breaks***

Students who have been granted rest breaks will have been granted a specific amount of time i.e. 5/10/15/20 minutes per hour.

Invigilators should check the total amount of rest breaks that should be permitted for the exam by referring to the table below. Where exam durations are non-standard due to the addition of extra time (e.g. 1hr 15mins), or fall between whole hours (e.g. 1hr 30mins), rest break allowances are rounded up.

It is good practice to display the student's end time (e.g. on a post-it note or on the white board) so that this can be updated every time the student takes a break.

*Total amount of rest breaks permitted according to exam duration:*

<b>Exam Duration</b>	<b>5 mins p/h</b>	<b>10 mins p/h</b>	<b>15 mins p/h</b>	<b>20 mins p/h</b>
30mins - 1hr	5 mins	10 mins	15 mins	20 mins
1hr 1min - 2hrs	10 mins	20 mins	30 mins	40 mins
2hrs 1min- 3hrs	15 mins	30 mins	45 mins	60 mins
3hrs 1min - 4hrs	20 mins	40 mins	60 mins	80 mins
More than 4hrs	25 mins	50 mins	75 mins	100 mins

### ***Process for taking a rest break***

Rest breaks should be considered as 'stop the clock' time and can be taken at any point during the student's exam. Students should be advised of the total amount of rest break time they are permitted for the exam.

Students can use their total rest break allowance however they wish; there are no restrictions on how long each break must be or how many separate breaks are allowed.

- Students must indicate to an invigilator when they wish to take a break by raising their hand.
- Invigilators should then turn over the student's exam paper and exam script and note the time when the rest break started.
- Students may wish to stay at their desk, stretch or move around to relieve discomfort at the back of the exam room, take a drink or snack if recommended, or visit the toilet. *(If a student who is entitled to rest breaks asks to use the toilet, please check if they wish to take this time from their rest break allowance).*
- Students must inform the invigilator when they are ready to return to their paper.
- The invigilator should note the amount of time that has been taken and then update the student's end time on the post-it note or white board.

## Toilet visits and leaving early

Please note that for exams taking place in alternative arrangements venues (rather than the main exam venues), there are some slight differences to the standard exam procedures:

Toilet visits are permitted at ANY time during the exam including the first 60 minutes and the final 30 minutes.

Students are not permitted to leave the exam early during the first 60 minutes, but they are permitted to leave early at any point after that (including the final 30 minutes).

## Equipment

Some students may have been permitted the use of their own specialist equipment e.g. blood sugar monitors, keyboards, supports etc.

This will be detailed in the information provided to invigilators before the exam. Personal equipment belonging to students should be checked at the start of the exam to ensure that there is no writing or notes on it.

# Guidance for Assessment Irregularities

## Types of irregularity

The most common forms of irregularity are the possession of mobile phones or unauthorised notes.

In the past, notes have been found hidden among answer books, exam papers, attached to stationery/ calculators/ clothing and written in authorised books or on body parts. You should also be aware of the possibility of small or discreet electronic devices including mobile phones, smart watches/glasses, ear pieces or recording devices.

Students may also try to communicate with each other or copy each other's work.

## Procedure for assessment irregularities

If a student is suspected of an assessment irregularity, then the Senior Invigilator should adhere to the following procedure:

### ***1. Approach the student to confirm suspicion***

In cases where the student is suspected of referring to unauthorised material, confirm the existence of the material if necessary. You may need to collect the student's answer book, material and notes.

### ***2. Remove the student from the exam room***

Accompany the suspected candidate(s) out of the hall as quietly and discreetly as possible.

### **3. Confiscate any notes. Inform the student of the nature of the allegation and consequences of the allegation**

Once outside, inform the student of the nature of the suspicion and confiscate any written notes. If the notes are written on clothing or other personal item, and cannot be easily removed, the item should be confiscated as appropriate. If notes are written on the body of the student or on clothing that is inappropriate to confiscate, transcribe the content onto paper or ask to take a photo before instructing the student to wash off the notes. Inform the student that the matter will be reported to the Exams & Awards Manager and disciplinary action may follow. Please do not comment on any possible outcomes/consequences.

### **4. Allow the student to return to the exam room**

The candidate should be returned to the room as quickly as possible; no extra time will be added to the published finished time to compensate. Annotate the student's script with the time of the allegation e.g. '*student temporarily removed from room due to suspected assessment irregularity, 3:30pm.*' Instruct the student to continue the exam.

### **5. Note down the relevant details for the completion of the online report**

Confirm the student's ID and complete the online form as soon as possible following the exam. Please ensure the report includes all requested details as evidence is needed to pursue a disciplinary case.

### **6. Complete/submit the report and any evidence after the exam**

Submit the report online and any evidence to Exams Office staff on return to the Exams Office immediately following the exam. You may need to be contacted later to confirm further details of the allegation.

## Reporting assessment irregularities

It is very important that all alleged irregularities or disturbances are reported so that they can be followed up as appropriate. All cases are handled as per the Universities Assessment Irregularity Procedures on a case by case basis. Students are always given a fair and full hearing.

The role of Senior Invigilators is to simply report what has been observed/witnessed via the online form. Judgements should not be made and a professional manner should be maintained throughout any interactions with suspected students.

Students should be advised what is being reported, but no comments regarding possible consequences or outcomes should be made.

***Please remember:***

- **Be concise, but include all relevant details.**
- **Report facts, not opinions.**
- **Maintain a professional tone and refrain from judgement.**

---

*Please be aware that reports will be seen by students, Schools and Academic committees.*

---



## **General**

- Nature of the alleged irregularity
- Time of the alleged irregularity
- Which invigilator(s) initially observed the suspected irregularity?
- What action was taken?

## **Unauthorised notes or device**

- Where were the notes (or item containing the notes) or the device found?
- How was your attention drawn to the notes/device?
- Was the student observed looking at or using the notes/device before they were removed?
- Was the mobile phone/device switched on or off?
- Any information seen on the mobile phone/electronic device?

## **Disturbance from mobile phone or device**

- Which invigilator(s) initially heard/reported the disturbance?
- Where was the mobile phone/device located when it sounded?
- Nature of the disturbance (e.g. phone ring, alarm, messages being received etc.)
- How many times, or how long did the mobile phone/device ring or sound for?

---

*No comments regarding possible consequences or outcomes should be made to the student*

---

# Venue Guidance

## Sports Hall 1 & Sports Hall 2

### *Before the exam:*

- All invigilators should report to the Reception at the main entrance to the Sports Centre. Any invigilator can sign out the key and take a trolley.
- AM and PM exam papers will be delivered to the halls each morning and stationery will already be stored in the halls.
- ID Check Point is Reception

### *During the exam:*

- Please be aware that the phone signal is not strong – you may need to use Wi-Fi calling or the landline at Reception (Sports Hall 1) or Gym front desk (Sports Hall 2).

### *After the exam:*

- **Both halls must be locked** and completed scripts to be taken to Reception (lifts and trollies available).

**Sports Hall 1 (350 capacity)** is on the first floor close to the main entrance to the Sports Centre. Students should be directed to use two entrances into the hall.

Assistant Invigilator should go to Reception area to encourage students into the venue.

Toilets are close to the first entrance – please note there are 3 single cubicles only so toilet visits will need to be carefully managed.

**Sports Hall 2 (250 capacity)** is accessed over the internal bridge on the first floor. The hall is well sign-posted and lifts are available.

Toilets are located just around the corner from the entrance to the hall.

## Urban Sciences Building (USB)

### ***Before the exam:***

- Collect exam packets from Reception (these will be delivered at approx. 8:30am). The necessary stationery will be provided within the packets.
- Invigilators will need to collect a smart card from Reception to access Level 3 rooms.
- ID Check Point is Reception

### ***During the exam:***

- No digital clocks can be used, wall clocks will be provided.

### ***After the exam:***

- Completed exam scripts should be returned to Reception as soon as possible after the exam (Reception closes at 5:30pm).
- PCs in Level 3 rooms cannot be used for reports, please use PCs in common areas.

## Newcastle University Business School (NUBS)

### ***Before the exam:***

- Collect exam packets from Reception (these will be delivered at approx. 8:30am). The necessary stationery will be provided within the packets.
- ID Check Point is Reception

### ***After the exam:***

- Completed exam scripts should be returned to Reception as soon as possible after the exam.

# ID Check Points

**Before the start of the exam**, any student without their student ID card (or other official form of photo ID e.g. passport or driving license) must be directed to the nearest ID checking point to obtain an ID slip.

If the exam has already begun by the time it is noticed that the student does not have appropriate ID, then they should be accompanied to an ID check point. If this is not feasible, please advise the student to remain behind once they finish their exam so that an invigilator can accompany them to the nearest ID check point then.

## ID Check Points

**King's Gate** - Level 3 Reception\*

**Sports Centre** – Reception

**Urban Sciences Building (USB)** – Reception

**Newcastle University Business School** - Reception

*\*This is likely to revert to the Level 1 Reception for the May and August exam periods (following completion of the King's Gate works)*

## Where is the nearest Check Point?

<b>Building</b>	<b>Check Point</b>
Armstrong Building	King's Gate
Barbara Strang Teaching Centre	King's Gate
Cassie Building	King's Gate
Cookson Building	Sports Centre
Dame Margaret Barbour Building	Sports Centre
Hadrian Building	King's Gate
Henry Daysh Building	King's Gate
Herschel Building	King's Gate
King's Gate	King's Gate
King George VI Building (KGVl)	King's Gate
Merz Court	King's Gate
Old Library Building	King's Gate
Percy Building	King's Gate
Newcastle University Business School (NUBS)	Newcastle University Business School (NUBS)
William Leech Building	Sports Centre
Ridley Building 1 & 2	King's Gate or Sports Centre
Sports Centre	Sports Centre
Stephenson Building	King's Gate
Urban Sciences Building (USB)	Urban Sciences Building (USB)

# Exam Rules and Guidance

## Permitted items

- ✓ **University Smartcard** (or your passport/driving license if you do not have your Smartcard). This must be the **physical card**, not digital version on app.
- ✓ **Pens, pencils and any equipment necessary for completion of the exam.** These must be placed in a **clear pencil case or be clearly visible on the desk**
- ✓ **Calculator** (*only if permitted for the exam*) – calculators must be in accordance with the University's Calculator Policy
- ✓ **Dictionary** (*the use of paper copy bilingual dictionaries (e.g. French-English, English-German etc.) is permitted in all exams other than those in which language translation itself is being assessed*) – dictionaries must be in accordance with the University's Dictionary Policy
- ✓ **Drink** (non-carbonated) and a **small packet of sweets.** Labels must be removed from bottles.
- ✓ **Jumpers** (as the temperature in exam venues can vary and coats/outdoor jackets are not permitted).

## Non-permitted items:

- ✘ **Mobile phones, tablets, smart watches or any other electronic and/or internet enabled devices.** *Even if they are switched off, they must still not be on your person (e.g. in your pocket) or around your desk area. They must be left in the area designated for personal belongings.*
- ✘ **Books, notes, blank paper, learning material or any equipment not specifically authorised in the exam instructions.** *If the exam is not a closed book exam, you are advised to check what materials will be permitted with the module leader before the exam.*
- ✘ **Headwear** *(except for religious purposes or in relation to a medical condition or disability)*
- ✘ **Coats/outdoor jackets** *(these are not permitted to be worn or hung on the back of your chair)*
- ✘ **Bags**

## Entering the exam venue

Make sure that you arrive at your designated exam venue **at least 20 minutes before** the start of the exam.

When the invigilators tell you that you may enter the venue, please have your **student ID card** (physical card, not digital version on mobile app) ready as you will need to show this to enter.

Once you are inside the exam venue, you should not communicate with any other exam candidates.

In the area designated by the invigilators, please ensure you leave any:

- coats
- bags
- other prohibited items (including mobile phones and smart watches)

You'll then be able to find your designated seat. Ensure that any mobile phones/smart watches and any other **electronic devices are fully switched off**, including alarm functions.

When you have located your seat, you can start entering the required details on the yellow attendance slip and place your student ID card on top.

**For written exams:** please enter the required details on the front cover of your answer book (or exam script cover for exams where answers are entered directly on to the exam paper).

**For digital exams:** please follow the log-in and set-up instructions on the password sheet which will be located on your desk.



Until the invigilators have officially started the exam, you are not:

- permitted to open or access the exam questions
- allowed to write any notes/formulae on the exam stationery or paper

## During the exam

You must:

- always follow all the instructions given by the invigilators
- never leave your seat or the venue without an invigilator's permission

**Please raise your hand** if you:

- have a query
- require another answer book/more paper
- need to visit the toilet
- are feeling unwell (or have any other issue or concern)

An invigilator will come to your desk as soon as possible.

## Rough work:

All rough work should be done on the **answer books/paper provided**. Please draw a line through any work that is not intended for marking. You are not permitted to bring your own paper for rough work.

You should not use any correction fluids, tape or pens to erase work. Your answers should be written legibly in blue or black ink only.

## Leaving the exam venue

You may not leave the exam venue (including for toilet visits) during the:

- **first 60 minutes of your exam**
- **last 30 minutes of your exam**

If you need to leave the exam venue temporarily (e.g. to visit the toilet), then you must be accompanied by an invigilator.

Remain at your desk and raise your hand to attract an invigilator's attention. If you leave the venue unaccompanied or without an invigilator's permission, then you will not be permitted to re-enter.

If you finish your exam early and wish to leave (and it is not during the first 60 minutes or the last 30 minutes), please:

- remain at your desk
- raise your hand to attract an invigilator's attention

## At the end of the exam

When the invigilators announce the end of the exam, you should stop working immediately.

### **For written exams:**

Please enter the number of each question you have attempted in the grid (in the order in which they appear) on the front cover of your answer book or exam script cover. You should then complete the slip on the right hand side, remove the white strip covering the glue and fold down to conceal your name.

### **For digital exams:**

You will be asked to submit your answers by navigating to the final page and clicking on 'submit now'. You should then exit the safe exam browser as per the instruction sheet. You must not access any other programme or document after you have submitted your exam.

You should remain seated and silent until are advised that you can leave by the invigilators. Do not talk with other candidates until you are outside of the building as there may be exams continuing within the venue or in nearby rooms.

It is your responsibility to ensure:

- that your exam script (and any other material to be submitted) is completed
- that your exam script is secured correctly and is collected by the invigilators

Any used or unused exam stationery must not be removed from the exam venue under any circumstances. You must leave it on your desk so that it can be collected by the invigilators.

Most exam papers are also not permitted to be removed from the venue. The invigilators will confirm whether you are permitted to take the exam paper away with you.

## Calculator Policy

Only calculators from the following ranges are permitted for use in exams:

- Casio FX-83
- Casio FX-85

As long as your calculator has the above prefix, then it will be permitted (i.e. any letters/numbers after Casio FX-83 is acceptable e.g. Casio FX-83GTX is permitted).

No other model of calculator is permitted (e.g. Casio FX-82 or Casio FX-99 are not allowed. The calculator model must be able to be identified).

### **For School of Engineering students only:**

In addition to the Casio FX-83 and Casio FX-85 ranges, students based in the School of Engineering are also permitted to use the following:

- Casio FX-991 EX
- Casio FX-991 CW

(Not permitted – Casio FX-991 ES Plus)

**Students from other Schools are not permitted to use Casio FX-991 calculators for any exams.**

## Dictionary Policy

- The use of paper copy bilingual dictionaries (e.g. French-English, English-German etc.) is permitted in all exams other than those in which language itself is being assessed.
- 'Learner' dictionaries or other texts which include content other than word to word translations are not permitted.
- Candidates are not permitted to use any other dictionary except where specified in the exam instructions.
- It is the responsibility of each student to supply themselves with a bilingual dictionary, if they so wish.
- Such dictionaries must not have been annotated in any way by the candidate or by any other person.
- It is the responsibility of each student to ensure the dictionary is a clean copy with no notes or unauthorised content.

# Senior Invigilator Announcements

## As candidates enter the room

You must have your student ID card or other form of formal photo ID with you to take the exam. If you do not, you must go to (*nearest ID checking station*) to have your ID checked before you sit the exam.

Please ensure you have checked the seating plan and are sitting in the correct seat.

Please leave bags and coats at the back/front of the hall and take a seat as quickly and quietly as possible.

Mobile phones must be fully switched off, including alarm functions, and left with your personal belongings. Smart watches must also be removed and placed with your personal belongings.

Remove any revision notes etc. from your pockets as these must also be placed with your personal belongings.

## When candidates are seated and settled

In the event of a fire, exits are located\_\_\_\_\_. If we are forced to leave the hall, please stay with the group and await instructions.

If you have not already done so, switch off mobile phones including alarm functions, and place in the area designated for personal belongings. Smart watches must also be removed and left with your personal belongings. You must not have a mobile phone or a smart watch in your possession or around your desk during the exam.

If your mobile phone or device rings or makes a sound during the exam, this is a disciplinary offence. You will be reported to the Student Progress Service and you may be subject to disciplinary action.

Water bottles should have labels removed, pencil cases on desks must be clear plastic.

You are allowed to use a basic translation dictionary as per the Dictionary Policy. Dictionaries will be checked by invigilators during the exam. You are not allowed to have any electronic devices except a calculator. Calculators must comply with the Calculator Policy and will also be checked during the exam.

You must not have any revision notes in your pockets or in the vicinity of your desk. **Raise your hand now if you have anything on or around your desk which should not be there.**

Any student believed to be conferring or using unauthorised material or notes will be informed of the suspicion and reported to the Exams and Awards Manager for disciplinary action.

If you require any assistance, including additional paper, please raise your hand and speak to an invigilator. Invigilators cannot give assistance on the meaning or interpretation of questions.

Please do not disturb your fellow candidates in any way.

***If relevant*** – *we have exams of mixed duration taking place in the venue. Therefore, for those finishing first, please be considerate and remain quiet until you have left the exam room and are away from the immediate area.*

Fill in the front of the answer book and attendance slip, make sure you include all required information but do not seal the right hand panel to conceal your name until the end of the exam. At the end of the exam, please ensure that you fully complete the front of the answer book including entering the question numbers that you have completed. Place your completed attendance slip and photo ID at the front of your desk.

Clocks are located (*identify clocks*). This exam will last \_\_\_ hours. You must not leave the exam room until 1 hour of the exam has elapsed, please note that this includes going to the toilet.

I will announce when 1 hour has elapsed and when 30 minutes are remaining. No one is allowed to leave the exam room during the last 30 minutes of the exam except in an emergency.

If you complete the exam early, please raise your hand and wait for your answer book be collected before you leave the hall.

The time is now \_\_\_\_\_, the exam will end at \_\_\_\_\_. You may now open your question paper and begin.

## After 1 hour of the exam time has passed

The time is now \_\_\_\_\_ there is \_\_\_\_\_ remaining.

## 30 minutes before the end of the exam

There are 30 minutes remaining. Anyone finishing the exam from now on is not allowed to leave.

## At the end of the exam

The time is \_\_\_\_, please stop writing. You are still under exam conditions and must remain silent.

Check that you have completed the front of your answer booklet correctly, including entering the numbers of the questions that you have attempted, then remove the white strip on the right hand panel and fold to conceal your name. If you have used supplementary sheets, please attach them to your answer book with the tag provided.

Please remain seated and silent until you are instructed to leave the hall.

Please then make your way straight out of the building, do not stop outside the room or anywhere else within the building.

***If relevant*** – *there is an exam continuing so there must be no talking until you have left the room.*



# Notes



# Notes



# Exams & Awards Team

## Sarah Coates

Exams & Awards Team Leader (Exams)

Tel: 0191 20 86149

Email: [sarah.coates@ncl.ac.uk](mailto:sarah.coates@ncl.ac.uk)

## Joanne Wilson

Senior Exams & Awards Assistant

Tel: 0191 20 85261

Email: [joanne.wilson@ncl.ac.uk](mailto:joanne.wilson@ncl.ac.uk)

## Hattie Johnson-Gibbs

Exams & Awards Assistant

Tel: 0191 20 86926

Email: [harriet.johnson-gibbs@ncl.ac.uk](mailto:harriet.johnson-gibbs@ncl.ac.uk)

## Kate Walton

Exams & Awards Officer

Tel: 0191 20 86225

Email: [kate.walton@ncl.ac.uk](mailto:kate.walton@ncl.ac.uk)

## Graeme Holloway

Exams & Awards Manager

Tel: 0191 20 86084

Email: [graeme.holloway@ncl.ac.uk](mailto:graeme.holloway@ncl.ac.uk)

## Contact Us

Please contact us if you have any queries or emergencies.

(If using an internal phone within the University, just dial the last 5 digits e.g. 86149)

<b>Exam paper or venue</b>	0191 20 86926
<b>Invigilation</b>	0191 20 86149
<b>Students with alternative arrangements</b>	0191 20 85261
<b>After 5pm (<i>if no answer from other no's</i>)</b>	0191 20 83142

### FIRST AID

Contact information for First Aid is provided on the 'Useful Information Sheet' on display in the venue. Please contact the Exams Office if you are unsure.

### EMERGENCY

Security staff are on duty at all times. In an emergency, where there is an imminent and serious danger to people or property:

<b>University Security Control Room</b>	6-666 (from internal phone)
<b>Emergency Services</b>	9-999 (from internal phone)

If using a mobile phone, please just dial 999 directly and then contact the Exams Office (if possible).

Exams & Awards  
Student Progress Service  
King's Gate  
Newcastle University  
Newcastle upon Tyne  
NE1 7RU

Email: [exams@ncl.ac.uk](mailto:exams@ncl.ac.uk)

Web: [www.ncl.ac.uk/exams](http://www.ncl.ac.uk/exams)

