INVIGILATION TRAINING MANUAL

Written & Computer/Rogō

2017/18

Academic Processes – Examinations
Service Development
The University of Nottingham

V2.1 November 2017
## Version control

<table>
<thead>
<tr>
<th>Version</th>
<th>Release date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>Nov 16</td>
<td>Major revision; new print copy issued to all invigilators</td>
</tr>
<tr>
<td>2.1</td>
<td>Nov 17</td>
<td>Minor changes to 2016/17 version; only updated pages are issued to invigilators with 2.0 version.</td>
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General information

Please ensure you have read the contents of this manual before you invigilate an exam. Earlier versions should be discarded. Updated replacement pages will be provided to you as necessary.

Invigilation staff may not use the personal data or other information about a student obtained through their role as an invigilator for any purpose other than that of invigilating in the relevant invigilation slot.

If an invigilator wishes to raise a concern or issue in relation to a student, please speak to a member of Exams Office staff (or the Chief Invigilator at off site venues such as KMC).

The University’s campuses are large and exams take place in a variety of rooms so please familiarise yourself with the campuses you will be working on. We have provided maps for your reference and you can find online versions at:

http://www.nottingham.ac.uk/about/visitorinformation/mapsanddirections/mapsanddirections.aspx

Contact numbers

Please save the following telephone numbers to your mobile phone contact list to use during exams. Please try to use the line related to your query, however if you cannot get through and it is urgent you may use any of the lines below.

Main exam locations 0115 74 84466
Alternative Arrangements locations 0115 84 68591
Invigilation 0115 95 15748
Rogō (online) exams 07880 092 683

Car parking

- Casual worker parking vouchers (see right) for University Park, KMC, Jubilee and Sutton Bonington are £2.50 a day, available from Security Office in Hallward Library or Exams Office. Vouchers do not extend to Derby.
- Vouchers will have to be collected in person and cannot be emailed or posted.
- You may claim parking expenses if you work at Derby but you must retain the parking receipts.
- You will need to scratch off the day/month/year.
- The equivalent cost for the vouchers claimed will be deducted from your payment.
Figure 3 Sutton Bonington Campus Map
Figure 4 Derby Medical School Campus Map
Sutton Bonington and Derby

SUTTON BONINGTON

Lead invigilators must collect exam papers from the Student Services Front of House in the Barn Building (see building 20 on the map) 45 minutes before the exam. Assistants should report to the room 30 minutes before the exam.

If you are running late to an exam based at Sutton Bonington, please contact the SSC directly on 0115 951 6022.

TRAVELLING TO SUTTON BONINGTON

The University provides a free Hopper Bus service which runs from University Park to Sutton Bonington. The Hopper Bus timetable can be found at:

http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx

There are also facilities for cyclists and parking for those who wish to drive. Casual worker parking permits can be purchased through the Exams Office at University Park and used at Sutton Bonington campus. You can also ask at the Student Service Centre at SB.

The satellite navigation post code address for SB is LE12 5RD. Please note that there are security operated barriers to the campus.

DERBY MEDICAL SCHOOL

Lead invigilators must collect exam papers from the Student Services Centre Derby 45 minutes before the exam (see building number 16 on the map). Assistants should report to the same place 30 minutes before the start of the exam. Please contact the Student Services Centre at Derby if you are running late on 01332 724 735.

TRAVELLING TO DERBY MEDICAL SCHOOL

The Medical School is located at the back of Royal Derby Hospital. The University provides a free Hopper Bus service which runs from University Park to Derby Medical School. The Hopper Bus timetable can be found via the following URL:

http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx

The satellite navigation post code address for Derby Medical School is DE22 3DT.
Invigilator schedules

You will receive your invigilation schedule electronically 2-3 weeks before each exam period. On your schedule will be the list of the slots that you have been allocated. Although we do our best to give you a good schedule please check the following:

- If you can attend all of the slots allocated
- If you have been allocated consecutive slots, is there enough time between them to be on time?

Invigilator Timetable

**Academic Period:** 1617UK
**Date from:** 01/09/2016
**Date To:** 15/09/2017

<table>
<thead>
<tr>
<th>Name:</th>
<th>Joe Bloggs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HostKey:</td>
<td>123456</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Start Time</th>
<th>Location Name</th>
<th>Allocated Role</th>
<th>Duration</th>
<th>Location Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/08/2017</td>
<td>09:00</td>
<td>AEA-George Green Library - B10 (ROGO Exam)</td>
<td>Lead Invigilator for One to One AEA computer and Rogo Exams</td>
<td>2:00</td>
<td>1</td>
</tr>
<tr>
<td>25/08/2017</td>
<td>10:00</td>
<td>AEA-Pope Building - A25 (AEA Computer)</td>
<td>Lead Invigilator for One to One AEA computer and Rogo Exams</td>
<td>2:15</td>
<td>19</td>
</tr>
</tbody>
</table>

PAYROLL NUMBER (Host Key)

As we are migrating to a new database, Invigilator ID will your Payroll Number. This 6 digit payroll number will be your unique ID. Please keep this safe as you will be asked for it regularly.

SESSION DATE & START TIME

The date and time listed is the start of the exam, please arrive at the Exams Office on E floor of the Portland building 45 mins before the start of the exam if you are a Lead Invigilator to collect the exam pack, if you are an assistant please arrive in the exam location 30 mins before the start of the exam. The role you are due to perform in each exam will be listed on your schedule.

If the slot is a Pool session, please arrive at the Exams Office at the time stated to sign in for the session. We ask that you stay in the pool for 1 hour from 45 minutes before the each exam session.

AEA ROOMS

If an exam location is prefixed with ‘AEA’ this means that you will be invigilating in an alternative exam arrangements room (students who have declared a disability who sit in a different location to the main hall). If the room is not prefixed with ‘AEA’ you will be invigilating in a main exam room.

AEA COMPUTER ROOMS

If you are allocated an AEA Computer Room exam, your location will contain “AEA” in the prefix and say “AEA Computer Room”.

ROGŌ/ONLINE ROOMS

You will know you are allocated to a ROGŌ/Online room if your location states “ROGŌ exam”.
POOL INVIGILATION
Pool invigilators are required to sign in at the Exams Office at 08:15, 12:45 or 15:45 to be available if Invigilators scheduled to an exam are unable to attend at short notice or are reported as absent.

- Pools will be paid for the one hour they are scheduled to be in the pool plus the duration of the exam they are sent to.
- If your services are not required, you must sign out after one hour.
- On occasion, we may ask the 8:15 Pool invigilators to stay until 10:00 if we have a number of exams scheduled at this time.
- If Invigilators turn up early for this slot it does not guarantee they are used first.
- Allocation of Pool is based on your training, the duration of the exam, your schedule and your preference to lead.

NUMBER OF STUDENTS
The actual number of students you should expect in your exam location. If your schedule has an exam with "0" students listed – please still turn up for that slot.

DURATION
This column lists the maximum duration for that exam location. For AEA rooms, this may be an unusual length of time, such as 1hrs 52mins. AEA rooms may sometimes finish earlier than this maximum duration if students choose not to use all of their allocated time. You will be paid for the maximum duration of the exam in the location you have been allocated.

SUPERVISIONS/CLASH ARRANGEMENTS
If you have been allocated a supervision or clash slot, this will be emailed to you once allocated. Further details of what students are allowed to do during supervision can be found in the relevant section under AEA Exams.
### KEY TERMS (MAINS)

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main exams</td>
<td>Exams for students without special arrangements.</td>
</tr>
<tr>
<td>KMC</td>
<td>Kings Meadow Campus</td>
</tr>
<tr>
<td>DRSV</td>
<td>David Ross Sports Village</td>
</tr>
<tr>
<td>Chief/Deputy Invigilator</td>
<td>Manage the overall operations at KMC, DRSV or other off site or large venues.</td>
</tr>
</tbody>
</table>

### KEY TERMS (AEA)

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Exam Arrangements</td>
<td>Referred to as ‘Alts’ or ‘AEA’. Exams taken by students with alternative arrangements in a different location to the main exam.</td>
</tr>
<tr>
<td>Pink sheet</td>
<td>Pink A4 sheet with list of students (by exam code), the duration they are allowed, details of rest breaks if applicable and a list of their AEAs.</td>
</tr>
<tr>
<td>Green sheet</td>
<td>A green A4 sheet with list of students in the order of how much time they are allowed to complete an exam.</td>
</tr>
<tr>
<td>Extra time</td>
<td>Additional WRITING time on top of the standard exam duration.</td>
</tr>
<tr>
<td>Rest breaks</td>
<td>Periods of rest awarded on top of exam duration. Breaks are cumulative and can be taken at any point during the exam. There must be no writing or typing during a rest break.</td>
</tr>
<tr>
<td>Yellow laminated sign</td>
<td>A5 laminated double-sided yellow card used to silently indicate to individual students that they have 15 minutes remaining on one side and to stop writing on the other side.</td>
</tr>
<tr>
<td>Dyslexia/Specific Learning Difficulty stickers</td>
<td>Stickers that must be attached to exam answer books to indicate to markers that the student has dyslexia/a specific learning difficulty.</td>
</tr>
<tr>
<td>Scribe</td>
<td>Provided by Disability Support. A trained individual who writes on behalf of the student during an exam.</td>
</tr>
<tr>
<td>Support worker</td>
<td>Provided by Disability Support. A trained individual who supports a student during an exam.</td>
</tr>
<tr>
<td>Reader</td>
<td>Provided by Disability Support. A trained individual who reads an exam paper to a student during an exam.</td>
</tr>
<tr>
<td>Writing slope</td>
<td>A clear plastic piece of equipment used by students who may have difficulties writing on a standard exam desk.</td>
</tr>
</tbody>
</table>

### KEY TERMS (ALL)

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead invigilator (one per room)</td>
<td>Collects exam papers, manages individual exam rooms and returns completed scripts to Exams Office.</td>
</tr>
<tr>
<td>Pool invigilator</td>
<td>Replaces late/absent invigilators.</td>
</tr>
<tr>
<td>Assistant invigilator</td>
<td>Assists lead invigilator. Allocated based on the number of students within a room</td>
</tr>
<tr>
<td>Rubric</td>
<td>Exam instructions for students (and invigilators) on the front of each exam paper</td>
</tr>
<tr>
<td>Answer books</td>
<td>Answer books supplied to students (usually green, however colour can vary depending on length of exam). Also referred to as “scripts”.</td>
</tr>
<tr>
<td>Supplementary answer books</td>
<td>Additional lined paper booklets.</td>
</tr>
<tr>
<td>Desk cards (white)</td>
<td>A5 cards supplied at each desk which students must sign. Lists student’s name, date/time of the exam, the exam code and exam title.</td>
</tr>
<tr>
<td>Desk cards (green)</td>
<td>Blank, green A5 desk cards for students who arrive but are not on the register, do not have a seat number or a pre-printed desk card.</td>
</tr>
<tr>
<td>Lead invigilator report form (LIRF)</td>
<td>Report completed by lead invigilator. All incidents, no matter how small, must be documented.</td>
</tr>
<tr>
<td>Supervision</td>
<td>Students who must be supervised between 2 exams. Contact allowed with the Invigilator only</td>
</tr>
<tr>
<td>Clash arrangement</td>
<td>When an exam moves to avoid a clash. Student will be supervised between two exams.</td>
</tr>
</tbody>
</table>
1. Rules & regulations

Invigilators

LEAD INVIGILATOR
Lead invigilators must collect exam papers from the Exams Office (E Floor, Portland Building) 45 minutes before the exam start time. You will be replaced if you have not collected the exam papers by 45 minutes before the exam start time (this includes one to one exam slots).

ASSISTANT INVIGILATOR
Assistant invigilators must report directly to the exam room 30 minutes before the exam start time. You will be replaced if you are late. Please report to your lead invigilator.

INVIGILATOR CONDUCT (Applies to Lead and Assistant Invigilators)
- You must be punctual. If you are running even one minute late, contact the Exams Office using the contact numbers provided in this manual. Late invigilators will be replaced immediately if we have not heard from you. Please DO NOT email or leave a voicemail if you are running late/ill, the Exams team are very busy during this time and cannot guarantee emails or messages will be accessed in time.
- Report any missing invigilators to the Exams Office 30 minutes before the exam start time.
- Ensure that your mobile phone is switched to ‘vibrate’ mode when invigilating in case the Exams Office needs to contact you.
- Ensure silence throughout the exam.
- Do not undertake any non-invigilation activities during an exam even if you consider this activity to be non-disruptive. This includes, but is not limited to: reading, doing personal or academic work, using your mobile phone for non-exam related matters, eating, breaking from the exam for religious practices/prayer (if your schedule interferes with a religious observance please notify the Exams Office), gazing out the window, rustling through belongings, crosswords, newspapers, and logging in to computers for personal work.
- Patrol the room regularly and remain vigilant.
- You must only communicate with students when reading announcements and when they raise their hand for assistance. Please do not disturb them for any other reason than an emergency.
- Invigilators must remain in the exam room at all times unless supervising a student or conversing with the Exams team on the phone. In these circumstances please ensure other invigilators remain in the exam location.
- Where a student has not followed a procedure which is of an administrative nature and the student has already started the exam (e.g. using incorrect number of answer books, writing in pencil rather than pen, presenting insufficient ID), invigilators should, wherever possible, allow students to continue uninterrupted and deal with clerical issues after the student has finished. Use discretion and err on the side of minimising disruption to a student’s concentration. Issues can be noted on the Lead Invigilator report form for the Exams Office to report to the School. This does not apply to issues which jeopardise the integrity of an exam, such as suspected academic misconduct, which should be addressed immediately.
Students

ARRIVAL TIME
Students should arrive outside the exam room 10-15 minutes before the published start time.

LATE ARRIVALS
Students who arrive up to one hour after the published start time must be admitted into their exam. If they arrive more than one hour after the published start time, they must be refused entry to the exam. Students who arrive late are not entitled to additional time.

PRODUCING ID
Student must place his/her ID on the exam desk. Acceptable forms of ID are those that display a photo, e.g. UoN student ID card, valid passport, photographic driving licence or other photographic national identity card. You must check the candidate’s face matches the photograph on the ID card; if it does not contact the Exams Office immediately for further advice.

Do not ask candidates to get up in the middle of the exam to fetch their ID card.

If a student cannot provide ID, this must be noted on the lead invigilator report form. Student is allowed to continue with exam.

CLOTHING
Hats or hoods are permitted but should be inspected to ensure no non-permitted items are being concealed, such as headphones which are strictly forbidden. Ear plugs are permitted if they are brought to the exam location in the clear plastic bag they arrive in.

Any headwear worn for religious or medical purposes does not have to be removed in any circumstance. Where the headwear prevents the invigilator from confirming a student’s identity, this should be noted on the lead report form and no further action taken.

If a student takes a coat off during an exam this must be placed under their exam desk.

VALUABLES
It is recommended that students do not bring valuables to an exam room.

- Large items such as handbags, backpacks and coats must be placed at the front/back of the exam room.
- Small items such as wallets, purses, mobiles and keys can be stored underneath a student’s exam desk but these must not be accessed during the exam. See below for further information on mobile devices.

PERMITTED ITEMS

- Pens, pencils, highlighters, erasers (no correction fluid or tape is permitted), pencil sharpener, ruler, coloured pencils are permitted and must be visible to invigilators. Unless otherwise noted on exam rubric, students may use pen or pencil, but invigilators should never make any student re-write an exam due to using the wrong writing instrument.
- Suitable food/drink, i.e. no items that can cause a disturbance to other students by its aroma or noise. Packaging must not be annotated in any way.
- Students will be permitted to take any exam materials that are listed on the rubric to their desk, e.g. dictionaries, calculators, course notes etc. Invigilators have the right to check these materials for any suspected misconduct.
- AEA students may have a specific item with them which is not listed above such as an insulin pen, medical device, or other item. If this is permitted it will be listed in the pink
sheet in the invigilator exam pack. If a student brings something which is not listed which they believe they should be permitted to have during the exam, ring the Exams Office.

- If you are unsure of whether an item should be permitted, please contact the Exams Office.

**NON-PERMITTED ITEMS (ACADEMIC MISCONDUCT)**
Invigilators should confiscate any non-permitted items from a student. These items must not be returned to students, but rather brought into the Exams Office for an investigation into academic misconduct (except mobile phones; see below) along with a completed academic misconduct form.

**MOBILE PHONES/COMMUNICATION DEVICES** including but not limited to mobile phones, smart watches, pagers, MP3/MP4 players, iPods, tablet computers, laptop computers, personal organisers, electronic dictionaries, and unauthorized calculators are not permitted. Please note that “non-smart” wrist watches are permitted but invigilators have the right to examine a watch if they suspect it may be used for misconduct.

These items are strictly banned from use and must be turned off (not silent/vibrate).

It is preferable that they are left in students’ bags/coats away from the desk but it is acceptable for these devices to be placed underneath the desk and out of the student’s sight and reach. They must not be on the desktop or student’s person.

If a student is caught using one of these devices, it must be confiscated for the duration of the exam and returned to the student at the end. An academic misconduct form should be completed. If a phone rings or an alarm goes off but the student is not suspected of any misconduct, please still complete a misconduct form but inform the student that it is being reported as a disruption rather than misconduct.

**ALWAYS RETURN THESE COMMUNICATION DEVICES TO THE STUDENT AT THE END OF THE EXAM.**

**CHECKING EXAM PAPERS/EXAM MATERIALS**
It is the students’ responsibility to check that the question paper in front of them is correct.

Students must report any problems with their question paper to an invigilator, who will contact the exams office for a resolution.

**COMMUNICATING DURING AN EXAM**

- There must be no talking once students have entered an exam room unless they need to make contact with an invigilator.
- Students must not call out during an exam. They should raise their hand to alert an invigilator.
- They must not pass anything to each other or share materials during an exam.

**ILLNESS DURING AN EXAM**

- If a student is feeling unwell before or during an exam, they must alert an invigilator. In all cases, please complete an illness report form.
- If a student falls ill during the first hour, they cannot leave the exam site unsupervised. They may, however, be escorted outside the room and supervised.
- If a student is ticked as being present, an answer book MUST be returned. If the student left before seeing the question paper, this must be noted and the register amended.
- If they feel well enough to continue, they must be admitted back into the room but they will not receive any extra time to compensate for their absence from the exam.
- If they cannot continue the exam, they will be permitted to leave the exam after the first hour has elapsed. In extreme situations, please phone the exams office.
If a student falls seriously ill, call 8888, from an internal phone or 0115 951 8888 from your mobile phone, and request assistance from the Security Office. This will be quicker than calling 999. Please add this number into your mobile phone contacts.

LEAVING AN EXAM EARLY
For exam durations which are greater than 1 hour, students may not leave the exam room within the first hour of the published start time. They may leave when at least one hour has passed. When they finish their exam, they must alert an invigilator and wait for their script to be collected. If the exam is 1 hour or less, students may not leave early and must remain in the exam room for the full duration.

THE END OF AN EXAM
- Invigilators must announce when students have fifteen minutes of their exam remaining. Verbal 15 minute announcements must not be made to AEA students.
- When the end of the exam is announced, students must stop writing. If they continue to write, an invigilator must note this on the student exam script and complete an academic misconduct form.
- Students must stay in their seats and remain silent until the lead invigilator instructs them to leave. Students must leave the room and building quietly and promptly.

Students with complaints about their exam experience should email examsexperience@nottingham.ac.uk.

Complaints with regards to the content of exam papers must be directed to their School, not the Exams Office.
2. Procedures – Mains & AEA

Before the exam

DRSV AND OTHER LARGE VENUES
Lead invigilators must report to the Chief Invigilator in the venues 45 minutes before the exam start time. Assistants must report 30 minutes before. Exam papers are delivered to the venues by Security staff at regular intervals during the day. Security staff will also collect scripts once an exam has finished.

STUDENT/INVIGILATOR RATIO
Check you have enough invigilators. There should be a minimum of two invigilators in each room, unless you are invigilating on a one-to-one basis (AEA). You should never invigilate a room on your own if there is more than one student (call the Exams Office immediately).

If you are invigilating only one student and would like a bathroom break, do not leave the student alone. Step outside (maintaining view of the student) and call the Exams Office and we will come to the exam room.

Invigilation ratios are calculated as follows:

<table>
<thead>
<tr>
<th>Ratio of Invigilators to students</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAINS (1:50)*</td>
</tr>
<tr>
<td>AEA (1:10)*</td>
</tr>
<tr>
<td>ROGŌ (1:25)*</td>
</tr>
</tbody>
</table>

*These are minimums; Exams Office will provide more invigilators if deemed necessary.

PREPARING THE EXAM ROOM

MAIN rooms will be partially set up with answer books, desk cards and larger stationery items before you arrive.

AEA rooms will need to be set up completely, taking into account the requirements of each student which will be available on the pink sheet (in exam pack collected by lead). Factors to consider include timings, space, accessibility, and module codes.

- Distribute one exam paper to each desk plus any handouts which come with the paper.
- Ensure that the exam paper matches the code on the desk card for that student.
- Read the additional materials section on the front of each question paper to establish if students require any additional materials to complete the exam.
- If there is a whiteboard in the exam room, write each student’s start time and projected finish time NOT INCLUDING REST BREAKS. Amend the projected finish time accordingly for students who have rest breaks.
- If a student’s name does not appear on the pink sheet, phone the Exams Office immediately stating the student’s ID number
- An AEA student may have with them a personal item that is linked to their AEAs, such as an insulin pen, medication or a piece of equipment. Such items will be listed on the pink sheet.
Starting the exam

DRSV AND OTHER LARGE OFF-SITE VENUES
Admit students at 8:45, 13:15 or 16:15, i.e. 15 minutes before the start of the exam.

ALL OTHER LOCATIONS

- Admit students at 08:50, 13:20 or 16:20, i.e. 10 minutes before the start of the exam.
- If you need to admit the students a few minutes late for any appropriate reason, please approach the students outside of the room and inform them of the delay to avoid panic.
- Fire exits must not be blocked. Ensure that students leave any belongings in a safe place at the front or back of the room.
- Once students are seated, they must not leave the room for any reason, including bathroom breaks, before the start of the exam.
- If you are missing any additional materials, phone the Exams Office immediately.
- Some students may require a 'special paper' (e.g. large font, coloured paper or a paper written specifically for them) which will be provided in an envelope with a yellow cover sheet. The cover sheet will clearly display an exam code and a student ID number. This paper must be provided to that student ONLY. You must ensure the student receives it and if for any reason you need to move the student, take that paper with you when moving them.

NOTE – If there are two versions of the same paper (indicated by the module code suffix E1 or E2) and you think you may have the wrong version, call the Exams Office for confirmation.

ANNOUNCEMENTS
An Invigilator must make a series of clear announcements to the students at various stages throughout the exam. (See Announcement section of this manual for the exact wording). If you are invigilating in a large venue, ensure that all students hear the announcements even if this requires you to repeat them.

INVIGILATION DUTIES IN THE FIRST HOUR

- **STUDENT ARRIVAL**: Late students may only be admitted if they arrive within the first hour of an exam. Read to them all the announcements (preferably outside of the room to minimise disruption) and mark on their script the time they arrived. Under no circumstance may they be granted time to make up for what they missed. For exams 1 hour or less, students may enter the exam room ONLY while the exam is in progress, i.e. if the exam is 30 minutes, a student may enter the room at any time in those 30 minutes
- Students may not be dismissed within the first hour of the exam.
- If a student arrives to an AEA room but is not on the register, phone the Exams Office immediately.
- If a student arrives to a Mains room but is not on the register, first ask them if they have alternative arrangements.
- If student states there are no alts arrangements (or wishes to forfeit his/her alt arrangements), please issue a green desk card, add them to both registers, and proceed with the exam. You do not need to contact the exams office in this situation.
- If student has alternative arrangements in place which they do not intend to forfeit please contact the Exams Office. Do not under any circumstances offer a student an alternative arrangement.
- Ensure that all desk cards have been signed by students who attended the exam.
MARKING THE REGISTER

- The register must be completed after the first hour has elapsed so late students are given the opportunity to arrive. If the duration of the exam is less than an hour, please use your judgement to determine the best time to mark the register.
- Within a mains room, after the first hour, collect all desk cards, ideally in ID number order, checking that those who have attended the exam have signed their desk card. If in an AEA room, the desk cards do not need to be collected until the end of the exam. Please check that all students who attended the exam have signed their desk card before they leave.
- Use the desk cards to mark the ‘names’ and ‘no names’ attendance registers. Mark clearly with a ‘√’ for present or ‘X’ if the student is still absent after the first hour has elapsed.
- After marking the registers, band the ‘names’ register around the desk cards with the names visible (facing outward). Secure with an elastic band or paperclip.
- See “Invigilation duties in first hour” section for info on students who arrive that are not printed on register.

Example: Registers

<table>
<thead>
<tr>
<th>No names</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image of registers]</td>
<td></td>
</tr>
</tbody>
</table>

FURTHER DUTIES DURING THE EXAM

- **STUDENTS WHO FINISH EARLY:** No student may be dismissed within the first hour of the published exam start time. After the first hour has elapsed, students who finish early may be dismissed. On the front cover of their answer book, note the time they left the exam. Students may not re-enter the room after this one hour unless they have been accompanied by an invigilator from the time they left until the time they returned. For exams less than 1 hr in duration, students must remain in the exam for the full duration.
- Be observant of any instances of academic misconduct. Invigilators have the right to inspect any suspicious items on a student’s desk. Please see “Exam rules and regulations” and “Academic misconduct” section for more info.
Supply supplementary answer books and treasury tags to students who require additional paper. Students should write their ID numbers and not their names on supplementary answer books. These should be tied to the main answer book(s) with a treasury tag at the end of the exam.

Students should use their answer book as scrap paper and cross through any work they do not wish to be marked. Students are not permitted to use any scrap paper unless in a ROGŌ exam or explicitly noted otherwise in your invigilation paperwork or on the exam rubric. Scrap paper should be collected unless noted otherwise.

Toilet breaks

Mains

- Invigilators must escort students to the bathroom for toilet breaks.
- Only one student per exam code can be escorted to the bathroom at any one time.
- Toilet breaks must be noted in pen on the student’s exam script by marking a "T" along with the time and duration of the toilet break (e.g. 9:15-9:20) in the margin where the student has left off. For example:

![Example of toilet break notation]

AEA

The University has a strict policy on AEA students and toilet breaks. Please read the following carefully

Some AEA students will have the following AEA arrangement:

- "Student to have snack/drink/medication/toilet breaks" or
- "Student to be allowed to get up and walk around, stretch or exercise"

When this appears as an AEA, they should also have rest breaks listed, e.g: "Breaks 10 mins per hour” or “Breaks 15 mins per hour”

When a rest break and the “Student to have snack/drink/medication/toilet breaks” or “Student to be allowed to get up and walk around, stretch or exercise” are listed together on the pink sheet, this means that students may use their rest break for these activities and should NOT lose writing time for a toilet break. The exam will be paused and the end time of the exam recalculated on the white board and rest break slip. If these arrangements do not appear together, then the student must use their writing time to use the toilet just as students would in a main location. In other words, the toilet break is not a rest break, the exam must not be paused, and the student will lose writing time while they use the toilet.

Paper queries

Students may raise a query on an exam paper. If this happens, ask the student/s to continue with the exam if possible until a response is received. Inform your colleagues of the query, and exit the room to phone the Exams Office immediately with the following information:

- Exam code/Title of paper
- Page number and question number
- A concise account of the query raised
- A phone number to contact you on
If module convenor is in the exam room and can answer the query, this must be reported to the Exams Office to pass on to other exam locations.

Ensure that you have your phone on silent, or preferably vibrate so you are aware of an incoming call. Inform the student that you have phoned for clarification and that they should continue with the paper.

The Exams Office will then try to phone the module convenor to determine the answer to the student’s query. One of the following will then happen:

1. If the module convenor cannot be reached, or confirms that there is no error in the exam paper, the Exams Office will call the invigilator with the instruction that the individual student should make an assumption. The module convenor will know from the Lead Invigilator Report Form that there has been a paper query, and take this into account accordingly.

2. If the module convenor determines that there is an error with the paper, a member of the Exams team will contact you with the module convenor’s response. If appropriate, announce this response to all students in the exam location.

*NEVER GIVE ADVICE ON AN EXAM PAPER UNDER ANY CIRCUMSTANCES*

Ending the exam

INDICATING 15 MINUTES REMAINING – Mains

For Mains exams, announce verbally to students when they have fifteen minutes remaining.

INDICATING 15 MINUTES REMAINING – AEA

Invigilators must silently signal when students have 15 minutes remaining because AEA students will have a variety of different finish times.

Instead of making an announcement, you should hold the yellow laminated sign that says “You have 15 minutes remaining” up to the appropriate student. Please ensure that they acknowledge this. The same laminate also contains a “stop writing now” sign to use on individual students.

AEA only - Remember to amend the projected finish time of each student on the whiteboard if they take any rest breaks (See AEA section for more info).

STUDENTS WHO FINISH IN LAST 15 MINUTES

Students who finish their exams in the last 15 minutes must remain in the room until the end to avoid disruptions. They may be escorted to the toilet but may not be dismissed.

Students must stop writing as soon as you have announced the end of the exam. If they continue to write, instruct them to stop. If they persist, indicate this on the student’s script in pen and complete an academic misconduct form. See dedicated Academic Misconduct section for instructions.
COLLECTING EXAM SCRIPTS

- Collect the exam scripts in seat number order, i.e. as they appear on the register.
- Ensure each student has completed, in full, the front of their answer book and that they have sealed the fold down flap which covers their personal details in the top right hand corner.
- Ensure the students have fastened any supplementary answer books to the answer book using treasury tags provided. If applicable, check that students have not written their name on any supplementary answer books. They should only write their student ID number.
- If students are required to answer questions in separate answer books, ensure that all answer books are fastened together using a treasury tag unless the rubric states otherwise.
- If a student is required to sign the exam question paper or a multiple choice sheet (MCQ), please ensure that this has been done.
- You must separate MCQs from the answer books with the help of your team. The only time this would not be done is if timing makes it impossible (e.g. another exam starting or you must immediately go to another session) or the exam rubric states otherwise.
- If a student requires a Dyslexia/Specific Learning Difficulty sticker (AEA locations only) be attached to their exam script, ensure that this has been done in view of the student before they leave the room (see overleaf). Stickers must not be attached to MCQ scripts.
- Ensure students remain seated and silent until you have collected all exam scripts.
- Do not allow any scripts/question papers to be taken from the exam room unless there is explicit instruction on the rubric stating otherwise. If the rubric does not have any instruction, assume that the paper cannot be removed from the exam room.
- Check that the number of scripts you have collected matches the number of students marked as ‘attended’ on the register. If there is a discrepancy, please report this to the Exams Office. When you are happy that numbers correlate, the students may be dismissed.
- Place scripts in the corresponding white envelopes (except those associated with misconduct). Each envelope will have a sticker in the top right hand corner indicating the exam code. Please check that all scripts have been matched to the correct white envelope before undertaking any further work. Do not seal the envelope at this point.
- Collect all used and spare question papers and slot them into the corresponding white envelopes, then seal the envelope.
- Complete the lead invigilator report form in. Please note all incidents big and small on this form. Ensure that all invigilators have printed their names on the form and that you have written the date, time, room and ticked the boxes as applicable (see below).
- If applicable, complete illness/academic misconduct reports.
- Scripts belonging to students suspected of academic misconduct should be returned to the Exams Office separately along with the academic misconduct form. See the academic misconduct section for further instruction. Do not place these scripts in the envelope, but please do indicate on the envelope the student ID which has been taken out. Mark on the white exam script envelope: “Script removed for alleged academic misconduct – Student ID 4123456”
- All invigilators must remain in the exam room until all clearing up activities have been completed.
- Return the sealed envelopes and all other invigilation materials, without delay, to the Exams Office (or to the Chief Invigilator if you are situated in DRSV or other large venues).
Academic Misconduct

Academic misconduct is defined as any improper actions or behaviour by a student that gives them an academic advantage over another student.

UNAUTHORISED MATERIALS

- Invigilators are allowed to check any item on a student’s exam desk.
- If you suspect a student has unauthorised materials at their desk, you have the right to approach the student and confiscate these materials quietly. You may wish to get a second opinion from a colleague if you are unsure.
- If you are not comfortable with approaching the student, ask one of your colleagues for assistance or phone the Exams Office who will be able to assist.
- Once confiscated, annotate the student’s script with the time that you found the materials.
- If the student refuses to give materials to yourself or a colleague, please phone the Exams Office.
- At the end of the exam, attach both answer books together. Retrieve the student’s question paper and keep to one side with the completed academic misconduct form.
- Ask the student for an explanation of their conduct and note down details of the conversation.
- Fill in an academic misconduct form.
- Do not put the script in the white envelope. Write on the front of the white envelope that one script has been removed due to alleged academic misconduct. Please note the ID of the student on the white envelope and make a note on the ‘names’ and ‘no names’ registers.

MOBILE PHONES/COMMUNICATION/STORAGE DEVICES

- If you find a student in possession of a mobile phone or a communication/storage device (including smart watches), confiscate the device and mark the student’s script.
- At the end of the exam, ask the student for an explanation of their conduct and note down details of the conversation.
- Fill in an academic misconduct form.
- Keep the student’s script to one side with the academic misconduct form. Do not put the script in the white envelope with all other scripts.
- Return the device to the student at the end of the exam.
- When accompanying students to the bathroom, ask them if they have a mobile phone on their person. If they do, confiscate the device and repeat the steps above.

WRITING ON BODY PARTS

- If a student has any writing on any body part, approach them and ask for them to show you what the writing says.
- If it may be related to an exam, please escort the student outside of the exam room.
- You, or a colleague, must take a photograph of the notes written on the body part and a second photograph of the student’s face with the body part. This is so that we can ascertain that the body part belongs to the student.
- If you/a colleague do not have a camera phone, please call the Exams Office and we will send someone to take a photograph of the notes.
O Instruct the student to wash the notes off their body part and admit them back into the exam.
O At the end of the exam, ask the student for an explanation of their conduct and note down details of the conversation.
O Fill in an academic misconduct form.
O Keep the student’s script to one side with the academic misconduct form. Do not put the script in the white envelope with all other scripts.

STUDENTS WHO FAIL TO STOP WRITING/TYPING
O Students must not write/type anything before the start of an exam is announced.
O Students must stop writing/typing once the end of an exam is announced.
O You should fill in an academic misconduct form for any student who fails to adhere to your instructions to stop working.

ALL OTHER MATERIALS
Remember that you are permitted to check all materials that are placed on an exam desk and that it is your responsibility to do so if you suspect academic misconduct may be taking place.

DICTIONARIES
The following dictionary rubric should appear on all examination papers.

"Dictionaries are not allowed with one exception. Those whose first language is not English may use a standard translation dictionary to translate between that language and English provided that neither language is the subject of this examination. Subject specific translation dictionaries are not permitted. No electronic devices capable of storing and retrieving text, including electronic dictionaries, may be used."

O If students are permitted to bring a dictionary to an exam (check the rubric to see if this is the case for your exam), please flick through the pages to check that it is clean.
O Students must not use a subject-specific dictionary that may give them an advantage over other students
  O For example, a Greek student may use a Greek/English dictionary in an exam unless the subject of the exam is Greek or English Language.
O Some exams will have different rules with regards to the use of dictionaries. Please ensure that you are clear on what is and is not allowed before admitting students to the room.

CALCULATORS
The rubric will indicate whether students are permitted to use calculators in an exam. The exam rubric will state one or two of the following:

1. No calculators are permitted in this examination.
2. Only silent, self-contained calculators with a Single-Line Display are permitted in this examination.
3. Only silent, self-contained calculators with a Single-Line Display or Dual-Line Display are permitted in this examination.
Illness, emergencies and fire alarms

HEALTH & SAFETY

- You are required to adhere to and comply with the provisions of the Health and Safety at Work Act, related regulations, and act in accordance with the University policy on Health and Safety.
- In addition you are also required to co-operate with the implementation of the Health and Safety arrangements and should not interfere with or misuse anything provided in the interest of Health, Safety and welfare at work.
- Your place of work will vary depending on exam locations. Please make yourself aware of clearly marked fire exits when entering any building.
- There may be a small degree of manual handling involved in your invigilation duties (e.g. collecting and returning exam materials and scripts). If you are physically unable to carry a load, you are responsible for communicating this to the Exams Office. Please utilise trollies and request/accept other invigilators’ assistance. Please be aware of the correct postures when handling loads.

Further guidance and resources are available via the Safety Office: 
http://www.nottingham.ac.uk/safety/

MINOR ILLNESS DURING EXAM

- Students may not leave the exam room in the first hour unless they are accompanied by an invigilator or a member of Exams Office staff.
- If a student asks to leave the exam room due to illness, you must accompany them outside and ask them if they wish to continue the exam. Please make a note of the time they left on their exam script.
- If they say no, you must stay with them until the first hour of the exam has elapsed. You may ring the Exams Office and request for a member of staff to come and supervise the student if you are needed in the room.
- If they feel that they can continue, escort them back into the exam room and let them continue with the exam.
- For either outcome, please complete an illness form.
- Students should not be reimbursed for any time that was lost.

EMERGENCIES

The University telephone number for emergencies that require medical assistance, ambulance, fire or police is:

- from a University telephone: 8888
- from a mobile telephone: 0115 951 8888

This number will put you through to the University’s Security Office, who will contact the required services on your behalf. The Security Office and the emergency services have agreed on procedures for handling such situations.

Once you have contacted Security, please phone the Exams Office to inform us of the situation.

FIRE ALARM PROCEDURES

All fire alarm testing is suspended during exam sessions so if an alarm does sound it will be genuine.
If a fire alarm sounds please stop the exam and announce the following:

- “Please make your way to the fire exit. You should leave your belongings and exam paper where they are. You are reminded that you are still under exam conditions. There should be no talking. You will be kept informed as soon as possible."
- Ensure that you note the time that the exam was stopped.
- The assistant should lead students out of the nearest fire exit. The lead invigilator should pick up the register on the way out and follow behind the cohort to ensure that the room is clear.
- Lifts must not be used in the event of a fire.
- When outside, the lead invigilator must take the register.
- The lead invigilator should then ring the Exams Office for further instruction.

**Visually impaired students** can be guided on level surfaces by taking a personal assistant’s arm. When using stairs, the personal assistant should descend alongside or slightly in front.

**Wheelchair/mobility impaired students** who are located on a floor from which they cannot exit the building without using a lift should make their way to the nearest refuge.

**Refuges** are fire-resisting enclosures that are served directly by a safe route to an exit/evacuation lift. They are located in the following places:

- Portland Building – between C40 and C50, and C11. Nearest exit next to the Student Union Welcome Area on the C Floor.
- Trent Building B Floor – next to B4, and next to B16.
- Trent Building C Floor – C28, C12 and C54.
- Clive Granger Building C Floor – C36.

Once in the refuge the candidate should contact Security Control using the telephone in the refuge where provided or a mobile phone (telephone **0115 951 8888**) to indicate their presence in a refuge.

**RESTARTING AN EXAM AFTER A FIRE ALARM**
In the overwhelming majority of cases fire alarms are sounded for reasons other than the outbreak of a fire. In these cases, students will be returned to the room to continue the exam.

- The Exams Office will instruct you whether to restart the exam.
- Invigilators must inform students that the exam is to be recommenced. Lead students back to the room and instruct them to return to their seats.
- Students must not begin writing until the start of the exam is announced.
- The lead invigilator must inform students, via an announcement, that the exam end time will be extended to make up for the time lost during the fire alarm. The lead invigilator must also inform students that their School will be made aware of the situation.
- When all students are back in the room and present at their desk, the lead invigilator should announce the start of the exam and inform students of the expected finish time.
- The lead invigilator must write up a full report at the end of the exam.

**ABANDONING AN EXAM AFTER A FIRE ALARM**
If the Exams Office instructs you to abandon an exam after a fire alarm, invigilators must collect in the exam scripts before re-admitting students to collect their belongings. Try to do this as quickly as possible and keep the students informed of your progress.
# Exam documentation

## WHAT YOU NEED AND WHERE TO FIND IT

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>MAIN EXAMS LOCATIONS</th>
<th>AEA EXAMS</th>
<th>ROGÔ/ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam question papers</td>
<td>LI</td>
<td>LI</td>
<td>S</td>
</tr>
<tr>
<td>Lead invigilator report form</td>
<td>LI</td>
<td>LI</td>
<td>LI</td>
</tr>
<tr>
<td>‘Names’ register</td>
<td>LI</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>‘No names’ register</td>
<td>LI</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>ID Check register</td>
<td>N/A</td>
<td>N/A</td>
<td>LI</td>
</tr>
<tr>
<td>White script envelopes</td>
<td>LI</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>Answer Books</td>
<td>EL</td>
<td>EL</td>
<td>N/A</td>
</tr>
<tr>
<td>Supplementary answer books</td>
<td>EL</td>
<td>EL</td>
<td>N/A</td>
</tr>
<tr>
<td>Special stationery items – large booklets</td>
<td>EL</td>
<td>EL</td>
<td>N/A</td>
</tr>
<tr>
<td>Special stationery items – small booklets</td>
<td>LI</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>Desk/Attendance cards</td>
<td>EL</td>
<td>EL</td>
<td>AEA Rooms Only</td>
</tr>
<tr>
<td>Academic misconduct forms</td>
<td>EL</td>
<td>EL</td>
<td>EL</td>
</tr>
<tr>
<td>Illness forms</td>
<td>EL</td>
<td>EL</td>
<td>EL</td>
</tr>
<tr>
<td>Blank Green Desk cards</td>
<td>EL</td>
<td>EL</td>
<td>N/A</td>
</tr>
<tr>
<td>Treasury tags</td>
<td>EL</td>
<td>EL</td>
<td>N/A</td>
</tr>
<tr>
<td>Specially formatted paper (if applicable)</td>
<td>LI</td>
<td>LI</td>
<td>S</td>
</tr>
<tr>
<td>Special paper written for that student</td>
<td>LI</td>
<td>LI</td>
<td>S</td>
</tr>
<tr>
<td>MCQ (Multiple Choice Question) Sheets</td>
<td>EL</td>
<td>EL</td>
<td>N/A</td>
</tr>
<tr>
<td>Rest break forms</td>
<td>N/A</td>
<td>EL</td>
<td>LI</td>
</tr>
<tr>
<td>Pink Sheet</td>
<td>N/A</td>
<td>LI</td>
<td>LI</td>
</tr>
<tr>
<td>Green Sheet</td>
<td>N/A</td>
<td>LI</td>
<td>LI</td>
</tr>
<tr>
<td>Computer room instructions</td>
<td>N/A</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>Computer instructions for students</td>
<td>N/A</td>
<td>LI</td>
<td>LI</td>
</tr>
<tr>
<td>Computer logs</td>
<td>N/A</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>15 minute warning sign</td>
<td>N/A</td>
<td>EL</td>
<td>EL</td>
</tr>
<tr>
<td>Stop writing now sign</td>
<td>N/A</td>
<td>EL</td>
<td>EL</td>
</tr>
<tr>
<td>Dyslexia/Learning difficulty stickers</td>
<td>N/A</td>
<td>LI</td>
<td>N/A</td>
</tr>
<tr>
<td>Scrap/plain paper</td>
<td>N/A</td>
<td>N/A</td>
<td>EL</td>
</tr>
<tr>
<td>Door signs and blu tak</td>
<td>EL</td>
<td>EL</td>
<td>EL</td>
</tr>
</tbody>
</table>

**KEY:**

- **LI** Will be in the Lead Invigilator pack
- **S** Via the online/Rogô system
- **N/A** Not applicable for this type of exam location
- **EL** Will be in the Exam Location
The University of Nottingham

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING

A LEVEL 3 MODULE, SUMMER/RESIT 2015-2016

VLSI DESIGN

Time allowed TWO Hours

Candidates may complete the front cover of their answer book and sign their desk card but must NOT write anything else until the start of the examination period is announced.

Answer ALL Questions

Only silent, self contained calculators with a Single-Line Display or Dual-Line Display are permitted in this examination.

Dictionaries are not allowed with one exception. Those whose first language is not English may use a standard translation dictionary to translate between that language and English provided that neither language is the subject of this examination. Subject specific translation dictionaries are not permitted.

No electronic devices capable of storing and retrieving text, including electronic dictionaries, may be used.

DO NOT turn examination paper over until instructed to do so

ADDITIONAL MATERIAL: A coloured layout is provided separately

INFORMATION FOR INVIGILATORS:

Question papers should be collected in at the end of the exam – do not allow candidates to take copies from the exam room.
## MAINS - LEAD INVIGILATOR REPORT FORM

### Exam Date:

**Exam time:**

**Room**

<table>
<thead>
<tr>
<th>Scheduled Invigilator</th>
<th>Attended? Print Name</th>
<th>Replaced by Pool? Print Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant/s</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Checklist

<table>
<thead>
<tr>
<th>Announcement 1</th>
<th>Announcement 2</th>
<th>Announcement 3</th>
<th>Announcement 4</th>
<th>Announcement 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrars marked/Desk cards collected</td>
<td>Green cards used?</td>
<td>Any paper errors?</td>
<td>Illness report used?</td>
<td>Academic offence?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual exam start time</th>
<th>Predicted final duration exam</th>
<th>Actual exam end time (exact time last student finished)</th>
<th>Actual final exam duration</th>
</tr>
</thead>
</table>

### List all Exam Codes taking place in this location

- 
- 
- 

### Report any issues, complaints, noise/disturbances, exam paper errors etc. Anything at all, no matter how minor

<table>
<thead>
<tr>
<th>Student ID / Issue/ Exam Code</th>
<th>Query/ Action/ Notes</th>
<th>Invigilator Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Invigilator’s Report Sheet (ACADEMIC MISCONDUCT)

To be completed in the event of a student being suspected of the academic offence of cheating in an exam.

Please ensure that the following actions are taken as soon as academic misconduct is suspected (please make reference to the full procedure in the Invigilator’s Manual):

- On the student’s exam script draw a line under their work and note (in pen) the time the suspected offence was discovered
- Confiscate all evidence (including calculator, notes, dictionary) – valuable items such as mobile phones must be handed back to students at the end of the exam
- Photograph any evidence that cannot be confiscated, e.g. writing on hand, before asking the student to wash it off
- Allow student to continue the exam
- Ask student to speak to you at the end of the exam for their account of the situation
- Note the details of the suspected offence below – continue on a separate sheet if necessary

<table>
<thead>
<tr>
<th>Name of Invigilator:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time of discovery:</td>
<td></td>
</tr>
<tr>
<td>Exam code:</td>
<td></td>
</tr>
<tr>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>Student ID:</td>
<td></td>
</tr>
<tr>
<td>Action taken:</td>
<td></td>
</tr>
</tbody>
</table>

Nature of suspected offence and other information:

Signed:

Please ensure that you do the following before handing in this report at the Examinations Desk:

- Separate the student’s exam script from the other scripts and attach it, along with any other documentation or evidence, to this report
- On the envelope of scripts, note that a script has been removed and note the relevant Student ID
- Include any confiscated items and photos with this report
University of Nottingham

Invigilator’s Report Form (ILLNESS)

To be completed in the event of a student becoming ill prior to or during an examination.

Please note on the student’s exam script the point at which the student became ill.

Please ensure that the student’s exam script is placed inside the white script envelope along with this form. Please leave the white script envelope open so the Exams Office can make a copy of this report for their records.

<table>
<thead>
<tr>
<th>Name of Invigilator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time:</td>
</tr>
<tr>
<td>Exam Code:</td>
</tr>
<tr>
<td>Room:</td>
</tr>
<tr>
<td>Student ID:</td>
</tr>
<tr>
<td>Time of illness:</td>
</tr>
<tr>
<td>Action taken/report:</td>
</tr>
</tbody>
</table>

Signed:
3. Alternative Arrangements (AEA)

Types of arrangements

Below is a list of all current alternative exam arrangements.

EXTRA TIME

Additional time added to the standard exam duration.

<table>
<thead>
<tr>
<th>Percentage Additional Time</th>
<th>Time Added Per Hour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>15 mins</td>
<td>25% added to standard exam duration</td>
</tr>
<tr>
<td>33%</td>
<td>20 mins</td>
<td>33% added to standard exam duration</td>
</tr>
<tr>
<td>50%</td>
<td>30 mins</td>
<td>50% added to standard exam duration</td>
</tr>
<tr>
<td>Extra 15 mins per exam paper</td>
<td></td>
<td>15 additional minutes to read the exam paper. Students must not write or type during these 15 minutes.</td>
</tr>
</tbody>
</table>

REST BREAKS

Rest breaks are periods of rest where students must not type or write. It is strictly pen down.

These breaks are calculated using the exam duration and extra time where applicable.

<table>
<thead>
<tr>
<th>Break Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breaks 10 mins per hour</td>
<td>Student cumulates 10 minutes worth of rest breaks per hour</td>
</tr>
<tr>
<td>Breaks 15 mins per hour</td>
<td>Student cumulates 15 minutes worth of rest breaks per hour</td>
</tr>
</tbody>
</table>

Students may choose when to take breaks. You must not advise a student when to take their breaks. Students do not have to use their rest breaks. Students must raise their hand and indicate to invigilators when they want to take their rest breaks.

They must also stay in their seats unless one or both of the following is ALSO listed:

- ‘Student to have snack/drink/medication/toilet breaks’ and/or
- ‘Student to be allowed to get up and walk around, stretch or exercise’

ONLY when one or both of the above statements appear on the pink sheet alongside the ‘rest breaks’ should a student be permitted to use rest break to do any of the above. If one or both of the clauses ever appear without the ‘rest break’ then you should phone the exams office to clarify before the exam.

Rest breaks will be displayed as a number of minutes per hour. These minutes are cumulative, meaning that the student can take the total number of rest break minutes in any way across the duration of the exam. For example, if a student is sitting an exam for 3 hours and has been allocated 15 minutes rest breaks, they will have 45 minutes to rest. They can take their rest breaks all at once or they can take a series of smaller breaks.

It is the responsibility of the invigilator to note each rest break and to inform students how much time they have remaining. Invigilators should amend the projected end time written on the whiteboard each time a student has a break.
### ROOM TYPES

The following AEs refer to specific room requirements.

| Use of a computer | Student sits exams in a computer lab and types their answers using a PC. (See “AEA Computer Room” section) |
| Use of own laptop | Student is permitted to type their exam answers on their personal laptop. |
| Wheelchair accessible rooms/desks | Student must sit exams at a wheelchair accessible desk in a wheelchair accessible room. |
| Wheelchair accessible toilets/toilets nearby | Student must sit exams in a room close to wheelchair accessible toilets. |
| Small room (20 or less) | Student must sit exams in a room with a capacity of 20 people or less. |
| Small room (10 or less) | Student must sit exams in a room with a capacity of 10 people or less. |
| Separate room | Student sits exams in a separate room on a one-to-one basis with an invigilator. |

### START TIME

| AM exams to start at 10:00am | 09:00 exams to start at 10:00. |
| EV exams to start at 1:30pm student to be supervised until 5:30pm. | 16:30 exams to start at 13:30 and student to be supervised until 17:30. |

### ACADEMIC/DISABILITY SUPPORT

| Use of a scribe | A trained scribe will write the student’s exam answers for them. |
| Student to write own exam answers, to be typed by Scribe after the exam | A trained scribe will type up the student’s exam answers post-exam. |
| Use of reader | A trained reader will read the exam to the student. |
| Accompanied by a Support Worker/Academic Support Tutor | A trained Support Worker or Academic Support Tutor will accompany the student to the exam and may remain in the room with them for the duration of the exam. |

Scribes/support workers/readers are not invigilators and must not be left in an exam room alone with a student. They must always speak in English with the students.

### EQUIPMENT/FURNITURE

| Use of an angled work board | An angled work board is provided to the lead invigilator upon collecting the exam pack. |
| Use of a copy holder | A copy holder/writing slope is provided to the lead invigilator along with the exam pack. |
| Use of an appropriate high-backed chair | A high-backed chair is provided in the room. |
| Use of an appropriate padded chair | A padded chair is provided in the room. |
| Use of a Standard English Dictionary | A Standard English Dictionary is permitted. |
| Use of a non-programmable electronic spell checker | An electronic spell checker is permitted. |
| Use of a thesaurus allowed | A thesaurus is permitted. |
| Use of coloured filter | Student can bring a coloured filter to place over the top of exam materials. |

### ADDITIONAL REQUIREMENTS

<p>| Seat at the front of the room near the door | Students must be seated at the front of the room near the door. |</p>
<table>
<thead>
<tr>
<th>Seat at the back of the room</th>
<th>Student must be seated at the back of the room.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student to be allowed to get up and walk around, stretch or exercise</td>
<td>Student is permitted to stand up, walk around, exercise or stretch. (rest breaks must be ticked also)</td>
</tr>
<tr>
<td>Student to have snack/drink/medication/toilet breaks</td>
<td>Student permitted to have snack, drink, medication, and/or toilet breaks. (rest breaks must be ticked also)</td>
</tr>
<tr>
<td>Use of a computer for essay-based questions</td>
<td>Student to use PC to type essay-based exam answers.</td>
</tr>
<tr>
<td>Additional time only for written papers</td>
<td>Student is only permitted additional time for written papers (not MCQ etc).</td>
</tr>
<tr>
<td>This student may have a seizure (e.g. epileptic) during the exam. If this happens, contact Security and the Exams Office</td>
<td>Student may experience a seizure.</td>
</tr>
<tr>
<td>The candidate’s examiners should be advised of the Specific Learning Difficulties. Wherever possible, examiners should not penalise errors in spelling and punctuation, untidy handwriting or clumsiness in English expression.</td>
<td>Students with Dyslexia or a specific learning difficulty are provided with a sticker that must be attached to their exam script. This indicates to markers that the student has a specific learning difficulty which will be taken into consideration when the script is marked.</td>
</tr>
</tbody>
</table>

**Student supervisions**

There may be occasions where invigilators are asked to supervise students for a specified duration. If you have been allocated a supervision slot, this will be emailed to you with the student ID, a collection time, a room and duration. You must collect the student from the specified room at the specified time. You may be required to escort a student to their next exam, or to the Exams Office. Sometimes we ask the lead invigilator to ensure that a student is not dismissed early, and that they return with the invigilator to the Exams Office.

Student restrictions during supervision:

- Students must submit mobile phones or other communication devices to you or the Exams Office.
- They must not communicate with anyone other than you or a member of Exams Office staff.
- Students should be allowed to move freely and occupy themselves appropriately.
- They may use the time to revise for the next exam.
- They are permitted to eat, drink and have bathroom breaks. You do not need to report these breaks as they are not under exam conditions.

**CLASH ARRANGEMENT**

A clash arrangement is put in place for students who have two exams at the same date and time. One exam will take place as scheduled, leaving the other to be taken in the session immediately before or after. The student must be supervised preventing them from communicating to fellow students to gain an advantage.
PINK SHEET

Each AEA room is provided with ‘pink sheets’ (see example below). The pink sheet lists all students who will be taking an exam in your room, by exam code, along with details of their alternative exam arrangements. You should read through the pink sheet thoroughly before setting up the exam room. The “duration” column indicates the total amount of time the candidate is permitted to write or type their exam answers. The “with breaks” column indicates whether a student has been allocated periods of time during their exam where they can rest without writing or typing their exam answers.

GREEN SHEET

The green sheet lists the students in order of exam duration. The duration column indicates the total amount of time the candidate is permitted to write or type their exam answers. The “final duration inc. breaks” column indicates the maximum duration for students who have been allocated rest breaks, e.g. the longest their exam can be if they use all of their rest break time.
Checklist for Mains & AEA Exams

BEFORE EXAM

1. Collect the exam pack from the Exams Office and arrive at the exam venue at least 45 minutes before the exam is due to start.
2. Check that you have all emergency contact telephone numbers to hand.
3. Read and check the rubric and make sure you understand the details - contact the Exams Office if in doubt.
4. If in an AEA location check the Pink Sheet, Green Sheet and ensure that you have all the information and resources required to support the students.
5. Make sure that each desk has a desk card, exam script and any additional resources as required by the rubric.
6. Distribute the special paper(s) (if any) to the correct student(s).

10 MIN BEFORE START OF EXAM

1. Admit students
2. If you need to delay the exam for any reason, keep them informed.
3. Make announcement 1 and 2. If in an AEA location modify the announcements as in the AEA announcements section.
4. Check that students have found a seat.
5. At the allotted start time, make announcement 3 and start the exam, making sure all candidates are aware of the official start time.

DURING EXAM

1. Ensure silence and keep track of the time.
2. Remain standing and patrol the room at regular intervals. Be sure to check candidates have not hidden anything in their cubicle.
3. Invigilators must not read, use the internet or check their emails during the exam but must be vigilant at all times.
4. Ensure that the candidates do not have access to outside information i.e. internet, notes, mobile phones etc. Deal with any issues and or incidents, ensuring that they are reported as appropriate.
5. Perform the ID check on students with as little disturbance to students as possible, noting any that have not produced ID but allow them to continue.
6. If in an AEA location, monitor the rest breaks and amend the exam finish times.

15 MIN UNTIL END OF EXAM

Make announcement 4 (visual announcement if in an AEA room).

END OF EXAM

1. Make announcement 5 to stop the exam (visual announcement if in an AEA room).
2. Make sure to collect all the exam scripts in the correct order.
3. Separate MCQs from answer booklets if necessary.
4. If in an AEA location, attach the ‘Dyslexia’ stickers to the answer books as appropriate.
5. Release the students in a controlled and silent manner.
6. Collect all exam related materials and return in the brown envelope to the Exams Office. This includes all student rough working/scrap paper if in a ROGŌ exam.
7. Tidy the room and collect lost property (if any) to be returned to the Exams Office.
8. Complete the Lead Invigilator Report Form and other documentation as necessary, and return the entire pack to the Exams Office.
AEAS Computer Rooms

All AEA rules and regulations apply in computer exams. A few more notes help you run the exam:

**KEY TERMS (AEA COMPUTER)**

| Computer room instructions (invigilator copy) | Instructions for invigilators to follow when conducting AEA computer room exams. |
| Computer room instructions (student copy) | Instructions for students to follow when sitting AEA computer room exams. |
| Computer users’ log | A grid to be ticked and signed by students indicating the method in which they completed their exam. |
| Exams drop folder | A shared folder where typed exam scripts are held and are visible to Exams Office staff. |

**PREPARING THE EXAM ROOM**

Students should be seated at every other PC or if the barriers are up, next to each other.

If you ‘wake up’ all PCs by pressing the spacebar (you may then need to check that the cursor is at the start of the field before typing in the username and password)

Log into each PC using the ‘computer room instructions for invigilators’ instruction sheet (over the page).

**RUNNING THE EXAM**

Full details and instructions can be found on the next 2 pages.

**MARKING THE COMPUTER USER LOG**

- A computer user log will be provided to each AEA computer room.
- All students in AEA computer rooms must complete and sign the log before they finish their exam and leave the room.
- The student must tick the method(s) in which they completed their exam and then sign it.

![Alternative arrangements - computer users](image)

A copy of these instructions will be provided for all AEA computer exams but please familiarise yourself with them.
INVIGILATOR INSTRUCTIONS - AEA COMPUTER ROOMS

BEFORE STUDENTS ARRIVE

- See how many PCs you need and ensure students can be sat at ‘every other’ seat unless there are barriers
- Check the pink sheet for any specific seating arrangements
- Set out question papers/answer books/student instruction sheet.
- **Invigilators must log the students on to the PC’s** with the relevant username and password for your location (below) to ensure the student is logged in under exam ‘lockdown’ conditions.

<table>
<thead>
<tr>
<th>EXAM LOCATION</th>
<th>STUDENT USERNAME</th>
<th>STUDENT PASSWORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A16 Pope Building</td>
<td>gtzpopea16</td>
<td></td>
</tr>
<tr>
<td>A25 Law &amp; Social Sciences</td>
<td>gtzissa25</td>
<td></td>
</tr>
<tr>
<td>A26 Pope Building</td>
<td>gtzpopea26</td>
<td></td>
</tr>
<tr>
<td>A17 Lenton Grove</td>
<td>gtzlgrovea17</td>
<td></td>
</tr>
<tr>
<td>A81 Life Sciences</td>
<td>gtzlifesciencesa81</td>
<td></td>
</tr>
<tr>
<td>Trent Building (ALL ROOMS)</td>
<td>gtztrent</td>
<td></td>
</tr>
<tr>
<td>Sutton Bonington Computer</td>
<td>gtzsb</td>
<td></td>
</tr>
</tbody>
</table>

The **LEAD INVIGILATOR** should log on to one computer in the room using the following:

<table>
<thead>
<tr>
<th>EXAM LOCATION</th>
<th>INVIGILATOR</th>
<th>INVIGILATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>All locations</td>
<td>gtzinvig</td>
<td>Check copy provided on the day for password</td>
</tr>
</tbody>
</table>

Open folder on invigilator PC to prepare to check saved scripts

- From the invigilator PC, click **Start > Computer > Map network drive** (at the top). Select “P” drive and in “Folder” field type `\uon6\apps01\e\ExamsDropFolder` (or select from list if available) and press Enter/Browse.
- A new dialog box will open. Scroll to find your relevant room folder. Select folder > click OK
- Click “Finish” on the next screen to view the relevant folder. This is where you will save scripts once each student completes their exam. Keep the folder window open for now.

AS STUDENTS ARE ENTERING/BEING SEATED

- Make the appropriate **VERBAL** announcement (Announcement 1)

ONCE STUDENTS ARE SEATED

- Ask them to follow the instructions provided on their desk (A5 sheet – 1 per person)
- Make the appropriate VERBAL announcements (Announcements 2 & 3)

Printing/saving/final checks instructions overleaf
Follow the information in your manual for Announcement 4 & 5. Do not verbally announce the last 15 minutes or the end of the exam in an AEA exam, use the yellow laminated sign provided.

**WHEN THE STUDENT HAS FINISHED THEIR EXAM**

1) **Print the exam** (invigilators must follow the printing instructions, not the student)
   - Some rooms do not have printers, please check the corridor for the printer. When using B16 Trent you will need to save the work, check it is saved properly and inform the Exams Office to print it.
   - With document open, click SAVE
   - Click File > Print > select "Mono" > Print
   - On printer press “Alternate login” - keyboard appears.
   - Type username (pin) of your location. Press next. Type password of your location. Press logon.
   - Press “Print” button. From “Available documents” list, select document and press print at bottom of screen
   - Ask student to check document. Staple using built-in stapler on printer and place in appropriate white exam script envelope (adding a dyslexia sticker if stated on the pink sheet)
   - Close the word document leaving it showing as an icon on the desktop

2) **Save the exam script** (invigilators must follow the saving instructions, not the student)
   - Ensure the paper has been printed before saving
   - Click Start and type: \uon6\apps01\e\ExamsDropFolder and press Enter
   - Here you will see a list of the usernames corresponding to each exam location. Double-click the folder representing the location you are in to open it.
   - Drag the document (or copy/paste it) from the desktop into the folder. (It may look as if it has not moved to the selected folder. Follow the steps below using the invigilator computer to ensure it has!)
   - **Student to sign the computer users log** provided to confirm they are happy it is printed and saved and tick other methods they have used i.e. MCQ, written answer book.

3) **Check exam script has saved**
   - Return to invigilator PC and check the folder you opened previously to check that the document has come across. You may need to refresh the folder.
   - Once saved and printed, return to student PC and delete document from desktop and empty recycle bin.
   - Shut down all PCs after use

### INSTRUCTIONS FOR STUDENTS

- Your PC should already be logged on. If not, please speak to an Invigilator before continuing. **Do not log on yourself**
- Open Word from the icon on your desktop.
- Create a header **EXAM CODE** and **STUDENT ID** i.e. N121359 – 4123456 (do not include your name)
- Save document to the desktop - **EXAM CODE** and **STUDENT ID** (do not include your name)
- Save your work at regular intervals
- Once finished, you should raise your hand to attract an invigilator
- Your work will be printed and you will be asked to sign a submission confirmation form
4. Rogō/Online Exams

KEY TERMS (ROGŌ)

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rogō</td>
<td>University’s online exam application.</td>
</tr>
<tr>
<td>Secure desktop</td>
<td>A group of technical settings which prohibit the PC from accessing the</td>
</tr>
<tr>
<td></td>
<td>Internet, Documents and USB ports. All PCs – student and invigilator – are</td>
</tr>
<tr>
<td></td>
<td>initially logged in using the same Username and password</td>
</tr>
<tr>
<td>Invigilator screen</td>
<td>Where invigilators can make notes about the exam while in progress.</td>
</tr>
<tr>
<td>Paper note</td>
<td>When an issue affects all students, invigilators should click this option</td>
</tr>
<tr>
<td></td>
<td>to make a note.</td>
</tr>
<tr>
<td>Individual note</td>
<td>When an issue affects one student, invigilators should click this option</td>
</tr>
<tr>
<td></td>
<td>to make a note.</td>
</tr>
<tr>
<td>Exam question clarifications</td>
<td>Clarifications about a question may be posted to the live invigilator and</td>
</tr>
<tr>
<td></td>
<td>student screens as the exam is happening.</td>
</tr>
<tr>
<td>Guest account</td>
<td>Temporary user account for students who cannot log in using their University</td>
</tr>
<tr>
<td></td>
<td>credentials.</td>
</tr>
</tbody>
</table>

Before the exam

PREPARING THE EXAM ROOM

In addition to the general rules of setting up an exam room, these apply for Rogō Exams:

- Check all blue barriers between PCs are assembled. Reassemble where needed.
- Next, place the following materials on an appropriate number of desks:
  - One piece of blank A4 paper
  - Any handouts/extra materials that are specified on the rubric
- Students are not allocated a seat number in Rogō exams so no desk cards are provided. They may choose where to sit.
- If you have a small number of students in a large room, barriers may not be in place. If this is the case, seat the students every other desk in a way that they cannot view other candidates’ machines.

STUDENT PCs – LOGGING IN

- Log appropriate number of PCs into the secure desktop using the password provided in your pack on the day. The login screen will look something like the screen below (may have an image of the University as the background).
- If any PCs are not working or damaged, flip the keyboard over so that students know not to sit at these desks and remove any log in slips and blank paper.
- Select a designated ‘contingency area’ in the room where you will move candidates to new PCs should they encounter a technical issue. Log into these machines and set up the desks as normal. This ensures a smooth process of moving a candidate with limited delay and disruption.
The secure desktop disables students from accessing the Internet, Outlook, USB ports and any Documents.

After logging into the desktop, the Rogō login screen (below) should automatically pop up. However, in some cases this does not happen. If so, click the Internet Explorer icon on the desktop to trigger the Rogō login screen to appear. The PC is now ready for students – it should display the Rogō login screen where students will login using their own credentials. You do not need to log into this screen on student’s computers.

Can’t log in? If you encounter any difficulties logging into Rogō, please ring 07880092683 in the Exams Office immediately for advice.

**INVIGILATOR PC – LOGGING IN**

Before students are allowed into the exam room the Lead Invigilator should identify a PC for invigilator use. This is normally the lecturer PC but if this is not operational for any reason any PC can be used but the location must be chosen with care as the screen should not be visible to students as it contains confidential information.

- Invigilators will only be able to log into the invigilator screen **15 min** before exam start time.
- All invigilators must ensure that they are aware which machine has been identified for invigilator use as all invigilators are responsible for updating this screen with notes as required.
- Log in to the PC using the same secure desktop details as you did for student PCs.
- You will then be directed to the Rogō login screen where you should type the **Invigilator Username and Password details** that are provided in an envelope in your exam pack.
- Next, you will see the Rogō invigilator screen, which displays a list of **all** students sitting the paper you are invigilating - and as a result the list you will see will be longer than your room attendance register. Do not worry, this is normal and students will have been advised of their correct location before the exam session begins, and only students assigned to your location should report there.
1. Log out button
2. Start/end time information and duration.
3. Telephone numbers to ring in case of emergency. Exams Office **07880 092 683**
4. 'Add Paper Note...' button allows invigilators to record a problem which affect the whole cohort or paper. A good example of this would be to record a problem with a particular question.
5. 'View Rubric' will allow the invigilator to see the rubric that the students can see on their initial screen.
6. This is a list of all the students in the modules that have been assigned to the current paper. Any students will additional time will have their end time displayed in bold.
7. The 'Exam question clarifications' section checks every few seconds for system messages. This can be used by the central exams unit to add messages to questions and for these to be relayed to students and the invigilators.
Starting the exam

ADMITTING STUDENTS

- Students sitting Rogō exams are not allocated a seat number. They are permitted to sit at any designated PC. Allow 15 minutes for students to enter the room before the exam.
- Once students are seated, they must not leave the room for any reason, including bathroom breaks, before the start of the exam. Make the appropriate announcements.

LOGGING INTO THE EXAM

- Students must log into Rogō using their own University username and password.
- If an individual candidate informs you that their PC screen says ‘No paper can be found’ or ‘access denied’ this may be because the candidate has not been registered to sit the exam, or he/she has forgotten their username or password. At this point, you must allocate the candidate a guest account (see below). If there are multiple users experiencing this issue please ring the Exams Office as it is likely that there is an issue with the security setting on the paper.

ALLOCATING A GUEST ACCOUNT

- If a candidate informs you that their PC screen says ‘No paper can be found’ or ‘access denied’ this may be because the candidate has not been registered to sit the exam, or he/she has forgotten their username or password. At this point, you must allocate the candidate a guest account.
- On the Rogō login screen, click ‘Guest Login’. (If the Guest Login button is not displayed click F5 to refresh the screen and it should appear. You may need to try an alternative PC if not).

- You should ask the candidate to fill in the details accordingly (2). It does not matter if the student cannot remember their ID number. If they are unsure they should leave it blank.
- The student should click OK (3) and will be presented with temporary log in which will look this this. The candidate must note down the temporary username and password that the system has allocated to them before they log in as if there is a technical failure they will need to use these details to log back into their paper via Rogō.
EXAMS WITH PASSWORDS

Some exams may need to have a password. If this is the case, there will be an additional envelope in your exam pack.

Exam Password Instruction:

Due to multiple start times over multiple campuses, this exam has an additional level of security at exam paper level (it is password protected). Please follow the instructions below to start the exam:

1. Please log in as normal to the secure desktop.
2. Students should log in as normal but will be presented with the screen below:

![Password required](image)

3. At this point the lead should announce the password provided AND write it on the whiteboard if there is one in the room.
4. The paper rubric should now be visible. The students should read the rubric but be advised not to click start until the lead is ready to formally start the exam.

Please note that this password is in addition to the invigilator password which should be used to access the invigilator screen as normal

STARTING THE EXAM

Once all students are at the start screen, (see below) make the appropriate announcements (refer to “Announcements” section) and begin the exam.

Please ensure that standard announcements are read word for word to ensure consistency of student experience across what could be multiple locations.

INVIGILATION DUTIES IN THE FIRST HOUR (ROGŌ)

In addition to the general rules of duties in the first hour, these apply for Rogō Exams:

- If an AEA student arrives at the main exam room they are permitted to stay but they must be informed that by remaining in the location they forfeit all of their AEAs. If this is not acceptable to them direct them to their correct location. Please ensure that you make a note of any conversations of this kind as a student note on Rogō.
The University Of Nottingham’s examination regulations permit candidates to arrive up to one hour late to an exam. This one hour window should begin from the scheduled start time of the exam.

- If a student is unsure of where they should sit the exam, consult the ‘Alternative Locations’ register or call the Examinations Office for assistance.
- If the duration of an exam is less than one hour, students may enter the exam room ONLY while the exam is in progress, i.e. if the exam is 30 minutes long, a student may enter the room in those 30 minutes.
- No student can enter the exam room after the first hour of an exam has elapsed and anyone attempting to do so should be refused entry.

**ID CHECK**

- Complete the ID Check against the attendance list within the first hour of the examination.
- Students are automatically marked as attending as soon as they log into Rogō and as such a register is not required.
- Approach each desk and simply pick up the candidate’s university ID card, which should be placed on their desk, find their name on the class list and tick to signify you have verified their ID. Please try not to disturb the candidate while they are completing their exam.
- You must check the candidate’s face matches the photograph on the ID card. If it does not, contact the Exams Office immediately for further advice.
- If the candidate does not have his/her ID card, please quietly explain to them that you must see a form of ID and that they should present another form of ID to you at the end of the exam/when they decide to leave the exam room.
- Do not ask candidates to get up in the middle of the exam to fetch their ID card.
- If they have no form of ID, you must log this on the register and as an individual note against the relevant candidate.

**STUDENTS NOT ON THE CLASS LIST/REGISTER**

- If a student enters the room but is not on the class list and claims to have alternative exam arrangements, contact Exams Office immediately.
- If they do not appear on this list and do not have AEA and you have capacity for them, allow them to be seated and advise them that they take the exam at their own risk. If you do not have a seat for them please phone the Exams Office immediately for further advice.
- If an AEA student wishes to take their exam in a mains location, they must not be allocated any of their alternative exam arrangements (see above).

**ADDING PAPER NOTES**

You are required to add a paper note if an issue or incident arises during the exam that affects the whole cohort. This may be:

- Disruptive building works
- The fire alarm sounds
- An error on the paper
- Power failure

You will need to click ‘Paper Note’ to document what incident took place that affected the whole cohort. This will bring up a text box where we require you to write a concise account of the incident.
**ADDITION NOTES AGAINST INDIVIDUAL STUDENTS**

Invigilators should add a note against individual candidates if an issue affects them solely. This may be:

- Candidate suspected of misconduct
- Candidate raises a query about a question
- Candidate feels unwell
- Candidate was moved to a new PC due to a technical issue. *(It is vital that you specify exactly what the issue was when typing notes about PC failures so the technical team can fix the issue)*

To add a note, collect the candidate’s ID card, find their name on the list of candidate displayed via the invigilator screen. Next, click the candidate’s name and this will trigger a drop down box to appear saying ‘Add note’, click this and a text box will appear. You should write a concise account of the incident in this text box.

Add the note and **click ‘save’** and return the candidate’s ID card on their desk.

**Toilet breaks**

All rules for toilet breaks apply. Toilet breaks should be noted on Rogō via the invigilator screen.

- Select the correct examination tab
- Find the relevant candidate
- Select student for dialogue box to appear
- Select toilet break
- This will record the break and no further action is required
SWITCHING PAPERS

In some exams, candidates will be required to sit two papers in one exam session. The rubric will display this information, so ensure that you understand what is required before admitting candidates into the exam room.

- When students log into Rogō, this page will appear. **It is vital that you ensure all candidates sit the two or more exams in the correct order.** The order will be outlined in the exam rubric. Simply ask the students to click the first paper that they are due to sit and commence the exam in the usual way.

- When candidates have completed the first paper, they need to click ‘Finish’ and switch to the next one.
  - Ensure that students click ‘Close Window’ on the ‘Finish’ screen.
  - This will prompt the screen below:

- To start the next exam, candidates will need to click ‘Switch Papers’. This will prompt the screen below. Candidates will need to select the next exam and wait at the start screen until you are ready to commence the next exam.

- The candidates will need to select the paper that they have not yet attempted. Please ensure that the candidates navigate to the correct paper.
- In some instances, some candidates will only need to sit one of the two papers. Therefore, they may enter the exam room halfway through or leave the room after the first paper. Again, this information will be made clear on the exam rubric and if it is not clear, please phone the Exams Office.

NOISE DISTURBANCES

If there is noise disrupting the exam conditions in your exam venue, politely ask the perpetrator to stop the noise, explaining that there is an exam taking place. **Note this on the lead invigilator report form AND on the invigilator screen.**

If you cannot locate the source of the noise, phone the Exams Office and we will contact the relevant department and ask them to stop the noise.

*Please do not let a disruption continue if you think it could be distracting the candidates in your exam room*
Paper queries

If a candidate informs you that they think there is an error on the exam paper, please try to ascertain what the candidate thinks is incorrect and contact the Exams Office immediately using the emergency contact details in the invigilator pack.

*Never try to offer advice on the paper content as this could be incorrect and therefore detrimental to the candidate’s performance* Phone the Exams Office if there are ANY queries, however minor they may be!

Information we will ask you to have ready when you call:

- Who you are and location of the exam
- What the query/error message is
- Does the issue affect all candidates or just one individual?
- If it is a paper query – what screen number and what question?
- If it is an error message – what does it say/look like?
- A phone number to ring you back on

Ensure that you have your phone on silent, or preferably vibrate so you are aware of an incoming call. Inform the student that you have phoned for clarification and that they should continue with the paper.

The Exams Office will then try to phone the module convenor to determine the answer to the student’s query. One of the following will then happen:

1. If the module convenor cannot be reached, or confirms that there is no error in the exam paper, the Exams Office will call the invigilator with the instruction that the individual student should make an assumption. The module convenor will know from the Lead Invigilator updates (online and in the Lead Invigilator Report Form) that there has been a paper query, and take this into account accordingly.

2. If the module convenor determines that there is an error with the paper, a paper clarification will be issued within the Rogō software. This will appear on the invigilator screen (see area 7. below) so that you will know what the clarification is. It will also be visible to all the students taking the exam. In this case, please note - there will be no room announcement and no phone call. So please remember to check your invigilator screen for the response to the paper query that has been raised.

**Example: Paper clarification**

<table>
<thead>
<tr>
<th>Exam Checklist</th>
<th>ATACE Paper 1 (2014/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Time</td>
<td>16:51:04</td>
</tr>
<tr>
<td>Start</td>
<td>16:00:00</td>
</tr>
<tr>
<td>End</td>
<td>16:50:00</td>
</tr>
<tr>
<td>Duration</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

**Emergency Numbers**
- Exam Office
- Learning Technology Section

**Mid-Exam Clarifications**

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Venames</th>
<th>End</th>
<th>Extra (mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Smith</td>
<td>Jones</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brown</td>
<td>Williams</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Davis</td>
<td>Richardson</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brown</td>
<td>Green</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Davis</td>
<td>Clark</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brown</td>
<td>White</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Davis</td>
<td>Jones</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brown</td>
<td>Brown</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Davis</td>
<td>Davis</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brown</td>
<td>Brown</td>
<td>10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Student view of paper clarifications**

**Question Clarification**

- **Question 16** (Screen 6)

This is a test message that can be sent out to candidate workstations mid-exam to clarify content issues with various questions.

---

5. Consider a 72 year old patient with chronic lethargy and the following blood tests results:

- Hb: 75 g/L (115 - 170)
- MCV: 72 fL (88 - 96)
- Serum ferritin: 13 pmol/L (27 - 670)

From the list, pick the three tests most useful in the initial phase of investigation.

*NEVER GIVE ADVICE ON AN EXAM PAPER UNDER ANY CIRCUMSTANCES*

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**Fire alarm procedure**

Instruct the candidates to click the fire exit icon on the Rogō screen in the bottom left hand corner. Please ensure that silence is maintained. Clicking the fire exit icon will trigger this screen:

![Fire alarm procedure screen](image)

You should then instruct the candidates to evacuate the building and maintain silence to avoid students talking about the exam.

Please navigate towards the nearest fire assembly point.

Phone the Exams Office for further instruction - **07880 092 683**

**POWER CUT PROCEDURE**

Ask the candidates to stop working but to stay in their seats.

- Ensure that silence is maintained
- Note what time the power cut occurred
- Call the Exams Office immediately. We will provide you with advice of what to do next. One of the following may be advised:
  - The exam will be abandoned and rescheduled
  - The candidates will complete the exam on the paper version
  - The exam will be restarted and candidates will receive additional time
- Complete the lead invigilator report form detailing the time the power failed and what actions were taken.
- If the power is restored and the exam is resumed, the lead invigilator should place a paper note on Rogō explaining the nature of the disruption.
Ending the exam

- Students cannot leave the exam room during the final fifteen minutes.
- At the end of the allotted time announce the end of the exam.
- Students must stop typing once you have announced the end of the exam. If they continue to type, instruct them to stop. If they persist, indicate this on the student’s script and complete an academic misconduct. See dedicated Academic Misconduct section for instructions.

SUBMITTING EXAM SCRIPTS

The exam will not end automatically. The start and end of the exam remains under the control of the invigilators so strict time keeping is essential and students must be stopped at the end of the allotted time

- Read announcement 5 to end the exam. Candidate should navigate to the final screen and click the “finish” button and confirm by clicking OK that this is what they wish to do and then press Ctrl, Alt and Delete simultaneously, (the screen will go black at this point, but please wait until it flicks to another screen!), then click ‘Log Off’ to log out of the machine entirely.
- Please ensure that all candidate workstations and your own have been logged out properly, i.e. they display the same screen as they did before you logged in.
- All machines must be checked to ensure that the log off process has been completed correctly if you see the start-up screen or the following screen please instruct the candidate to complete log off through Ctrl+Alt+Delete

It is the Invigilators responsibility to ensure that the log off process is completed. It is vital that you log the machines out correctly so a candidate’s exam paper cannot be compromised.

If a student encounters technical issues and has been awarded extra time, they should be allowed to continue working while the rest of the students are dismissed. The extra time should be commenced once the room is clear.

POST EXAM

- Complete the lead invigilator report form. Please note all incidents on this form. Ensure that all invigilators have printed their names on the form and that you have written the date, time, room and ticked the boxes as applicable.
- If applicable, complete illness/academic misconduct reports.
- There are no physical exam scripts so no envelopes will be provided. All exam materials, including scrap paper, student notes etc. must be returned to the Exams Office.
- All invigilators must remain in the exam room until all clearing up activities have been completed. If you need to leave an exam room early, please liaise with the Exams Office first.
- Return all exam related materials including student rough workings, without delay, to the Exams Office.
Alternative arrangements

The same rules apply as listed in the AEA sections and Rogō/Online Mains sections of this manual. In addition to these you will need to also note:

**EXTRA TIME**
The Rogō system is pre-programmed to display the majority of a student’s arrangements but please note that it is not possible to reflect all arrangements and as a result the pink sheet should be used as a definitive data source.

If you are allocated an alternative examination arrangements room (AEA) please take the time to read the pink sheet and the durations sheet so you are sure what special arrangements the candidates in your room require.

If a student has particular requirements, such as a preference of where to sit in an exam room, ensure that their needs are met.

The icon shown below next to a student’s name on the invigilator screen indicates that this student has alternative Examination Arrangements if the student is allowed additional writing time that will also be indicated (See area 6 below)

**REST BREAKS**
Rest breaks are periods of rest where students must not type or write. It is strictly pen down.

If a student has been set to be allowed specific breaks, a crescent moon icon will be displayed. Rolling over this will show the details of the breaks in a callout (see below).

**MEDICAL CONDITIONS**
If a student has any medical information set then a green medical icon will be displayed. Rolling over this will show details of the medical condition (see below).
COLOURED FILTERS
Some students may require a coloured filter to complete their exams. For Rogō exams, the Exams Office changes the background colour to match the students’ requirements and as a result the student may not bring a physical filter with them but if they do they should be allowed to use it.

If there are any discrepancies between what the student is expecting and the pink sheet please contact the Exams Office for further advice.

PREPARING THE EXAM ROOM
As with all Rogō Exams there is no allocated seating in an AEA Rogō room and it is for the Leads and Assistants to prepare the room.

You should use the pink sheet to ascertain if any student requires specific seating i.e. by the door at the back of the room etc. and cater for these requirements.

INDICATING 15 MINUTES REMAINING
Invigilators must silently signal when students have 15 minutes remaining because AEA students will have a variety of different finish times.

Instead of making an announcement, you should hold the yellow laminated sign that says “You have 15 minutes remaining” up to the appropriate student. Please ensure that they acknowledge this.
Troubleshooting guide

CANNOT LOG INTO THE INVIGILATOR SCREEN

- You may be trying to log in too soon. For security reasons, the paper is only released 15 minutes before the exam start time. So you will not be able to log on before this time.
- Ensure that you are using the correct usernames and passwords for the correct screens. You need to log into the computer itself using the secure desktop details (same as student PCs). Then when you have reached the Rogō screen, use the invigilator login details.

If it is within 15 minutes of the exam starting and you are still experiencing the same problem, try another PC, failing that ring the Exams Office – **07880 092 683**.

’NO PAPER FOUND’ ERROR MESSAGE

- If the students in your exam room inform you that their PC is displaying the message ‘No papers found!’ contact the Exams Office immediately and let us know whether the message is displaying on all PCs or just individual PCs.
- This problem occurs when some of the security settings for the paper are not correct, or the IP address of the individual PC is not recognised in Rogō. Please remember that this message will also pop up if you or the students are accessing the exam paper too early, i.e. earlier than 15 minutes before the exam start time.

FAILURE TO DIRECT TO THE ROGŌ SCREEN UPON LOGIN

On some occasions, Rogō does not automatically launch following secure desktop login. If this is the case, click the blue Internet Explorer button located at the bottom left of the screen. This will then launch Rogō and direct the user to the login screen. If this manual launch fails, please contact the Exams Office.

ACCESS DENIED WHEN ATTEMPTING TO LOGIN TO ROGŌ

- **Whole cohort**: If all candidates are denied access to Rogō ring the Exams Office immediately.
- **Individual candidate**: If one candidate cannot log in, ask them to try logging in again. If the problem persists, you will need to allocate the student a guest account. The button for this appears at the bottom of the Rogō login screen.

’PAGE CANNOT BE DISPLAYED’ ERROR MESSAGE

First, refresh the page by pressing F5. If the same error message appears, press Alt and F4 to close the exam paper window. Ask the candidate to launch Rogō again by clicking the Internet Explorer icon. Once Rogō has launched, ask the student to log in again.
Next, you must ask the candidate to check over their work in case any work has been lost. If they are happy that all their work has been saved, then allow them to continue and award a suitable amount of extra time to compensate for the interruption.

If some of the candidate’s work has been lost, it is important to ascertain how much work was lost so you can award appropriate extra time.

**SCREEN GOES BLANK WHEN CALCULATOR IS CLOSED OR EXAM PAPER DISAPPEARS**

If a candidate informs you that their screen has gone blank after closing down the onscreen calculator, please advise them to hold down Alt and press the Tab key to cycle through the windows until they find the exam paper. The exam paper is simply hidden and cycling through all windows will bring it back to the foreground.

The screen shot below shows what will appear when the candidate begins to cycle. When they find the exam window they should let go of both Alt and Tab.

![Screen Screenshot]

**IMAGE/TEXT IS TOO SMALL**

If candidates comment that an image or a piece of text is too small, instruct them to hold down Ctrl and use the scroll wheel on the mouse to zoom in.

**IMAGES DO NOT LOAD**

If an image fails to appear onscreen, candidates should be advised to navigate between screens to prompt the image to appear, i.e. ask candidates to switch back one screen and then forward again. If this should fail, the candidate should be instructed to click F5 to refresh the screen.

![Screen Navigation]

**AN UNWANTED WINDOW APPEARS**

To close unwanted windows, instruct candidates to press Alt and F4 simultaneously.

**‘SAVE FAILED’ ERROR MESSAGE**

If the red error message below appears on a candidate’s screen, instruct them to move between screens to rectify the issue. If the candidate informs you that some of their work has been lost, allocate appropriate extra time.
BACKGROUND TURNS PINK

If a candidate informs you that the background to their paper is pink, this indicates that a part of the screen has been left unanswered. You should advise candidates to check that they have answered all questions on that screen.

If candidates are presented with a screen that asks candidates to answer ‘question 1 or question 2’, Rogō will still turn the unanswered questions pink even though the instructions have asked for one question to be left unanswered.

Rogō is not sophisticated enough to identify that only one question needed to be answered. If a candidate raises concern about this, reassure them and inform them that as long as they have followed the instructions correctly, the question will be marked as expected.

FAILURE OF AN INDIVIDUAL PC DURING AN EXAM

- If a candidate’s PC fails during an exam, please log them out of the original PC (Ctrl, Alt, Del) and move them to a PC in the designated contingency area. Log them back into Rogō by using their username and password. They should click ‘Re-start’ to continue with the exam.
- Ask the candidate to check their work and if they are happy to continue. Allocate the candidate an appropriate amount of extra time for the disruption.
- Make a concise note of the incident and any error messages on the report form and on the invigilator screen as an individual note against the relevant candidate.

FAILURE OF MULTIPLE PCs/POWER CUT DURING AN EXAM

Firstly, instruct students to stop working and to remain silent. Note down the time the PCs failed. Try to ensure students do not start talking to one another.

- Ask the students to switch off their monitors (so they don’t gain an advantage).

Make the following announcement:

“Please maintain exam conditions while we pause this examination as some of your colleagues are experiencing technical issues. We will keep you informed of progress and will restart the examination as soon as possible. Please be reminded that you will be given time back at the end to compensate for this disruption. Please be assured that this matter will be reported to your school to take into consideration. Thank you for your patience.”

- Wait for a few minutes and then ask one of the affected students to switch on their screen and see if they can move to the next page. If they can, restart the exam giving the appropriate extra time. If they can’t, wait a few minutes more and try again.
- If you are still unable to restart, please contact the Exams Office
- We will contact you with any further instructions so please ensure that your phone is on in silent mode, but in the meantime, patrol the room and try to ensure silence is maintained.

Once the issue has been resolved and you have received instructions from the Exams Office to restart the exam, please make the following announcement:

“Please may I have your attention. We will now be in a position to proceed with the examination. When instructed please turn on your monitors and resume answering your paper. The time is now XXXX and the revised end time for this paper is now XXXX - you may now resume your examination. Thank you for your patience”

- Ensure that the revised end time is written on the board and is visible to all students.
- Ensure that this incident is recorded as a paper note within Rogō.
EXTRA TIME FOR TECHNICAL ISSUES

If a candidate encounters technical issues, they will need to be awarded an appropriate amount of extra time. We have changed the extra time procedure for Rogō exams so please take note:

- Identify the candidates who have been awarded extra time.
- Dismiss all other candidates from the room.
- Allow the extra time candidates to carry on. **Do not disturb them.**
- Begin the extra time when the exam room is empty.
- To inform the candidates of their extra time, please write down the number of minutes extra time they have been awarded along with their new finish time on a piece of paper.
- Please show the candidates this slip of paper and ensure they have acknowledged the information.

LETTER ‘X’ APPEARING IN THE ANSWER BOX

Students may report that when they type something into an answer box in Rogō, the letter x also appears at the side of their answer. This will look like the following:

This is a system feature, which is designed so that if they click on the x, the whole answer box can be cleared instantly – this is useful if they have mistyped their answer or decide it is wrong. If they click away from the box (i.e. somewhere else in Rogō such as a blank area of the screen, or the next question) the x will disappear. It will not be part of their answer.
BEFORE EXAM

1. Collect the exam pack from the Exams Office and arrive at the exam venue at least 45 minutes before the exam is due to start
2. Check all anti-plagiarism barriers are in position and reposition if required
3. Check that you have all emergency contact telephone numbers to hand
4. Read and check the rubric and make sure you understand the details - contact the Exams Office if in doubt
5. If in an AEA location check the Pink Sheet and ensure that you have all the information and resources required to support the students
6. Log in to an appropriate number of PCs using the secure desktop login (see instructions for invigilators)
7. Make sure that each desk has a login slip, blank paper and any additional resources as required by the rubric. Any non-operational desk should have the keyboard turned over
8. Identify a contingency area and log into machines and set out desks in readiness

15 MIN BEFORE START OF EXAM

1. Log into the invigilator screen. Login details are contained in the exam pack
2. Admit students
3. Make announcement 1
4. Check that students have found a seat
5. Make announcement 2
6. Check that the candidates have successfully logged on, assisting with guest accounts and dealing with issues as appropriate
7. At the allotted start time, make announcement 3 and start the exam, making sure all candidates are aware of the official start time

DURING EXAM

1. Ensure that candidates screens are observed at all times
2. Remain standing and patrol the room at regular intervals. Be sure to check candidates have not hidden anything in their cubicle
3. Invigilators must not read, use the internet or check their emails during the exam but must be vigilant at all times
4. Ensure that the candidates do not have access to outside information i.e. internet, notes, mobile phones etc.
5. Deal with any issues and or incidents, ensuring that the Student/Paper notes are input into Rogō for all incidents
6. Perform the ID check on students with as little disturbance to students as possible, noting any that have not produced ID but allow them to continue

15 MIN UNTIL END OF EXAM

Make announcement 4; If in an AEA room use the yellow 15 min warning sign to individual students

END OF EXAM

1. Make announcement 5 to stop the exam, but allow those with extra time for disruptions to continue
2. Make sure all students have logged out of Rogō and that all machines are now back to the standard University Login screen
3. Release the students in a controlled and silent manner
4. Once the venue is clear state the clock for those allowed extra time for disruptions and stop students when appropriate
5. Collect all exam related materials and return in the brown envelope to the Exams Office. This includes all student rough working/scrap paper
6. Complete the Lead Invigilator Report Form and return the entire pack to the Exams Office
5. Announcements

Announcements – Mains

Mains Announcement 1
*To be read whilst students enter room - may need to repeat a few times.*

“This is a Mains Exam Room. Any student with alternative exam arrangements must inform an invigilator urgently and privately if they believe they have exam adjustments as these cannot be accommodated in this location. Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your phone must be switched off

Please find your seat promptly and in silence. Please place your student ID card on your desk.”

Mains Announcement 2
*To be read once students are seated*

“Do not open your question paper or make any notes until you are instructed to do so.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any candidate found using these or any other unauthorised device will be reported to their School for academic misconduct.

If you finish early, please raise your hand; however you may not be dismissed from the exam within the first hour or in the last 15 minutes of the exam duration. If the exam duration is less than one hour, you must remain in the exam room for the entire duration of the exam.
Announcements

You may use the toilet at any time, please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be noted in your exam script.

Please now check that you have the correct question paper and note the duration of the exam. Please thoroughly read and ensure you understand the instructions on the front of your paper. Complete the front cover of your answer book and sign your attendance card. If you have a Multiple Choice Answer sheet, ensure you complete the Student ID section.”

**Mains Announcement 3**  
*To be read when ready to start exam*

“If there any questions throughout the exam please raise your hand. You may now turn over your question paper and begin the exam.”

**Mains Announcement 4**  
*15 min warning*

“You have 15 minutes remaining.”

**Mains Announcement 5**  
*End of exam*

“Stop writing now. Ensure you have completed the front of your answer book. If you have used extra booklets, ask an invigilator for a treasury tag to secure it to your main answer book. You may not take the question paper with you.

Stay in your seat and remain silent until your papers are collected.”

**Mains Announcement 6**  
*Once all papers/scripts have been collected and checked by invigilator(s)*

“You may now collect your belongings and leave the building in silence so you do not disrupt other examinations still in progress.”
AEA Announcement 1
To be read before/whilst students enter room - may need to repeat a few times.

“Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your phone must be switched off.

Please find your seat promptly and in silence. Place your student ID card on your desk.”

AEA Announcement 2
To be read once students are seated

“Do not open your question paper or make any notes until you are instructed to do so.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any candidate found using these or any other unauthorised device will be reported to their School for academic misconduct.

If you finish early, please raise your hand; however you may not be dismissed from the exam within the first hour. You may use the toilet at any time, but please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be noted in your exam script. If the exam duration is less than one hour, you must remain in the exam room for the entire duration of the exam.

Check you have the correct question paper and note the main duration of the exam. Please read and ensure you understand the instructions on the front of your paper. Complete the front cover of your answer book and sign your attendance card.
If you have a Multiple Choice Answer sheet, ensure that you complete the Student ID section.
If you are expecting any stationery and it is not there, please raise your hand.
If you are entitled to rest breaks, these must be requested by raising your hand. Rest breaks are strictly ‘pen down’ time unless otherwise noted.
Writing time will be lost for all toilet breaks unless you are permitted toilet/medication/movement breaks during your rest breaks. If you have a specific learning difficulty or Dyslexia, a sticker will be attached to your answer book before you leave the room.”

AEA Announcement 3
*To be read when ready to start exam*

“We will communicate to each of you when you have 15 minutes remaining. If you have any questions, please raise your hand”

“You may now turn over your question paper and begin the exam.”

AEA Announcement 4
*15 min warning*

No verbal announcement. To warn student(s) they have 15 minutes writing time remaining, show them the A5 yellow laminated sign which states *15 minutes remaining* and ensure they have acknowledged you.

AEA Announcement 5
*End of exam*

No verbal announcement. Show student(s) the sign which states *stop writing now*. Collect papers and scripts. Indicate when they are dismissed without disrupting other students who may still be working.
Announcements – Rogō/Online

Rogō Announcement 1
To be read before/whilst students enter room - may need to repeat a few times.

“Please place all bags and coats at the front or back of the room. Any valuables will be left at your own risk. Small items such as keys, wallets or phones may be placed under your desk. Your mobile phones must be switched off.

Find your seat promptly and in silence. Ensure that you have placed your student ID card on your desk.”

Rogō Announcement 2
To be read once students are seated

“Please do not log in to your computers until you are instructed to do so. Do not make any notes until the start of the exam is announced.

Be aware that we occasionally experience technical issues relating to the operation of online examinations. Some students may experience issues such as screen freezes and error messages. If you should experience any such issues please raise your hand and an invigilator will come to assist you. If it becomes necessary, the exam may be temporary halted while the issue is rectified and until all students are able to continue. Please be assured that the system is designed to protect your answers.

Please ensure your mobile phones and any smart watches are switched off. These items must be in your bag or coat, or under your desk completely out of sight. They cannot be on your person during the exam. Any candidate found using these or any other unauthorised device will be reported to their School for academic misconduct.

If you finish early, raise your hand; however you may not be dismissed from the exam within the first hour or in the last 15
minutes of the exam duration. If the exam duration is less than one hour, you must remain in the exam room for the entire duration of the exam.

You may use the toilet at any time, but please raise your hand and an invigilator will escort you out of the room. All toilet breaks or interruptions will be noted in your exam script.

Please ensure that your workstation and chair have been adjusted to ensure comfortable working.

You may now use your university username and password to log in to the Rogō screen. Read the instructions on the screen but do not click the start button until you are instructed to do so. Please raise your hand if you are having any difficulties and an invigilator will provide assistance. Do not speak to anyone other than an invigilator during the exam.”

**Rogō Announcement 3**
*To be read when ready to start exam*

“You may submit your exam before the full duration has elapsed, but you can only do this once. If you do wish to submit your exam, you must be sure that you do not want to answer or amend any answers. At the end of the exam I will instruct you to submit your answers if you have not already done so. Are there any questions?

The time is now XXX. You may now click start and begin the exam.”

**Rogō Announcement 4**
*15 min warning*

“You have 15 minutes remaining.”


**Rogō Announcement 5**
*End of exam*

“You must stop answering questions now. Please navigate to the last screen and click the finish button in the bottom right hand corner. Close the Rogō Screen and log out of the PC by pressing Ctrl + Alt + Delete. Stay in your seat and remain silent until you are instructed to leave the room. You should take no exam materials away from the exam room including scrap paper.”

**Rogō Announcement 6**
*When invigilator(s) are ready to dismiss students*

“Please collect your belongings and silently leave the building so as not to disrupt other exam sessions.”
6. Invigilator employment

Terms & conditions

EQUALITY & DIVERSITY
You are required to adhere to and comply with the University’s Equality and Diversity Policies found at: http://www.nottingham.ac.uk/hr/equality-diversity/equality-diversity.aspx

“The primary aim of the University is to sustain and improve the high quality of its provision as one of the leading research Universities in the United Kingdom. The University seeks to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstance, sexual orientation or other irrelevant distinction.”

DATA PROTECTION
You are required to abide by the University’s policies relating to Data Protection, you agree to the University possessing, processing your personal data for business purposes. Any breach of data security or failure to comply with University Data protection policy may result in termination of the Engagement. The University may monitor usage of University systems.

PERSONAL DATA
The personal data that The University of Nottingham collects about you will be used for the purposes of processing your assignment and for the compilation of anonymous statistics, and it will be used to form the basis of your staff record. All data will be held securely in accordance with the Data Protection Act 1998.

CONFIDENTIALITY
By accepting this assignment, you acknowledge and agree that you will not, during the course of the assignment or thereafter, except with the consent of The University of Nottingham, as required by law or in the performance of your duties, use or disclose any confidential information belonging to the University, or relating to the University’s affairs or dealings which may come to your knowledge during your employment, except as required by law or any regulatory body and without prejudice to the provisions of the Public Interest Disclosure Act 1998.

CASUAL WORKER POLICY
If you are current PhD student of the University of Nottingham, you are be employed by the Exams Office via Unitemps. If you are a non-student, you are be employed by the Exams Office via HR department. In both cases, you are employed as a casual worker. You will receive a full copy of the terms and conditions for casual workers each time you are issued a casual assignment from HR or Unitemps. In summary, the University is under no obligation to provide you with work or any additional work once it has done so. Equally you will be under no obligation to accept any work or assignment which may be offered to you. This engagement automatically terminates whenever you have completed the tasks for which you were engaged, and the University has no obligation to offer you any other work or engagements in the future. Both parties can terminate the arrangement at any time upon one week’s notice in writing. The Exams Office shall monitor invigilator performance and issue warnings as necessary; however if the standard of your performance is deemed to be unacceptable at any point, the University has the right to terminate this engagement without notice.
There is no contract and no minimum or maximum number of hours per invigilator.

**ONE-TO-ONE EXAMS WHERE STUDENT DOES NOT ATTEND**
You will be paid for the entire duration of the exam as well as the admin time (75 minutes for Lead Invigilators and 60 minutes for Assistant Invigilator).

**EXAMS WHICH FINISH EARLY**
You will be paid for the entire duration of the exam, as well as the administrative time before and after (30-45 depending on role).

Exams planned to last less than one hour will be rounded up to one hour to ensure a minimum of 2 hours pay for any exam (including the administrative time before and after).

**RATES OF PAY** (as of May 2017)

<table>
<thead>
<tr>
<th>ROLE</th>
<th>Hourly rate</th>
<th>Hourly rate including holiday pay</th>
<th>Mains Rooms (# of students)</th>
<th>AEA room (# of students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead – Senior (DRSV and KMC)*</td>
<td>£9.23</td>
<td>£10.34</td>
<td>200+</td>
<td>N/A</td>
</tr>
<tr>
<td>Lead – Plus*</td>
<td>£8.58</td>
<td>£9.62</td>
<td>75-199</td>
<td>15+</td>
</tr>
<tr>
<td>Lead</td>
<td>£8.48</td>
<td>£9.50</td>
<td>1-74</td>
<td>2-14</td>
</tr>
<tr>
<td>Assistant/Pool</td>
<td>£8.15</td>
<td>£9.13</td>
<td>&gt;1</td>
<td>&gt;1</td>
</tr>
</tbody>
</table>

* Not applicable for Unitemps Staff

**Information for Unitemps Staff only**

Please note that the Lead senior and Lead plus roles are not available for invigilators employed through Unitemps.

- If you have been allocated these roles in your exam schedule, please make sure to get in touch with exams office beforehand to cancel the slot.
- If you have any restriction on the number of hours you can work (in case of tier 4 visas), please note that it is your responsibility to check your schedule to ensure that you are not exceeding the restricted number of hours. Please get in touch with the Exams Office immediately in case you need to modify the exam schedule.

**CANCELLING A SLOT**
Please cancel only in an emergency. Email invigilators@nottingham.ac.uk **before** the exams period. Telephone Exams Office (do not email!) **during** the exams period. See contact numbers under “General Information” section.

**ADDITIONAL SLOTS**
Additional slots are emailed out during the Exams Period as necessary.
Log of Hours and Timesheet Submission

Depending on if you are employed through HR or Unitemps, the method of claiming payment for your work will vary.

The deadline for submitting timesheets/ Log of Hours is the 10\textsuperscript{th} of every month. All the work carried out on or before the 10\textsuperscript{th} of each month (5\textsuperscript{th} in December) will be processed in that month’s payroll and the payment will be made on the university pay day (usually the day before the last working day of each month (except in December)).

**LOG OF HOURS (Non-student Invigilators ONLY)**

1. All invigilators who are employed through the HR department of the University must complete the log of hours spreadsheet. (Available to download here: http://www.nottingham.ac.uk/academicservices/currentstudents/examinations/invigilators.aspx).
2. Log of hours is cross-checked with Exams Office records (database and exam documentation).
3. Pay calculated and submitted to payroll the following month (where possible).

**UNITEMPS TIMESHEETS (Student Invigilators ONLY)**

- All invigilators who are employed through Unitemps must submit timesheets via Unitemps website (www.unitemps.com). Timesheets are submitted on a weekly basis, i.e. you can only submit one timesheet per role per week.

To submit timesheet:

- Log in to your Unitemps profile and click on ‘Submit Timesheet’ option in the home page.
- You will have to submit your lead and assistant hours under two separate roles ‘Lead Invigilator’ and ‘Assistant Invigilator’ respectively.
- Please select the appropriate role and select ‘Create New Timesheet’.
- Enter the start time and end time for each exam period as a shift adding the admin time to the actual number of hour. (45 minutes before the exam + 30 minutes after the exam for lead and 30 minutes before the exam + 30 minutes after the exam for assistant roles).
• You can only enter the hours in 15 minutes interval, therefore, depending on the exam duration please round the times to the nearest 15 minutes with 8 minutes as the cut-off point. (e.g. If an exam that starts at 09:00 a.m. is 1 hours 33 min long, please enter it in the timesheet as 08:15 – 11:00 (including admin time for lead). If the exam that starts at 09:00 a.m. is 1 hour 38 minutes long, please enter the shift in the timesheet as 08:15 – 11:15 (including admin time for lead).
• Please enter the one hour duration you were in the pool for the Pool slot. If you are sent to an exam from the pool slot, please enter the pool slot and the exam duration (as described above) as two separate shifts.
• You can save the timesheet and edit later to better keep track of your hours. Saved timesheets can only be edited when accessed via 'Timesheet History' option.
• Only 'Submitted' timesheets will/can be approved. The Exams Office cannot view or access ‘Saved’ timesheets.
• You will have to claim your holiday pay separately, **AFTER the timesheets are approved** using 'Claim Holiday Pay' option. Holiday pay will not be visible until the timesheets are authorised.
• Timesheets will be rejected if there are any discrepancies. If you are unsure of the reason why your timesheet is rejected, please get in touch with the exams office. You will be able to amend and resubmit rejected timesheets.
• Expenses should be claimed in 'Comments' section of each timesheet and should ALSO be emailed to Exams Office separately.
Quick reference guide

BEFORE EXAM
- Leads – collect pack 45 min early. Assistants – report to room 30 min early.
- Ensure you have all required stationary and correct module scripts
- Lay out all exam materials according to desk cards (will be already distributed for Mains)
- Read announcement #1 10-15 minutes before the planned start
- Continue with announcement #2 when students have found their seat.
- Continue with announcement #3 when you are ready to start the exam

DURING EXAM
- PATROL. Do not do personal work, read or use mobile.
- After 1 hour has passed, check student IDs and collect desk cards
- Mark the registers
- End the exam with announcement #5 (if AEA location, use yellow sign)
- Complete Lead Invigilator Report Form and any other necessary forms

END OF EXAM
- Collect all scripts and answer books; check you have the correct count
- Dismiss students
- Ensure Lead Report Form is thoroughly completed
- Leads should immediately return the pack to the Exams Office

TOILETS
- Students may use the toilet at any time during their exam but they must be escorted
- All toilet breaks must be noted (in pen) in the students exam script
- Students should not be given time back for what they missed, i.e.—time should never be “paused” for students using the toilet unless they have an alternative arrangement which indicates otherwise.

ACADEMIC MISCONDUCT
- All unauthorised materials should be confiscated (whether before or after exam). The only type of item which can be returned is mobile phones/smart watches.
- Mobile phones/smart watches must NOT be on the student’s person
- If a student is found with one after you have announced they must be put away, this must be reported as misconduct (even if the exam has not started).
- Mobile phones/smart watches must be switched off and placed in one of two locations:
  - In a bag or coat pocket placed away from the desk
  - On the floor, 100% out of the student’s sight and reach

HOW TO RETURN EXAM PACK
- White envelope(s) – for each module code
- Exam scripts including MCQs
- ALL exam papers (used and unused) placed within original brown envelope
- “No names” register
- Desk cards
- Wrapped with “named” register
- Lead report form Misconduct form with related scripts/papers (if applicable)
- Illness form (if applicable)
- AEA
- Pink sheet
- Green sheet
- Alts locations list (mains only)