



**THE UNIVERSITY OF THE WEST INDIES**

**MONA CAMPUS**

**HANDBOOK FOR INVIGILATORS**

# **DUTIES OF INVIGILATORS**

## **INTRODUCTION**

Examinations will be held at the venues and at the times shown in the Timetable/Accommodation Schedules which you will receive at least one week before the scheduled start of each examination session.

Each examination room has a Chief Invigilator who is responsible to the Registrar for ensuring that examinations are conducted smoothly, efficiently and in strict accordance with the University's Examination Regulations and procedures approved by the Board for Undergraduate Studies and the University Academic Committee.

The procedures cover a wide range of activities including the distributing of question papers and other materials to candidates, reporting late arrivals; absentees, cases of illness during examinations; cases of suspected misconduct; the close supervision of candidates; collecting and counting of scripts and at the end of the examination and delivering them either to the Registry (Examinations Section) or to the First Examiner, if the latter comes to the Examination Room to collect the scripts (as prescribed in the Regulations) Reg 129.

Each Chief Invigilator is supported by at least one Assistant Invigilator.

**Please read this Handbook carefully and familiarize yourself with its contents so that you will know what is required of you.**

## **EXAMINATION REGULATIONS GOVERNING THE DUTIES OF INVIGILATORS AT WRITTEN EXAMINATIONS**

### **Regulation 104**

104. At each Campus each examination room shall be under the specific direction of a senior member of academic staff: a Professor, Senior Lecturer or Lecturer of some years standing, to be called the Chief Invigilator, Where the criteria cannot be fulfilled, a Chief Invigilator may be appointed at the discretion of the Registrar in charge of Examinations for that Campus.

105. The ratio of Invigilators to candidates shall be between 1:20 and 1:30, and except in the case of a single candidate the minimum number of INVIGILATORS shall consist of the Chief Invigilator and one assistant.

106. Invigilators shall be appointed by the Campus Registrar.

107. Having once accepted responsibility to invigilate in a particular examination, no invigilator shall withdraw his/her services except in a case of emergency. In such emergency, it shall be the responsibility of the invigilator to inform the Campus Registrar (i.e. the Registrarial Officer approved for the purpose) as soon as possible after such emergency arises.

108. The Invigilator(s) shall attend at the examination room at such time as shall be prescribed by the Campus Registrar, **but in no case less than half an hour** before the examination is due to begin.

109. Invigilators who do not arrive on time should explain their lateness to the Chief Invigilator who shall make report to the Campus Registrar.

110. The Chief Invigilator shall collect the question papers and where necessary the key for the examination room at the Examinations Section of the Registry. He/She should check the titles of the question papers against the list of examinations provided by the Examinations Section and take the question papers to the examination room at least twenty minutes before the examinations are scheduled to begin.

111. It is the duty of each Chief Invigilator to arrange the distribution to candidates of suitable answer books, string and any other material recommended by the Faculty Board concerned for the particular examination. Answer books shall not be distributed before the arrival of an Invigilator.

112. No persons other than those officially concerned with the examination may be admitted to the examination room. Examiners may attend at any time during any examination in the course(s) for which they are responsible.

113. The Chief Invigilator is expected to see that candidates do not use or have access during the examination to articles, papers, books or aids (other than those permitted by the Faculty Board for the paper). Such material must be deposited by candidates before the start of the examination as prescribed by Regulation 98(i).

114. The Chief Invigilator shall admit candidates to the examination room in sufficient time so as to allow all candidates to be seated and question papers or laboratory materials to be distributed by the hour fixed for the start of the examinations.

115. Responsibility for the distribution of the question papers shall rest with the Chief Invigilator.

116. When the candidates are seated, the Chief Invigilator shall open the sealed envelope(s) and supervise the distribution of question papers and other approved examination material to each candidate. The Invigilator(s) must, on no account supply copies of the question papers to persons other than the candidates and the Examiners present except on written instructions from the Campus Registrar.

117. Before the start of the examination the Chief Invigilator shall:

- (i) Announce that all unauthorized material brought into the room by any candidate must be deposited at the place provided for this purpose and that any unauthorised material found subsequent to that announcement will be regarded as evidence of attempting to cheat;
- (ii) Invite candidates to surrender to him/her any unauthorised material still in their possession.
- (iii) Ask candidates to check their question papers to ensure that each has a complete paper.

118. Candidates shall not be permitted to write until permission is given by the Chief Invigilator at the scheduled hour.

119. The Invigilator(s) shall on no account give information to a candidate who asks questions about the contents of a question paper or doubts its accuracy, even though it may appear that there is a printing error. Where the examiner is not present in

accordance with Regulation 49, the Chief Invigilator shall refer any question of this nature to the Campus Registrar who will ask an examiner in the subject to attend at the examination room.

120. If the Chief Invigilator admits a candidate arriving more than half an hour late, he/she shall:

(i) Make it clear to the candidate that the University reserves the right to refuse to accept work done in that examination:

(ii) Make a full report in writing to the Campus Registrar stating the time of admission, whether any candidate had previously left the room, and any special reasons given by the candidate for his/her lateness.

121. As soon as possible and not later than half an hour after the start of the examination, the Chief Invigilator shall check the candidates against the list of candidates provided by the Campus Registrar. Absentees shall be noted on the list, which shall be signed and returned to the Campus Registrar at the conclusion of the examination.

122. (i) Throughout the course of the examination, Invigilators shall maintain constant watchfulness to prevent candidates from availing themselves of unfair assistance, either by consulting books or notes (other than those agreed by the Faculty Board concerned) or by communicating with or copying from another candidate, or by any other means. Invigilators shall ensure that silence is maintained.

(ii) Invigilators shall ensure that no disturbance interferes with the proper conduct of the examination. They shall report any irregularity to the Chief Invigilator who shall report same to the Campus Registrar in writing.

123. The Chief Invigilator shall require candidates who are permitted to leave before the end of the examination period to hand in their scripts directly to him/her before they leave.

124. The Chief Invigilator shall allow for each examination the time specified and no more.

125. At the conclusion of each period of examination the Invigilator(s) must collect from the desks, the candidates' answer books and whilst collecting the answer books he/she must see that each candidate's number and the title of his/her paper have been inserted upon his book, making and initialing any correction which may be necessary. The Invigilator(s) must be careful to see that any supplementary answer books, maps or any other document(s) forming part of the candidate's work are securely tied inside the cover,

at the back of the main answer book.

126. If a candidate, having appeared, has nevertheless left no work, a memorandum signed by the Chief Invigilator must be substituted for the answer book and submitted together with the other scripts or other examination exercises.

127. The Chief Invigilator must then check the answer books or other examination exercise by the list of candidates.

128. The Chief Invigilator must ensure that no answer book or other examination exercise has remained uncollected and that no spare question paper or spoiled book is left on the desks.

129. When the Chief Invigilator has collected all the answer books or other examination exercises, he/she shall enclose them in numerical order in the envelopes(s) or other container(s) provided and shall write on the envelope(s) or other container(s) the total number of the scripts or other examination exercises enclosed. He/She shall enclose copies of the question paper with the appropriate scripts or other examination exercises and return the remaining copies to the Registry. He/She shall hand the scripts or other examination exercises to the Examiner concerned who should attend for this purpose. The Examiner shall acknowledge receipt by signing two copies of the receipt slip. One copy should be retained by the Examiner and the other returned to the Campus Registrar by the Chief Invigilator.

130. The Chief Invigilator should consult the Campus Registrar in any case of difficulty which may arise in connection with the examination.

## **GUIDELINES FOR INVIGILATORS**

1. **CHIEF INVIGILATORS MUST COLLECT** the Official Examination Room folder, the Question Papers and Official Answer script envelopes from the Registry (Examinations Section) at least forty-five (45) minutes to one (1) hour before the scheduled start of the Examination.
2. **ASSISTANT INVIGILATORS** must attend the Examinations Room at least forty-five (45) minutes to one (1) hour before the scheduled start of the examination and assist the Chief Invigilator to prepare the room.
3. If an Invigilator cannot invigilate an examination because of illness or other serious circumstances beyond his/her control, he/she must send a message to the Examinations Section at the earliest possible time so that alternative arrangements can be made.

### **PREPARATION OF THE ROOM**

#### **Arrangement of Desks**

4. The Maintenance Department (Housing and Accommodation) Staff will set out desks and chairs in accordance with instructions from the Examinations Section. The Chief Invigilator is required to inspect the seating arrangements, and ensure that they are in accordance with the TOTAL number of candidates listed in the Attendance Registers found in the Official Examination Folder and that all other arrangements are satisfactory.

#### **Arrangement of Rooms**

- 4a. Examination Rooms in which there is to be more than one paper being written should be clearly divided by signs on the black boards.
- 4b. Check the candidates lists in the Official Folder, divide the room according to the number of candidates for each course being examined, label the blackboards and place stationery only on those desks at which you wish candidates to be seated. **DO NOT put out more stationery** than the total number of candidates.

#### **Distribution of Stationery**

- 4c. The following should be put on each desk:

- (i) ONE (only) main answer book (or as stated on the question paper)
  - (ii) Carbonized copy of candidates' receipt forms
  - (iii) Any examination material as required for a particular question.
5. The Examination Room must be ready to receive the candidates at least fifteen (15) minutes before the advertised start of the examination. In the case of large rooms thirty (30) minutes.

### **ADMITTING CANDIDATES TO THE ROOM**

7. Candidates should be called into the Examination Room at least 15 minutes before the advertised start of the examination. In the case of large rooms 30 minutes.
8. Candidates must be admitted to the room through designated entrances only.
9. The Chief Invigilator should assign Assistant Invigilators as appropriate to work at designated entrances to the room to check that each candidate has a valid Identification Card and instruct them to put their handbags, pencil cases etc. on the shelves or tables provided for this purpose.

### **BEFORE THE QUESTION PAPERS ARE DISTRIBUTED**

10. The Chief Invigilator must:
- (i) Announce that all candidates **MUST** have a valid UWI Identification Card.

**NOTE:** If a candidate does not have a UWI ID CARD, you may accept a valid Passport, Driver's License or National ID, but the candidate must sign the appropriate form; copies of which will be found in the Official Folder.

- (ii) Check that candidates are sitting in the correct room and where appropriate, in the correct section of the room. Some large courses have been divided by Faculty and some alphabetically **ANY CANDIDATE IN THE WRONG ROOM MUST** be sent out. It is his/her responsibility to know where he/she ought to be. The information is on the Official Examinations Notice Board.
11. The Chief Invigilator must make the following announcements:



- (i) all unauthorized materials brought into the room by any candidate must be placed on the shelves or tables provided for this purpose, any unauthorized material found subsequent to this announcement will be regarded as evidence of intent to cheat;
- (ii) while in the Examination Room candidates are required at all times to comply with the instructions of the Chief Invigilator. Failure to comply may result in the candidate being disqualified from the examination;
- (iii) that candidates will be asked to remove their headgear for inspection;
- (iv) that candidates will be asked to remove bulky jackets;
- (v) that candidates will be asked to remove laboratory coats.

Where appropriate, instruct candidates to remove calculators from their cases, and to put the cases on the floor beneath their desks.

Where appropriate, instruct candidates that dictionaries (or other books allowed) must be free of notes or doodles.

Remind candidates of the University's regulation with respect to calculators.

## **OPENING OF QUESTION PAPERS**

- 12. The Question Papers must not be placed on the desks before candidates are admitted. The Chief Invigilator must open the packet(s) containing the Question Papers in full view of the candidates after they have been seated in the examination room.
- 13. Open all envelopes containing question papers to check that they are the correct papers for the course/s for that session and room. **In no circumstances whatsoever should these envelopes be opened by Assistant Invigilators.**
- 14. Hand Question Papers to the Assistant Invigilators for distribution to the candidates. Question Papers must be placed face down on the desks of only those candidates who are present and seated.
- 15. **If a packet containing the wrong papers (e.g. for a different examination session) is opened by mistake, re-seal it immediately with the tape provided**

**and report the incident to the Assistant Registrar, Examinations as soon as possible.**

16. The Chief Invigilator must take care that only the correct question papers are issued for the examination session. If the wrong paper is issued in error, all copies must be collected as soon as the mistake is discovered and re-sealed in the original packet. Inform the Assistant Registrar immediately.

### **WHEN ALL CANDIDATES HAVE RECEIVED QUESTION PAPER**

17. When the Chief Invigilator is satisfied that all candidates are seated and have received the correct question paper, he/she must make the following announcements:
- (i) remind the candidates to sign their receipts if they have not already done so, and to put their ID Cards, Examination Cards and receipts on their desks where the Invigilator can see them.
  - (ii) ask candidates to read instructions on the cover of the Answer Book and complete the information required, i.e. Faculty, title of examination, ID number etc.
  - (iii) tell candidates that they must not read anything inside the question paper until the examination begins.
  - (iv) if an examination asks for answers to some questions or groups of questions to be written in separate answer books, draw candidates' attention to this. Make sure that they understand that all rough work must be done in the same answer book.
  - (v) tell candidates that they are not to take any examination material out of the room except the question paper. **NB** *If the question paper is a Multiple Choice Paper it must NOT be taken from the room. Invigilators are required to collect them.*
  - (vi) Repeat the announcement at 11 (i) - (iii)

### **ANNOUNCEMENTS BEFORE THE START OF THE EXAMINATION**

18. Each examination, whether two or three hours long, must start promptly at 9.00 a.m. (morning session) or 1.00 p.m. (afternoon session) and 4.00pm (evening session).

19. To start the examination, announce to candidates that "the three hours (or two hours) of the examination starts now. For example - The Examination will now begin you may turn over your question papers. The time is X. The Examination will end at Y. No one will be allowed to leave the room during the last 15 minutes of this examination". Make a note of the time so that you can end the examination exactly two or three hours later.
20. Extra time is not permitted:  
for reading the question paper (except specifically stated);  
for candidates who arrive late;  
for completing sentences after the end of the examination is announced.

### **COLLECTION OF STATIONARY FROM VACANT DESKS**

21. Within five minutes of the start of the examination all stationery must be collected from all desks at which no candidate is seated. This is most important as it enables the Invigilator to establish time at which the late comers arrive.

### **CHECKING OF EXAMINATION AND ID CARDS AND COLLECTION OF RECEIPTS**

22. The Candidate's receipt form must be collected from the candidates during the first half hour after the start of the examination.
23. The name and ID numbers on the Identification Card must correspond with the name and ID number on the student's receipt and must show the course code and title of the examination timetabled for that session.
24. All Invigilators must PRINT as well as sign their names on candidates' receipts.
25. The receipts are to be put in numerical order and checked off against the candidates attendance list found in the Official Folder.

### **TEMPORARY ABSENCE FROM THE EXAMINATION ROOM**

26. Candidates are not allowed to leave the examination during the first thirty minutes or last fifteen minutes of an examination. An exception is made in cases of illness. If someone becomes ill at any time during the examination, an assistant invigilator is to assist the candidate out of the examination room to the Health Centre or to a

place where he or she can recover but be kept under constant supervision. Candidates should be allowed to return to the examination when they have recovered sufficiently. Details of each case should be recorded on the Invigilator's report Form. No extra time is allowed for this.

27. After the first thirty minutes and before the last fifteen minutes, candidates may leave the examination room for a short period to go to the lavatory provided that:

they are accompanied by an Invigilator

they do not take with them a question paper, answer book(s) or any other examination material

the Assistant Invigilator ascertains that they will not have access to books or other materials or to other candidates outside the examination room. The Invigilator must check the lavatory cubicle.

### **EARLY COMPLETION OF AN EXAMINATION**

28. The Chief Invigilator should allow candidates who completed the examination before its scheduled end to leave the room early (but not in the last fifteen minutes). They must hand in their question papers, answer book(s) and other examination materials to the Chief Invigilator or to an Assistant Invigilator before they leave the room. Candidates must not leave their desks to go to the Chief Invigilator or to the Assistant Invigilator, they must raise their hands to attract the Invigilator's attention and wait for the Invigilator to come to them. Candidates should know what to do, since it is explained in the Instructions to Candidates booklet, nevertheless, you must make an announcement before the examination begins to make quite sure that they understand.
29. All stationery issued to candidates should be collected by invigilators at the end of the examination.

### **UNAUTHORIZED PERSONS**

30. From the time that the envelopes containing question papers are opened until the end of the examination the Chief Invigilator should prevent anyone other than officials of the University, staff of the Examinations Section or late candidates (all of whom must provide satisfactory proof of identity) from entering the examination room.

31. Do not allow question paper to be given to anyone other than a candidate or to be taken out of the examination room until the end of an examination.

### **THE CHIEF INVIGILATOR'S REPORT**

32. The Chief Invigilator must complete one form for each examination session, reporting all significant incidents or developments during the examination which may be of interest or concern to the University, including:

Additional candidates

Candidates who are ill or who show signs of serious distress

Candidates who arrive more than thirty minutes late

Candidates who leave the examination room early

Misprints or alleged ambiguities in a question paper

Conditions in the examination room that may have adversely affected candidates' performance. You must also inform the Examinations Section immediately so that the problem can be dealt with before the next examination session.

Interruptions to the examinations (such as a power failure)

Shortage of examination materials

A delayed start or end to the examination

### **SUPERVISION**

33. As a Chief Invigilator you are charged with ensuring that candidates are kept under constant and effective supervision throughout the examination session. This means that at least a ratio of 1 Invigilator to 30 candidates must be present in the examination room for the whole session. The Chief Invigilator must be present throughout the Examination except in cases of extreme emergency which should be reported to the Examinations Section.

34. If the ratio is not maintained you must inform the Examinations Section immediately.
35. You must make sure that in no circumstances candidates are left unsupervised in the examination room. Effective supervision is active supervision. You and your staff will need to exercise constant vigilance to see the candidates have no opportunity to consult unauthorized materials or to copy from or communicate with other candidates during the examination.
36. You should maintain absolute silence in and immediately around the examination room while the examination is in progress and arrange frequent but unobtrusive walks of inspection around the room to check that the examination is proceeding satisfactorily.

### **MISCONDUCT**

37. The University's regulations recognize as misconduct in the examination room the following behaviour by candidates:

Taking into the examination room or possessing while there any materials, written or otherwise, either not issued to candidates by an invigilator or not among the essential or permissible materials listed on the Question Paper.

Helping or attempting to help another candidate; obtaining or attempting to obtain help from another candidate.

Consulting or trying to consult any books, notes or other materials while temporarily outside the examination room during the period of the examination.

Conduct in the examination room, or elsewhere on examination centre premises, which constitutes a serious breach of the University's regulations of the host institution or could be said to bring the name of the University in disrepute.

### **Penalties**

38. A candidate found guilty of any of these kinds of misconduct may be liable to such penalties as the Campus Committee on Examinations may determine. These may include revoking any course credit, degree or other award, revoking any examination assessment contributing to a course credit, degree or other award, and even suspension or expulsion from the University. In dealing with a case of suspected misconduct, do not venture to offer an opinion, solicited or not, on the possible penalty that might be a consequence of the candidate's conduct.

## **Powers of Chief Invigilators**

39. You are empowered to stop the examination of a candidate suspected of serious indiscipline, and to expel him or her from the examination if you judge that this is necessary. This is in addition to any penalties that the Campus Committee on Examinations may subsequently impose. Dismissal from the examination centre should be used only as a last resort, when attempts to resolve the matter by other means have been tried and have failed.
40. You are not empowered to make a personal search of candidates or to compel them to surrender handbags or other personal property when the use of unauthorized notes or other material is suspected. If a candidate is observed to consult notes or other materials that you think may be unauthorized, challenge the candidate immediately and ask for the materials to be handed over for inspection, rather than allow the candidate to keep them throughout the examination. When dealing with suspected misconduct you should act in such a way as to cause as little distress to the candidate concerned and as little disturbance to other candidates as possible.

## **Reporting Cases of Misconduct**

41. All misconduct cases must be reported. As you take the following steps, do your best to avoid disturbing other candidates:

Enter full details of the incident(s) on the form provided, including the time at which it was first noticed (Form III).

If the incident involves the introduction of unauthorized materials, take them from the candidate and attach them to the completed form. If a candidate refuses to hand over the materials, report this on the form.

The form should be completed immediately after the incident and signed by all invigilators concerned.

At the end of the examination ask the candidate to remain in the room to read the report of the incident on the form and to make a written statement and sign as evidence of having seen the statement.

## **EMERGENCIES**

### **Evacuation of the examination room**

42. If there is an emergency (such as a fire alarm or earthquake) during an examination and the examination room has to be evacuated, tell candidates to leave their question papers, answer books and other examination materials on their desks and not to talk to each other while out of the room. Note the time of evacuation. You should, if possible, telephone the Examinations Section to keep staff there informed. When the emergency is over the candidates should be allowed to complete their examinations, with the time during which the room was evacuated added to the time allowed for the examination. Candidates who want to leave at the scheduled finishing time should be allowed to do so, but a note should be made of their names and the time they have worked.

## **AT THE END OF THE EXAMINATION**

### **Time announcements**

43. Announce the time one hour before the end of the examination and again ten minutes before the end. If clock is not clearly visible to all candidates, announce the time every hour.

### **Ending the Examination**

44. At the end of the two-hour or three-hour period, announce the end of the examination and tell candidates to:

Stop writing and remain in their seats until an Invigilator comes to their desk to collect the answer scripts. It must be made clear that neither the Chief Invigilator nor the Registry will accept responsibility for an answer script which has not been handed to an Invigilator. Tell candidates that any one found writing after this announcement will be penalised.  
Candidates MUST NOT in any circumstances be allowed to come to the Invigilator's desk to hand in scripts.

- N.B.** Make sure that they have written their Identification numbers, make and model of calculator (if they used one) on each answer book as instructed on the question paper or answer book.

Assemble their answer books (these will be referred to as 'scripts' from now



on) in the right order and fasten them together with the string provided.

Not to take any examination materials from the room except the question paper and anything that they brought in with them. Candidates for some examinations are not permitted to take question papers away with them; e.g. Multiple Choice Question Papers.

### **COLLECTION OF SCRIPTS**

45. The duplicate copy of the candidate's receipt and is to be handed to the candidate **ONLY** in exchange for an answer script which has been properly filled in and tied. The Invigilator should scrutinize each answer script. In cases where nothing is written in the answer book the Invigilator should inform the student that this has been noted and make a report to the Registrar.

### **DO NOT GIVE A COPY OF THE RECEIPT UNTIL A SCRIPT HAS BEEN HANDED OVER.**

46. Answer scripts are to be placed in the envelopes provided according to ID numbers and the form on the envelopes must be completed (numbers ticked off) and signed by the Invigilator.
47. Packages of the scripts must be returned to the Examinations Section of the Registry where applicable or handed to the Examiner at the Examination Room and in all cases signed for on the duplicate receipts attached to the envelopes. In all cases the contents of the envelopes must be checked (counted) by the person to whom it is handed over, and any discrepancy noted.
48. All scrap paper collected from the Examination Rooms is to be put in boxes provided and returned to the Examinations Section for scrutiny before disposal.

The Registry  
Examinations Section  
18/11/2011