



EXAMINATIONS OF DE MONTFORT UNIVERSITY

Handbook for Support Staff involved in one to one examinations (who will also be required to act as invigilators)

This booklet is intended to offer common sense **advice** on a number of potential challenges which may be faced during the course of an examination. It also summarises **responsibilities** laid down by the University's regulations in respect of such incidents as suspected cheating.

Exams Office Numbers

0116 2506379

07500 570334 (this will be the number that exams will text you from if they need to get information to you)

Please put these numbers in your phones. You will also need to give exams your phone number.

Please note that the regulations (*Appendix 1*) contained in this document were current in the 2011/2012 academic session. They may have been superseded by later versions. Please refer to the Exams Office (*EO*) for advice.

If you are unsure about anything please ASK

Reviewed December 2011

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CHAPTER ONE –CARRYING OUT DUTIES

Arrival

All support workers must arrive at the Distribution Point in the John Whitehead building **at least half an hour** before the exam is due to commence to allow time for the collection of materials and setting up the exam room.

Support staff should ensure they have with them:

- **appropriate I.D.**
- **a copy of this handbook**
- **announcement card (abridged version for support staff) (Appendix 2)**

Checking the pack

You will be given an envelope containing exam materials with a cover sheet (*Appendix 3*) that contains details of the exam.

The pack for individual exams should contain:

- **the exam paper**
- **answer booklets** where the answers are not recorded directly on the exam paper
- **any special material** including disks if the student is using a PC

You will also be issued with

- **green student identification form**; to be completed when the student has not produced a valid NUS card
- **lilac examination report form**; to be completed and returned at the end of the exam
- **orange sheltered room nominal role form**; to record details of the exam, student and start and finish times
- **dictionary**
- **clock and battery**
- **signage and BlueTac**

Please check for any room changes from the information you already have.

All documentation should be transported without delay to the exam room.

Support workers should familiarise themselves with fire & bomb evacuation notices in each location.

Starting exams / using the announcement card

Invigilators / support staff should arrive at the room with sufficient time to set the room up for the exam

- **check date, module code and any specific requirements relating to the exam**

What the different colours of exam papers signify

- **Pink paper** - dictionaries are **NOT** allowed (even though this may be in your exam pack)
- **Cream** - the student can take the paper away from the room.
- **Blue** –the student **CANNOT** take that part of the paper away from the room
- **Orange page** –ensure the student **signs** this and return to exams office at the end. This is a “fit to sit” form that is applicable to some law exams.

Candidates should enter the room to enable sufficient time to allow **five minutes** reading / checking time before answering the questions. There may be other instructions contained in the rubric of the exam regarding reading time and if this is the case these should be adhered to.

The clock should be clearly visible to the candidate.

It is the candidates' responsibility to bring pens, pencils, drawing instruments etc.

Bags should be placed at the side of the room and the candidate should have on the desk their ID card and materials appropriate for the exam.

You should explain that you will have your phone switched on but in ‘vibrate mode’ so that the Exams Office can contact you regarding the paper etc. This should not be left on the desk in case it causes a disturbance to the candidate.

The **abridged announcement card** gives appropriate instructions to the student regarding what is expected of them, how the exam will proceed etc.

Candidates should be reminded to check that they have the correct paper and that their paper is complete.

Appropriate announcements regarding start and end times should be made.

Checking identification

Candidates are instructed to bring their De Montfort University ID card to each examination. This is the only means of identification which should be accepted without comment for the vast majority of students.

The **only** exception to this is the presentation of a validated resit entry form.

If a student is unable to produce a valid identity card, other identification should be sought, preferably bearing a photograph. In this case, and in the case of a student who cannot produce **any** form of identification to the satisfaction of the invigilator, the student should be allowed to sit the examination, but must complete a Student Identification Declaration Form and this should be returned with the nominal roll. (*Appendix 4*)

Support staff are requested to deal sensitively with students whose religious attire is covering their face.

- If the student's face **cannot** be seen on their registration card, please ask the student to complete the student identification form. You should annotate the form to say that you have seen a registration card but for reasons of religious observance you could not confirm the student's identity. (*Appendix 5*)
- If the student's face **can** be seen on the union card then the support worker (of the appropriate gender) should explain the situation tactfully to the student and ask him/her to remove his/her head-dress. If the student is reluctant to comply with this request then they should be asked to complete the identification form which should be annotated as outlined above.

Feedback suggests that this is not a situation you have to deal with on a regular basis; however it is one that should be dealt with in a sensitive and tactful way

Calculators

Candidates may **use non-programmable** calculators unless their use is prohibited in the rubric.

Candidates are **forbidden** to use **programmable** calculators in the University's examinations, unless specifically allowed for the rubric of a particular examination. Generally speaking, this means any calculator capable of storing formulae or textual notation. As a guide, the University has agreed that any calculator bearing a full alphabet face (that is, letters including **and beyond** A to F) should be regarded as breaching the Regulations, unless such a device is permitted in the rubric of the particular examination.

Dictionaries

Invigilators provide candidates with access to pre-issued dictionary but support staff should **check that the use of a dictionary is not excluded in the rubric of the exam.**

Students using PCs in exams

Where, as part of the students support package they are allowed to use a PC during the course of the exam, a disk for saving the work will be supplied.

Support staff should ensure that they have **visual access** to the screen at all times in order to ensure the student is not accessing the internet etc. The work should be **saved periodically both to the desktop and to the disk.**

The students **P number, module code / day / time of the exam** should appear on the document saved.

Once saved to disk, the student should be encouraged to check that the work has saved correctly. If there are any difficulties exams should be contacted who will in turn contact a member of the **IT team.**

Where a printer is available then a copy of the work **must** be printed and submitted together with the disk.

Smoking and eating

Smoking in the examination room is not permitted.

Food and drink may only be brought into the examination room at the discretion of the support staff. **There may be reasons why a student may need access to food, for example, students with diabetes may need to eat regularly.**

Late admission

No candidate is allowed to enter the examination room later than 30 minutes after the start of the examination. **This time limit applies to all examinations, irrespective of their overall length. If the candidate is late this time is taken from their exam time.**

*For example if the exam is 2 hours long and the candidate is 20 minutes late then the candidate would only be allowed 1 hour 40 minutes to sit the exam unless there are mitigating circumstances. **You should contact exams to clarify what time is allowed where there may be mitigating circumstances and should NOT in any circumstances make this decision yourself.***

If your candidate does not arrive within the scheduled first 30 minutes, please ring the EO before returning with the materials to the office.

Early departure

No candidate may permanently leave the examination room before one hour has elapsed. This time limit applies to all examinations irrespective of their length.

Toilet trips

The exam time does not stop for toilet trips unless specifically mentioned on the front sheet.

However, in rooms where the facilities are some distance from the room, or where the exam is of a particularly long duration arrangements can be made between the support worker and the candidate to pause the exam at a prearranged time for a convenience break. In such circumstances the clock may be stopped and restarted.

You should accompany the candidate to the toilet. **Do not leave the paper unattended; take this with you along with any items of value. The candidate should not talk to anyone as they remain under exam conditions.**

End of exam

The exam report should be completed (*appendix 6*). Any irregularity which may have affected a candidate **must be reported**. This may relate to the accommodation (e.g. fire alarm, external noise), to a particular examination (e.g. query about the content of a paper), or a particular candidate (e.g. taken ill).

Scripts should be returned in the envelope provided to the Examinations Office along with all other appropriate documentation.

Please ensure that the ancillary documentation such as the register are NOT submitted in the envelope containing the exam paper and answers, but are handed in separately.

CHAPTER TWO – INCIDENTS IN EXAMINATION ROOMS

Errors on papers

Any error, omission or query on a paper **MUST** be referred to the EO as soon as it is raised; they will attempt to provide a definitive interpretation of queries regarding content in consultation with Faculty staff.

Where it is not possible to do this, the candidate must be advised to answer the question as they believe it should read, annotating their script with the error they believe is present (**if acting as scribe then offer to do this for the student**) and explaining the basis on which they are answering the question. This matter can then be taken into account by the internal examiner.

On no account should invigilation staff contact an academic member of staff directly or make a decision about an examination paper themselves irrespective of any subject knowledge they may have.

A report of the incident should be included in the Examination Report

Candidates taken ill

If a candidate feels unwell the support worker may take the candidate from the examination room (for fresh air, toilet visit) until they feel sufficiently recovered.

Candidates should be reminded that time lost in this way is **not** added to the end of the examination, but that their temporary absence, and consequent loss of time, will be reported to the relevant assessment board, via the Exam Report.

The decision as to whether the student continues the exam is entirely theirs **UNLESS** you believe that their health is in danger.

If a candidate's medical condition is causing concern you should contact The EO for advice

Mobile Phones / Electronic Devices

Mobile phone / electronic devices are not permitted in an exam room. The appropriate announcement (***'if your phone is seen or heard then it will be confiscated and dealt with under the University's Academic Offences procedures'***) should be made before the student enters the room.

If this warning is ignored then it may be necessary to confiscate the phone / device and explain to the student that it is being dealt with under the disciplinary regulations and the **EO should be contacted.**

Fire alarms

If the fire alarm sounds during the course of an examination, the following action should be taken:

- Scripts and papers should be collected by the support worker and kept by them throughout the course of the alert.
- The examination room should be evacuated, so as to ensure that the candidate is accompanied, and that examination conditions are maintained as far as is possible.
- The room should be secured (this is the responsibility of the building staff – please do not wait for them to arrive but evacuate immediately).
- Phone the EO to alert a member of staff that there has been an evacuation.
- Once permission has been granted to re-enter the room, the support worker should allow the candidate to settle themselves before resuming the examination, adding onto the official finish time of the examination any time which has been lost.
- Candidates may be advised to draw a line in their answer books and annotate them to the effect that at that point in the examination a fire alarm occurred (**if acting as scribe for the student then the scribe should offer to do this**).
- Where the interruption to the examination is prolonged, advice as to the best course of action should be sought from the **EO**. This may involve abandoning the examination or shortening it. This is a decision which **CANNOT** be taken by the support worker
- The occurrence of a fire alarm, its duration, and any other relevant points, **must** be noted on the Examination Report. This information will be made available to the Chair(s) of the relevant Assessment Board(s).

Bomb Alerts

Where a bomb alert is in operation prior to the start of a scheduled examination, and access to the examination room is not possible, the support worker shall instruct the candidate to gather at the bomb assembly point for the particular location, contact the exams office and await instructions

Initially, the same procedures as for a fire alarm will be followed.

If re-entry is not possible before the scheduled end of the examination, the candidate should be told to leave and informed that they will be notified as soon as possible as to whether or not the examination has been formally abandoned. If this is the case, a rescheduled date and time will be notified to the candidate as soon as possible.

There may be occasions when the examination is **not** formally abandoned; for example, if the interruption is in the last fifteen minutes, it may be considered inappropriate that the whole examination is declared invalid. **However, the decision as to the abandonment or not of an examination rests with the Chair of the relevant Assessment Board and NOT the invigilation team.**

You will be advised by the exams team

Academic Offences

If a candidate is suspected of cheating in an examination, there is a set procedure which **MUST BE FOLLOWED.**

- The candidate should be calmly and quietly told that they are suspected of cheating, and that you need to contact the EO.
- The candidate's script must be endorsed with a note of the event, giving brief details of the nature of the occurrence, e.g. found with extraneous material; the time of the event must also be given. (this will normally done by a member of the exams team)
- The candidate should normally be allowed to complete the examination, but advice should be sought from the exams team
- Any extraneous material should be immediately confiscated and retained
- Support workers should complete a 'Report of Incident of Candidate Suspected of Contravening Examination Regulations'

Support workers may be asked to give evidence at a subsequent Disciplinary Hearing.

If during the course of the examination you are unsure about anything please contact a member of the examinations team.

Ensure you have the phone number of the Examinations Office programmed in your phone.

Telephone – (0116) 2506379

APPENDICES

APPENDIX 1	UNIVERSITY REGULATIONS
APPENDIX 2	ANNOUNCEMENT CARD
APPENDIX 3	INDIVIDUAL EXAM ARRANGEMENTS FRONT SHEETS
APPENDIX 4	NOMINAL ROLE
APPENDIX 5	STUDENT ID FORMS
APPENDIX 6	EXAM REPORT FORM

Chapter 6 Regulations for candidates sitting internally set De Montfort University examinations

1 Instructions to all candidates

- 1.1 Candidates must:
- 1.1.1 Ensure that they know the date, time and location of all examinations which they are required to sit;
- 1.1.2 Arrive at the examination room at least 15 minutes before the start of the examination;
- 1.1.3 Read carefully the instructions on the examination paper and the examination answer book;
- 1.1.4 Note that the University reserves the right to schedule examinations and assessments on any day of the week;
- 1.1.5 Note that if a candidate is absent from an examination a mark of zero will be awarded unless a deferral for that examination has been granted 1.
- 1.2 Candidates are required to produce their NUS/University Registration Card (or signed reassessment form in the case of students resitting without attendance) at every examination which they take. Candidates should place their cards (or forms) on their examination desk for inspection by an invigilator.
- 1.3 No candidates may enter the examination room until authorised to do so by the senior invigilator.
- 1.4 No candidate is allowed to enter the examination room later than thirty (30) minutes after the start of the examination. **This timescale applies to all examinations, regardless of their duration.**
- 1.5 Candidates' behaviour at all times should respect other candidates' rights to an examination environment free from unnecessary distraction or disturbance.
- 1.6 A candidate wishing to leave the examination room temporarily must first obtain the permission of the invigilator.
- No candidate shall withdraw from the examination until it has been in progress for at least one hour, and then only with the permission of the invigilator, to whom the candidate must personally hand his/her script. **This timescale applies to all examinations, regardless of their duration.**
- Any candidate who leaves the examination room without the permission of an invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room.
- 1.7 To avoid disturbance to others, candidates may not leave the examination room during the last fifteen minutes of the examination.
- 1.8 Candidates will normally be allowed five minutes reading time before the start of the examination to read and check their papers. This will vary only where specifically stated in the rubric of the examination paper. Candidates are advised to complete the cover sheet of their answer book with their name (or candidate number if applicable), programme, subject and level of examination, date of the examination and details of the campus and room where the examination is taking place and their own seat numbers (under the guidance of the invigilators). However, candidates may not write notes or write in their answer books until the senior invigilator announces that they may start to do so.
- 1.9 Except where otherwise stated on the question paper, all answers must be written in English. All answers **MUST** be legible to the markers, otherwise a fail mark will be recorded.

- 1.10 Candidates must use only the approved examination stationery. Rough work must be completed on the approved stationery and handed in with the worked script. Candidates may not bring blank paper into the examination, even if it is classed as an open book examination. Candidates may not remove any examination answer book or any part of any examination answer book from the examination room.
- 1.11 Candidates are reminded that it is an academic offence to commit any act which is intended to modify or evade, in an unauthorised manner and by unfair means, the conditions of assessment specified by the University. Chapter 4 of the General Regulations and Procedures Affecting Students deals in detail with academic offences. The regulations relating to examinations prohibit any attempt by a candidate to complete his or her examination script by unfair means, or to communicate with any other candidate in the examination room (including copying from any other candidate's script, allowing his or her own script to be copied, and passing material to or receiving material from any other candidate).
- 1.12 Candidates must bring their own pens, pencils, ink and ruler, and may use drawing instruments. These materials may only be brought into the examination room in clear plastic bags. Any additional materials may only be used when issued by the invigilator or where specifically allowed in the rubric of the examination paper.
- 1.13 Unless specifically prohibited, a candidate may use an electronic calculator which performs the usual arithmetic functions (addition, division, calculation of percentages, etc).
- Except where specifically provided for in the rubric of a particular examination paper, a candidate may not use a programmable calculator which can store textual information or formulae. Invigilators may confiscate such devices, and will not provide an alternative calculator in this eventuality.
- As a general rule, invigilators are therefore liable to confiscate calculators with a full alphabet face unless the rubric specifically allows for their use.
- 1.14 Candidates may not bring into the examination room a text or electronic dictionary of any kind, except where specifically provided for in the rubric of a particular examination paper.
- Invigilators will have access to a standard, University approved, English dictionary. Candidates are permitted to request sight of that dictionary to check the meaning of a word or words within the content of their examination question paper unless specifically prohibited in the rubric of a particular examination paper.
- 1.15 Possession by a candidate of a programmable calculator or any kind of dictionary, where this is not allowed in the rubric, will be deemed to be evidence of an attempt by the candidate to complete the examination by unfair means, and will be dealt with as an academic offence under the University's regulations.
- 1.16 Candidates may not bring into the examination room any electronic device unless approved in advance. For the purposes of this regulation, examinations shall include any formally assessed session, including, for example, assessed laboratory sessions.
- Non-compliance with this regulation will be regarded as an academic offence and will be dealt

with under the Academic Offences Regulations.

- 1.17 If any candidate brings into the examination room any notes, drawings, tracings or books (including electronically stored information), other than those which may be specifically permitted by the particular rubric of the examination, it is the responsibility of the candidate to give them up to an invigilator, or otherwise remove them from their person (including clothing), desk and/or vicinity of their desk before the commencement of the examination.

Possession by a candidate of any unauthorised material (which is defined as material not expressly permitted within the examination room) during the course of an examination will be dealt with as an academic offence under the University's regulations.

Candidates should note that invigilators do not have to be satisfied that a candidate has used or attempted to use the unauthorised material. The mere possession of that material is sufficient for the candidate to be charged with an academic offence.

- 1.18 No candidate shall attempt to complete his/her script by unfair means, or communicate with another/others inside or outside the examination room.
- 1.19 If a candidate wishes to ask a question, s/he must raise a hand and wait until an invigilator is able to attend to him/her.
- 1.20 No candidate shall continue writing after the senior invigilator has announced the completion of the time allowed for the examination, except, with the permission of an invigilator, to complete the information on the cover of the answer book.
- 1.21 At the end of the examination, candidates must remain seated until all scripts have been collected by the invigilation team.
- 1.22 Candidates are not permitted to smoke in the examination room. No candidate may bring food or drink into the examination room unless authorised to do so by an invigilator. Candidates are expected to bring only food and drink that has a minimal impact on the examination environment and other students.
- 1.23 Any candidate who is suspected of contravening any of the above regulations will be so advised by the senior invigilator who will endorse his/her script and inform the candidate whether s/he may continue with the examination.
- 1.24 Where it has been established in accordance with approved procedures² that a candidate has cheated or otherwise committed an academic offence, the candidate may be failed for all or part of the assessment and may also be excluded from the University.

2 Special examination conditions

- 2.1 This provision applies to all students studying at a De Montfort University campus except those on postgraduate courses and those on undergraduate Nursing and Midwifery programmes. Students on these courses wishing to apply for individual examination conditions should contact their programme administrator for advice.
- 2.2 Students studying at partner colleges must follow their own college procedures and should contact the college Higher Education Co-ordinator for advice in the first instance.
- 2.3 Students taking examinations which are governed by the regulations of professional or external awarding bodies may need to meet different criteria in order to qualify for special examination conditions. The University will comply with any relevant professional requirements or guidelines. Students on these courses wishing to apply for special examination conditions should contact their programme administrator for advice.

- 2.4 Where students become ill or sustain an injury shortly before the examinations are due to take place, they are advised to contact the Academic Registry so that efforts can be made to provide any special examination conditions required. However, it cannot be guaranteed that such conditions will be provided. It may be more appropriate for such students to seek a deferral of assessment (see Chapter 5 of these Regulations).
- 2.5 Students requiring special conditions for formal written examinations should bring these to the notice of the University as early in each academic year as possible. The application process may involve referrals to third parties and so can take some time to complete. The deadline for completion of the application process is 31 March for students on standard undergraduate programmes and six weeks before the date of the examination for which the student is seeking special conditions for students on postgraduate and Nursing and Midwifery programmes. The University will not be able to make arrangements for special conditions where applications are submitted after these stated deadlines.
- 2.6 Students must complete a form 'Request for Individual Examination Arrangements' which will be available from Disability Advice and Support in Student Services.
- 2.7 Individual examination arrangements may be made by the Academic Registrar or his/her nominee, who will consult with Disability and Support in Student Services and/or other staff as necessary. Requests for special equipment may be subject to resource limitations.
- 2.8 Individual conditions may be granted for those with physical or learning disabilities or with medical conditions, which are either temporary or permanent. Such students fall into four main categories:
- 2.8.1 Those with a permanent physical disability, which can be substantiated by medical evidence, which might impair their performance in any given examination;
- 2.8.2 Those with a permanent or chronic learning difficulty or disability, which can be substantiated either by a statement from an educational psychologist or by a diagnostic assessment, such as used by the Basic Skills Agency;
- 2.8.3 Those with a chronic and long-term medical condition, which can be substantiated by medical evidence, which might impair their performance;
- 2.8.4 Those students who have conditions as described in paragraphs 2.8.1 to 2.8.3 above, where those conditions are not deemed to be permanent by their medical adviser or other professional person but which nonetheless could adversely affect their performance. For the purpose of these Regulations, 'temporary' is taken to mean a condition with a duration of one year or less.
- 9 Students might be granted any of the following as necessary:
- Extra time
 - A 'sheltered' examination room
 - A computer, magnified examination paper or other special equipment or materials
 - A reader
 - Special seating.

This is not an exhaustive list, and represents some examples only of what may be available.

DE MONTFORT UNIVERSITY

ANNOUNCEMENTS TO CANDIDATES SITTING INTERNALLY SET UNIVERSITY
EXAMINATIONS – Support Worker Version

1. Please put your **bags, coats** etc at the side of the room - they must NOT be put by your desk.
 2. Pens etc must be taken out of pencil cases unless you have a **clear plastic pencil case**.
 3. I will need to see your **NUS card**. If you DON'T have your card with you, once you are in your seat, please ask for an ID form to complete.
 4. I would like to remind you that the university's regulations prohibit **mobile phones** in exam rooms. If a mobile phone is seen or heard once the examination has started then it will be confiscated & the matter dealt with under the university's academic offences procedures.
-
5. The room is now under exam conditions. There must be **silence**.
 6. Your **ID card** should be on your desk.
 7. Please check that you have the **correct paper** & that it is complete. Read the exam instructions so that you are clear about what you have to do. – *Readers should offer to do this for the student*
 8. On your desk & person you should only have pens, pencils etc and any **materials that are permitted** in your exam instructions. Please take any materials that you are not allowed to the side of the room now.
 9. Provided the instructions of your exam allow it – you may have access to a **dictionary** to clarify the definition of a word.
 10. **Electronic devices** including programmable calculators are not allowed unless specified in your exam instructions. If you have a programmable calculator which is not allowed for please alert me now.
 11. If you are sitting a **multiple choice exam** you should take time to read the instructions. Remember to complete the answer sheet in pencil. – *Readers should offer to do this for the student*
 12. Please remember to fill in the **information on the front of your answer book**. If you do not know your ID number please enter your date of birth in that space instead. – *Scribes should offer to do this for the student*.
 13. You should not **remove any part of an answer book** from the exam room. **Scrap paper** is not allowed. All **rough work** should be done in your answer book & crossed through if you

do not want it considered as part of your answer.

14. **You are not allowed to leave** the exam room in the first hour exam.

15. At the end of the exam, it is your responsibility to ensure that I have collected all parts of your exam paper.

16. You are allowed **5 minutes** reading time – you are not allowed to write anything in this time. The reading time starts now. – *Readers should offer to do this for the student*

17. The time is - the exam will finish at You may **start working**.

18. There is now **15 minutes left**.

19. The exam has now **finished**. Please **stop working** and close your answer book now. Please ensure that the **flap on the front cover is stuck down**.

20. Please take all your **belongings** with you & place any **litter** in the bin.

21. You may **leave** now.

INDIVIDUAL EXAMINATION ARRANGEMENTS

Sheltered Room	CL1.32b
Name of Candidate	BLOGGS JOE
Extra Time	25%
OTHER ARRANGEMENTS	PC

SENIOR INVIGILATORS

Please check that the details on the enclosed examination paper match exactly the details printed below before allowing the student into the examination room.

Examination Code	HIST2002				
Examination Title	Transformation of modern Britain				
Scheduled Date	11-May-12	Scheduled Time	12:00	UNTIL	14:00
		Actual Time	12:00	UNTIL	14:30

Stationery Requirements (from P51)	DISC
Contact numbers in case of queries and emergencies during exam	0116 2506379

FACULTY ADMINISTRATORS

To ensure the University complies with Government Legislation and to ensure the anonymity of the candidate it is imperative that you REMOVE THIS FRONT SHEET before handing it to the marking academic.

Support Worker / Invigilator FL-READER

STUDENT TO SIGN AFFIDAVIT

SHELTERED ROOM NOMINAL ROLE

PLEASE NOTE THAT THERE MAY BE ADDITIONAL STUDENTS TO BE ADDED THAT ARE NOT ON THIS LIST

PLEASE BRING THIS BACK TO THE SCRIPT ROOM

ROOM CL1.32B SENIOR INVIGILATOR

DATE OF EXAM: 11/05/2012

SURNAME	FIRST NAME	STUDENT ID	MODULE CODE	START TIME	FINISH TIME	PRESENT	TIME LEFT
BLOGGS	JOE	P1234567X	HIST2002	12:00	14:30	YES	14:25

DE MONTFORT UNIVERSITY
STUDENT IDENTIFICATION DECLARATION FORM

To be completed by any student who fails to produce a valid NUS/Registration card or authorised Resit Examination/Assessment Form at a University examination.

To be completed and signed in the presence of an invigilator.

FULL NAME _____
(BLOCK CAPITALS PLEASE)

DATE OF BIRTH _____

EXAMINATION _____
(CODE AND FULL TITLE)

PROGRAMME/PATHWAY _____

DATE AND TIME OF EXAMINATION _____

SIGNED _____
(STUDENT)

COUNTERSIGNED _____
(INVIGILATOR)

DATE _____

=====
For completion by Invigilator

Any identification produced by the candidate? Yes/No

Details (including whether the document bore a photograph):

DE MONTFORT UNIVERSITY

EXAMINATION REPORT

This form should be completed & returned to the Team Leader (Examinations), DMU, Leicester immediately after the examination.

Date		Time		Location	
------	--	------	--	----------	--

Examination Code(s)						

(Shaded area for candidate numbers – optional)

Completed by

NAME (block capitals)		SIGNED	
--------------------------	--	--------	--

Incident of Candidate Suspected of Contravening Examination Regulations Report submitted	Yes		No	
--	-----	--	----	--

The exam was conducted in accordance with University regulations and Invigilator guidelines, and was completed without irregularity	Yes		No	
---	-----	--	----	--

Details of Irregularities

Exam Accommodation

Please turn over

Particular Examination Paper (please include title & code)

Particular Student (please include full name, id number, code & title of exam being sat)

DE MONTFORT UNIVERSITY

ANNOUNCEMENTS TO CANDIDATES SITTING INTERNALLY SET UNIVERSITY
EXAMINATIONS – Support Worker Version

1. Please put your **bags, coats** etc at the side of the room - they must **NOT** be put by your desk.
 2. Pens etc must be taken out of pencil cases unless you have a **clear plastic pencil case**.
 3. I will need to see your **NUS card**. If you **DON'T** have your card with you, once you are in your seat, please ask for an ID form to complete.
 4. I would like to remind you that the university's regulations prohibit **mobile phones** in exam rooms. If a mobile phone is seen or heard once the examination has started then it will be confiscated & the matter dealt with under the university's academic offences procedures.
-
5. The room is now under exam conditions. There must be **silence**.
 6. Your **ID card** should be on your desk.
 7. Please check that you have the **correct paper** & that it is complete. Read the exam instructions so that you are clear about what you have to do. – *Readers should offer to do this for the student*
 8. On your desk & person you should only have pens, pencils etc and any **materials that are permitted** in your exam instructions. Please take any materials that you are not allowed to the side of the room now.
 9. Provided the instructions of your exam allow it – you may have access to a **dictionary** to clarify the definition of a word.
 10. **Electronic devices** including programmable calculators are not allowed unless specified in your exam instructions. If you have a programmable calculator which is not allowed for please alert me now.
 11. If you are sitting a **multiple choice exam** you should take time to read the instructions. Remember to complete the answer sheet in pencil. – *Readers should offer to do this for the student*
 12. Please remember to fill in the **information on the front of your answer book**. If you do not know your ID number please enter your date of birth in that space instead. – *Scribes should offer to do this for the student*.
 13. You should not **remove any part of an answer book** from the exam room. **Scrap paper** is not allowed. All **rough work** should be done in your answer book & crossed through if you do not want it considered as part of your answer.

14. You are not allowed to leave the exam room in the first hour exam.

15. At the end of the exam, it is your responsibility to ensure that I have collected all parts of your exam paper.

16. You are allowed **5 minutes** reading time – you are not allowed to write anything in this time. The reading time starts now. - – *Readers should offer to do this for the student*

17. The time is - the exam will finish at You may **start working**.

18. There is now **15 minutes left**.

19. The exam has now **finished**. Please **stop working** and close your answer book now. Please ensure that the **flap on the front cover is stuck down**.

20. Please take all your **belongings** with you & place any **litter** in the bin.

21. You may **leave** now.