Digital Exams Guidance for Invigilators

# The purpose of invigilation

The main purpose of invigilation is to regulate the exam environment to be as quiet, comfortable, and relaxed as possible, so students can do their best in answering the questions asked of them.

Invigilators are required to ensure that the regulations associated with exams are acted upon; that the instructions relating to the exam protocol are explained clearly and fully to the students; and that illegal activity is discouraged using a system that makes it obvious and likely that any cheating will be detected.

If cheating is detected, then it is the responsibility of the invigilator to deal with the situation as quickly, effectively and fully as possible, always acting to minimise any impact on the other students present. Judgement as to whether cheating has taken place will follow the exam and will depend on the evidence collected at the time, so invigilators must be scrupulous in the gathering of this evidence.

## Inclusion adjustment-related exam arrangements

The Central Timetabling Team in Registry and Schools are responsible for organising inclusion adjustment-related exam arrangements including:

* Provision of a computer for word processing (for Exam Mode)
* Extra time
* Scribe/reader
* Private exam venue (or room with fewer than 20 students)

The School Office will advise you if you are invigilating an exam for a student with inclusion- adjustment-related exam requirements. Registry provides their invigilators with a rota and students list(s) the week prior to the start of the exams.

# Before the exam

The Head of School is responsible for ensuring there are sufficient invigilators for each exam, usually two. For exams with over 100 students there may be three invigilators allocated.

## Invigilator checklist

If you are invigilating for your School check with your School Office which digital exam(s) you are to invigilate, noting dates, times and location, and which digital platform is to be used:

* **MyAberdeen** with lockdown browser (Respondus lockdown browser)
* **MyAberdeen** without lockdown browser
* **ExamWrite** with lockdown browser SEB (Safe Exam Browser) (Medical Schools Council Assessment Alliance [MSCAA] for the MBChB programme)
* **ExamSoft** for the Physician Associates (PA) and the Dental School programmes
* **Exam Mode, which does not allow access to the internet** (for inclusion adjustment- related exams involving the use of a word processor e.g., Word)

Also check:

* whether submission at the end of the exam will be automatic (timed) or manual (by instruction from the Senior Invigilator)
* whether you should take stationery (for notes) to the exam venue
* you have a mobile phone or laptop to bring with you to the exam(s) in order to make any necessary calls
* you have installed the SafeZone app on your mobile phone, and programmed into your mobile phone / have a list of useful telephone numbers, including your School Office
* you know how to call a first aider in the exam venue building (the SafeZone app can also be used)
* you are aware of how to exit the building safely and where to congregate in case of a fire alarm
* whether there is a Teams site for supporting invigilation and the running of digital exams
* whether there are student instructions for the steps they need to take when accessing their digital exam. For example, in the case of an exam delivered via MyAberdeen using Respondus Lockdown Browser, Schools may have customised the basic [student](https://abdn.site/instructions-respondus-exam) [instructions for an exam on MyAberdeen with Respondus lockdown browser](https://abdn.site/instructions-respondus-exam).

## Use of electronic devices: what you need to know

### Use of dictionaries

Students whose first language is not English may refer to English/native tongue dictionaries, when permitted by their Schools. Electronic dictionaries are not permitted in the exam venue. Invigilators are entitled to request inspection of dictionaries prior to the exam, thumbing through them to check that there is no extra written material present.

### Smart technology

During an exam students are not permitted on their person any electronic or smart device, including those that can send and/or receive information or store data. This includes but is not limited to mobile phones (unless there is a medical exemption e.g., for diabetic monitoring of blood glucose), smart calculators, smart watches, e-readers, wearable technology items, fitness trackers and smart glasses. Such devices should be turned off completely and placed in a jacket or bag and left in the area designated by the Invigilators. Invigilators may ask to see such devices and examine them at any point in the exam venue.

Students are permitted to have an analogue or simple digital watch with them during the exam for the purposes of timekeeping. Watches must be taken off and placed on the exam desk for the duration of the exam. Such watches must not have any smart capabilities (regardless of them being turned on) such as messaging, internet access, data storage, calculator or other

connectivity abilities. Invigilators may ask to see watches and examine them at any point in the exam venue.

### Use of calculators

Exam instructions should either prohibit calculators or allow those as specified on the exam instructions. No calculator instruction manuals will be allowed in examination venues in any circumstances.

* Mobile phones and devices are **not** permitted to be used as calculators
* Calculators should be hand-held, quiet, self-powered and not capable of connection to any other devices, including through Wi-Fi, Bluetooth or any other means
* Calculators must not be programmable or have graphing capabilities
* Calculators must not have the ability to store text or formulas or data

# Exam venue set-up

## Invigilators’ arrival

Invigilators should ensure they are present in the digital exam venue **at least 30 minutes** before the start of the exam to ensure:

* all arrangements are in place (e.g., adequate seating, extra computers (in case of log-in issues), lighting, ventilation, and spare stationery (for students to make notes, if requested). Attention should be given to the location of fire exits, toilet facilities
* that you identify an area of the venue, usually at the front, for students to leave their bags and other belongings
* that there is sufficient time for the students to enter (**approximately 20 minutes** before the start of the exam), deposit their bags and other belongings in the identified area in the venue, and log in to the computers
* that if you don’t have your mobile phone with you, you have a laptop (for Teams calls) with a list of useful contact numbers, including your School Office.

# Routine conduct of digital exams

## Admission of students to exam venue

Students should be allowed to enter the venue prior to commencement of the exam (**approximately 20 minutes**) to allow sufficient time for them to leave their bags and other belongings in the safe place, settle, and log in before the start time.

**An announcement** should be made as students enter the venue, to inform them:

* where to leave bags and other belongings
* that mobile phones and devices should be switched off and left in their bags
* that they are not permitted to use their mobile phones as a clock
* which part of the exam venue to find a seat
* that they should put their university ID card on the desk

## Late arrival of student(s)

Students are not permitted to enter the exam **more than 30 minutes** after the start. Students are not to be given extra time for late arrival.

### Inclusion adjustment-related exams

Invigilators of sole students are required to wait **30 minutes** from the scheduled start of the exam. If the student has not arrived, the invigilator may then leave. Please inform the School

Office or Registry as soon as possible if a student has not arrived for the exam.

## Start of Exam

Announcement 1: The Senior Invigilator should generally be the person who makes the announcements. The standard announcement for the start of digital exams is below, but can be tailored for individual circumstances (e.g., **inclusion adjustment-related exam** venues where there may be different exams in one venue):

Good morning/afternoon.

The exam(s) for COURSE CODE(S) AND NAME(S) is/are being held in this venue.

Please note that at the end, this exam is set to have timed automatic submission **OR** is set for manual submission. (Tailor as appropriate)

Please read the instructions for your exam carefully and follow these fully. Please raise your hand if you require attention at any time during the exam.

Please place your university identity (ID) card on your desk.

You are not permitted to leave the examination in the **first or last 30 minutes**. When your time allowance is up, please wait for further instructions.

Should there be any individual IT issues during the exam, the Senior Invigilator will exercise discretion to allow additional time at the end.

The time is now ANNOUNCE THE TIME and this is the start of the exam.

### Inclusion adjustment-related exams

For exams in extra time venues, ensure each student is aware of their extra time allowance.

## During the exam

### Invigilators should:

* Always remain vigilant. Where possible at least one invigilator should be present at the back of the examination venue.
* Periodically patrol the venue, taking care not to disturb students.
* Only talk to students or to each other when necessary and then in a quiet manner to avoid disruption.

### Invigilators are responsible for:

* Checking student university identity (ID) cards against the Student List during the exam and marking students as in attendance at the exam. Any additional students should be added to the Student List. Any student who cannot display a university ID card should be permitted to take the exam, but a note should be made that no university ID card was displayed, and the student should be informed that a university ID card must be displayed at all exams.
* Ensuring that students do not consume any food or drink (except bottled water) in the exam venue, other than what may be medically prescribed, e.g., cough lozenges, etc.
* Ensuring that there is no communication, either spoken or written, between the students during the period of the exam.
* Ensuring that exam stationery is available for notes (if requested)
* Taking appropriate steps to curtail activities in the vicinities of the exam venue, which they consider detrimental to the performance of students.

## Students requiring to leave the exam venue

If possible, one invigilator should accompany the student out of the venue, as far as it is appropriate to do so. The invigilator should note the time of the student’sdeparture and re-entry. The student must not leave the venue with any exam materials. You cannot prevent a student going to use the toilet, if they wish to do so, bearing in mind that some medical conditions may make this necessary. Students should not leave the exam venue in the **last 30 minutes** of the exam, but invigilators should exercise some discretion if the student requires a bathroom break.

## What to do if cheating is suspected

* + If an invigilator has reason to suspect that cheating has occurred, then, if possible, a second invigilator should be immediately involved, so that there is independent corroboration of the circumstances.
  + Inform the student of this action and that a report will be made to the relevant Head of School, who may refer the case to the University Disciplinary Committee.
  + If cheating involves the use of written or electronic material, this should be confiscated, labelled and stored securely. If the student will not give up the material, then a full note should be made to explain the circumstances, witnessed if possible.
  + If a student is suspected of using a mobile phone during the exam it should be confiscated for the duration of the exam and returned to the student at the end of the exam. A second invigilator should witness the removal and return of the phone if possible.
  + If the cheating involves communication between students, then both should be warned that this is illegal and asked to desist and a full note made about the circumstances
  + The student(s) can be permitted to continue with the exam. If the student(s) does/do not wish to continue with the exam, they can leave the exam venue (but not in the **first or last 30 minutes** of the exam, unless it is deemed desirable for the other students).
  + Asfar as possible, no disturbanceshould becaused to other students in the exam venue.
  + All evidence, plus a full account of the circumstances and any actions taken, should be passed to the relevant Head of School as soon as possible after the exam finishes.

### Inclusion adjustment-related exams

Registry invigilators should report back to the Registry at the end of the last exam in their venue, and their account of any incidences will be forwarded to the relevant Head of School(s).

## 30-minute advice before the end of the exam

Announcement 2: In the digital exam venues, this should be made 30 minutes before the end of the exam:

Please note that there are now **30 minutes remaining** and so no-one is now permitted to leave until the exam is finished.

This announcement may not be required in **inclusion adjustment-related** exam venues where students with extra time will finish at different times.

## End of the digital exam

At the end of the exam, the students must submit their work (unless the exam has auto- submission). Any notes made on paper must not be removed from the exam room; please state whether they will be collected before students leave OR should be left on the desk when students leave the room.

Announcement 3 should be made:

You must now submit your work. Please remain in your seats and listen to the instructions on how to complete the exam:

Please make sure that after submitting your work, you log out of the platform e.g.,

**MyAberdeen / ExamWrite / ExamSoft**, and finally log out of the computer

**EITHER**: Wait until all written exam notes are collected

**OR**: Leave all written exam notes on the desk when you leave

When requested, please collect your belongings, and leave the exam room quietly.

## Examination Security

Invigilators are expected to maintain maximum security in the exam room with respect to any exam materials (e.g., written notes).

Invigilators should return attendance lists to the School Office or designated location.

Invigilators should report to the Head of the relevant School any infringement of the rules by a student. Notes taken by an invigilator regarding any incidents during the exam should be retained for the resultant report to the Head of School.

## Fire alarms during the exam

Estates do not plan routine fire drills during official exam periods. If fire alarms sound, safety of persons takes precedence:

Senior Invigilator / Invigilator to ask all present to:

* Leave any exam materials on the desks (including in computer rooms)
* Leave all coats/bags/belongings in the designated area
* Leave the exam room as quietly and quickly as possible
* Follow instructions from fire wardens on evacuating the building (do not use lifts)
* If deemed safe to return by a fire warden, the exam may resume depending on the time lost:
  + Students should be reassured that a no detriment policy will be agreed If the exam cannot be resumed
  + Students should be reassured that the School will contact them as soon as possible to explain what will happen about this assessment