

# Invigilators - Role and Responsibilities (University-delivered provision)

UPR AS12, Appendix III version 17.0

## Policies superseded by this document

This document replaces version 16.0 of UPR AS12. Appendix III, with effect from 1 September 2024.

## Summary of significant changes to the previous version

None. Changes to version 17.0 relate to UPR AS12 and AS12 Appendices I and II only.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

## Table of contents

- 1 General Responsibilities
  - 2 Examinations involving the use of computers
- 

## 1 General Responsibilities

- 1.1 All Invigilators, whether members of the Panel of Invigilators or members of the University's staff, are responsible for ensuring that the examination for which they are appointed runs smoothly and is conducted in accordance with University regulations (see UPR AS12<sup>1</sup>).

From the time that the Invigilator collects the examination papers or arrives in the examination room, whichever is earliest, until the Invigilator has fulfilled all of their duties (see section 1.2), the Invigilator will not leave the examination room or leave question papers unattended unless a second Invigilator or temporary substitute is present.

Invigilators will ensure that that the University's regulations for the invigilation of examinations and assessments are observed at all times (see section 6, UPR AS12<sup>1</sup>).

---

<sup>1</sup> UPR AS12 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University-Delivered Programmes)'

1.2 Invigilators will:

- i admit students registered for the module that is to be examined to the examination room at least **15** minutes before the start of the examination (in larger examination rooms, **30** minutes before the start of the examination);
- ii ensure that students:
  - a leave all bags, books and other personal property in a specified place and
  - b sit in the seat which has been allocated to them and
  - c place their University Identity Cards on their desks;
- iii follow the procedure determined by the Associate Director in cases where students are unable to present their University Identity Cards;
- iv ensure that each student signs the attendance register (in the event of a student's absence an invigilator must write 'ABS' next to the student's name);
- v endeavour to ensure that any restrictions specified in the rubric relating to examination aids, for example, module notes and calculators, are observed and refer any queries to the Associate Director;
- vi prior to the commencement of the examination, make all announcements in accordance with the Invigilator Guidelines and remind students to read the regulations issued by the Exams and Awards Office which will have been placed on students' desks;
- vii ensure that the door to the examination room is closed at the time scheduled for the start of the examination in accordance with the digital clock in the examination room and that the examination commences as soon as possible thereafter;
- viii refuse entry to any student who arrives after the time scheduled for the start of the examination, irrespective of whether the examination has started;
- ix announce to the students and note in the Invigilator's Log the commencement time and the finishing time of the examination;
- x during the examination, give their undivided attention to the surveillance of students and position themselves at various locations within the room during the course of the examination so that they can observe the whole room;
- xi ensure that students do not take into the examination room any work, reading matter, food or drink (other than small, clear, unlabelled bottles of still water);
- xii not permit but record in the Invigilator's Log if it happens, details concerning any student who leaves the examination room during the first **40** minutes or during the last **20** minutes of the examination unless they have medical or other appropriate evidence to justify this absence;

**(Note for guidance:**

'medical or other appropriate evidence' would include, but is not limited to, medical certificates or letters from doctors or psychiatric practitioners.)

- xiii immediately refer any queries concerning the examination to the Associate Director;
- xiv take such measures as they deem appropriate for the immediate comfort of any student who becomes unwell during the examination, contacting the Associate Director if necessary: under no account leaving other students in the examination room unsupervised;
- xv ensure that students who need to visit the lavatory during an examination of more than two (2) hours' duration are escorted (only students with medical or other appropriate evidence may leave the examination room during the first 40 minutes or during the last 20 minutes of the examination, they must be escorted at all times);
- xvi immediately confiscate material and report the matter to the Associate Director immediately in cases where they have reason to believe that a student may be in breach of University regulations, in particular, if the Invigilator discovers a student with unauthorised material (the Associate Director will advise the Invigilator concerning the immediate action which they (the Invigilator) is to take);  
  
(The student will normally be allowed to continue with the examination but if the suspected student is expelled from the examination room they may not be re-admitted during that examination. The Invigilator will make a written report of the incident, by means of the Invigilator's Log and Exam Offence Log, to the Associate Director giving details of the alleged offence and any supporting evidence.)
- xvii note in the Invigilator's Log any incident which occurs during the examination which may have disturbed the students (such incidents would include, but are not limited to, excessive external noise);
- xviii following consultation with the Associate Director, require a student to leave the examination room where the student, either intentionally or unintentionally, causes disturbance to other students in the examination and make a written report of the incident in the Invigilator's Log;
- xix where a student suddenly becomes unwell during an examination and elects to leave without completing the examination, contact the Associate Director immediately and make a written report of the incident in the Invigilator's Log, noting the student's decision to leave on grounds of sudden ill-health;
- xx ensure that the examination finishes at the correct time;
- xxi at the end of the examination, collect all examination scripts, check that students have written their correct Student Record Number on them, have completed the front of their examination script and ensure that there is an examination script for each student in attendance.

## 2 Examinations involving the use of computers

For Semester A, B and C examinations and the main referred/deferred examination periods, the Associate Director will be responsible for arranging the invigilation of examinations involving the use of computers. Examinations at other times involving the use of computers may, with the approval of the Associate Director, be invigilated by staff of the appropriate School.

(See Section 6.4, UPR AS12<sup>1</sup>.)

The Invigilator will:

- i ensure that all computer-based communications systems to which students would normally have access and which would allow students to communicate with non-prescribed parties (including, but not limited to, e-mail, shared disk stores and file transfer protocols) but which are not explicitly stated as being required for the examination, are not used at any time during the examination (such facilities must either be disabled for the term of the examination or, alternatively, the Invigilator will monitor students' activities closely during the examination);
- ii where, at any time during the examination, a student is found to be in communication with a non-prescribed party, terminate that communication immediately, ensure that it does not occur again and inform the Associate Director immediately (the Associate Director will advise the Invigilator concerning the action which they must take);
- iii advise students that they are personally responsible for saving all their work regularly and in the manner prescribed for the examination (see 2, v);
- iv in the event of an electrical and/or computer breakdown:
  - a **FOR EXAMINATIONS WHICH ARE THE RESPONSIBILITY OF THE ASSOCIATE DIRECTOR:**  
  
immediately notify the Associate Director, who will seek the appropriate assistance;
  - b **FOR EXAMINATIONS TAKING PLACE IN THE SCHOOL:**  
  
notify the School's computer support technician (or equivalent);  
  
and follow the instructions which are received;

- v at the end of the examination, ensure that one (1) complete copy of the submitted work of all the students is printed on to white, A4 paper and that the Student Record Number is written at the top of each page. If there is no printer in the examination room, bring the student to the Exams Office where their work will be printed.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2023**

**Alternative format**

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.