



THE UNIVERSITY
of EDINBURGH

Invigilator Handbook

Special Arrangements Exams

April 2025

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Introduction

In-person exams are one way in which students at the University of Edinburgh are assessed. As an invigilator you have an important role during exam diets to ensure students feel at ease in what can be a stressful time and exams are run in accordance with the University's Regulations, Policies and Guidance.

Please take time to read this Handbook as it should provide you with enough detail to help you invigilate exams. If you do have a query or concern that is not covered in this Handbook, please do not hesitate to contact a member of the Examinations team.

The Handbook will not have all the answers for every situation(s) that may arise – this knowledge will build with time and experience.

As an invigilator, you are responsible for a range of exam activities: implementing the University's exam regulations; and providing a professional and sensitive service to the University's students. You must be familiar with this Exam Invigilator Handbook and the University of Edinburgh Examinations Regulations and be able to implement the procedures they contain.

It is essential you notify us as soon as possible if you are unable to work during any period of time allocated to you during an exam diet as alternative arrangements will need to be made to ensure the smooth running of the exam venue.

Please check your University staff email weekly outside of exam diets (as occasionally, there may be additional offers of work) and daily during the exam diets, as timetables may change due to unforeseen circumstances.

Finally, on behalf of the University I would like to thank you for supporting our students.

We look forward to working with you.

Lisa Dawson

(Academic Registrar)

Checklist

| | |
|---|---|
| √ | Read invigilator handbook and Invigilators Code of Conduct |
| √ | Arrive at exams office in adequate time and check the paperwork before you leave the office to ensure you have everything you need |
| √ | Set up exam venue |
| √ | Admit students into exam hall |
| √ | Deliver opening announcements |
| √ | Collect attendance forms after 30 minutes (if there are more than 15 students in the room). Otherwise, this can be done at the end of the exam. |
| √ | Deal with exam issues |
| √ | Deliver closing announcements |
| √ | Collect and count exam scripts |
| √ | Dismiss students |
| √ | Return exam packs to exams office |

Before the exam

Summary:

- Read invigilator handbook and Invigilators Code of Conduct
- Arrive at 9b Holyrood Road 1 hour before exam start time to collect exam packs
- Admit students into the venue in sufficient time

1. Preparation

1.1. Handbook and Code of Conduct

- All invigilators must ensure they have read this handbook and the Code of Conduct in detail prior to the commencement of the exam diet.

1.2. Communication

- Invigilators should monitor their staff emails regularly, both before and during exam diets, to receive correspondence from the exams team. You should also check your emails out with the exam diets as information on the next diet will be sent.
- Immediately before, during, and immediately after an exam, invigilators must ensure their mobile phones are on, placed on silent mode, and checked regularly.
- All invigilators must have access to MS Teams on their mobile as this is the quickest form of communication. It is widely used in the University by staff. It will also give you access to the Invigilators group, which will contain all information relating to our examinations. You can download MS Teams from University website here [Get Started | The University of Edinburgh](#). This page also contains information on how to use it and if you do require any assistance, please contact one of the Exams Team who will assist.

2. Arriving at the exam venue

- Special arrangements invigilators should attend the exams office (9b Holyrood) at least 1 hour prior to the exam start time to collect exam packs. Exam packs should contain cover sheets, exam papers, and any other material relevant to completion of the exam (i.e script books, graph paper, USB for laptop).
- Check the bag to ensure you have everything and that if there is a laptop requirement, that you get one from the exams team.
- Once the bag has been checked and collected, invigilators should make their way to the exam venue to begin setting up.
- **DO NOT** go straight to the exam venue unless prior arrangements have been made with the exams team.

3. Setting up

3.1. Room arrangements

- Students' adjustments are outlined on the cover sheet attached to the exam pack. Invigilators should familiarise themselves with any spatial or environmental adjustments (i.e., near an exit) and allocate students' placement within the room accordingly.
- Attendance list with seat allocated seat numbers put on door outside exam room

3.2. Exam papers and stationery

- Invigilators must distribute exam papers and additional material (detailed on the exam rubric) to each desk. Question papers must be placed facing upwards.
- Where an exam has barcodes, the barcode sheet should be placed on each student's desk.
- Students allocated seat numbers in accordance with requirements on adjustment sheet

3.3 Clocks

- A clock should be visible in all exam venues. Clocks should display the correct time, and where there are multiple clocks, they should be synchronised. If the venue contains a screen, invigilators may display a digital clock.
- You can log into the computer using your own UUN and password or follow the instructions shown on the screen for a guest login (\pcguest). Click on Microsoft Edge to gain access to the internet and type in time-time.net (or any other free clock site) and enlarge the screen. This will show the date and time (remember to wiggle the mouse every 15 mins or the screen will go blank).
- Any issues relating to clocks within a venue should be reported to the servitor prior to the exam start time.

3.4 Computer/Laptop Exams

- Follow the same procedure for venue setup as detailed above
- Check that all the computers are setup in exam mode
- Each exam envelope will include a numbered USB drive
- Insert the USB drive into the computer during the room setup
- If there is time, login using the username: snexams (lowercase) and password: erskine1 (lowercase). If there is not time, read out the login details to the students once they are all seated
- Instruct students to open a Microsoft Word document
- Save the word document in the following format: Course Code_Exam Number_Date of Exam. Input the same information into the document header
- Save the Word document to the USB Drive. Remind students during the announcements to save to the USB Drive NOT the desktop
- At the end of the exam, place all the paperwork and the USB drive back in the student's exam envelope
- On the front cover, write down the number of pages the student typed, the USB drive number, and the computer number before getting the student to sign it
- Students sitting a computer/laptop exam must still fill out their pink attendance forms and the front of their script books

- If the student chooses not to use the computer, please write 'USB not used' on the front cover and have them sign underneath to confirm. Their paperwork should be collected as normal.
- Occasionally, some departments will use their own computer software e.g. speedwell. A USB drive is not needed as the answers are submitted online. In these cases, additional instructions will be provided by the departmental contact as well as contact information for IT support

4. Admitting students into exam venue

4.1. Admission

- Students should be admitted to the venue approximately 15-20 minutes prior to the exam start time (if smaller numbers, then 10 minutes should suffice). Invigilators should remind students that they are under exam conditions from the moment they enter the venue.
- Students asked to sit at allocated seat
- All bags and personal belongings should be placed in a location designated by the invigilators.
- Invigilators should patrol the front and back of the exam venue while students are taking their seats, encouraging them to complete relevant documentation.

During the exam

Summary:

- Deliver announcements
- Collect attendance forms (if the room size is 15 or more students)
- Deal with in-exam issues

1. Announcements

- Opening announcements must be delivered once all students have been admitted to the exam hall (see 'announcements' section).
- If the exam has barcodes, an invigilator should demonstrate how they should be attached and located on the script book.

2. First 30 minutes

2.1. Counts

- An invigilator should undertake an overall count of students present for each exam taking place. This count should be compared to verify the number of attendance forms, unused barcode sheets, and script books collected at the end of the exams. Any late arrivals are added accordingly.

2.2. Matriculation cards

- Students must place their matriculation card on their desk.
- If a student does not bring a matriculation card, they must display a valid form of identification on their desk. Valid forms of ID include driving licenses and passports. Students who do not display matriculation cards must complete an Exam Identity Form (blue form) which should be collected by the invigilators 30 minutes after the start of the exam when the attendance forms are collected. The Exam Identity Form should be placed in the student's exam pack along with their attendance form to be returned to the Exams Office. If a student has no form of ID, consult with the Exams Team for further advice.

2.3. Collection of attendance forms and other documentation

- Exam attendance forms should be collected and counted by invigilators 30 minutes after the start of the exam (if the room size is greater than 15 students) and certainly for main exams. However, in small rooms with small numbers sitting, this can be disruptive and therefore can be done at the end of the exam – we will leave this to the invigilator discretion as to the best course of action on the day and make an appropriate judgement as to when they are collected.
- Whilst collecting attendance forms, invigilators should perform checks to confirm that the student's exam number corresponds to the number shown on their attendance form.
- Unused barcodes and backing sheets should be collected and any unused barcodes should be placed in the school envelope. The quantity of unused barcodes and backing sheets should correspond with the attendance forms.
- Invigilators must collect all documents from unoccupied desks 30 minutes after the exam has commenced.

2.4. Late students

- Students are not permitted to enter the exam hall after 30 minutes have elapsed since the start of the exam.
- Students are permitted to enter the exam up to 30 minutes after the exam start time. They should be reminded that they will not be allotted extra time for arriving late. If a student is admitted to the exam hall after the start time, they must complete a late arrival form and insert it in their script book for collection at the end of the exam.

Remainder of exam

2.5. Presence in exam hall

- The exam hall should never be left unattended. An invigilator must always be present.
- Active Invigilating – an invigilator should patrol the room and be aware of any issues with students, e.g. being upset/anxious/unwell or possible cheating.

2.6. Toilet breaks

- Students are permitted to use the toilet during an exam but not take anything with them. An invigilator should escort the student to the toilet location and wait outside.
- In the case of 1:1 exams, where there is no floating invigilator, the invigilator will escort the student to the toilet, ensuring that the venue door is closed and taking the exam paper/documentation with them.

Students leaving the venue

- Students may leave the exam room after the first 30 minutes if they wish to do so and before the last 15 minutes. All paperwork must be collected from the student before they are allowed to leave the room.
- Students requiring a short break outside the exam hall must be accompanied by an invigilator as far as reasonably possible.

2.7. Additional paper

- Students should **NOT** be provided with an additional script book.
- If a student has completed their script book and requests additional paper, they should be provided with additional sheets of paper and a treasury tag. The additional sheets should be attached to the script book with the treasury tag. A record of the number of additional sheets used should be made on the students SA form in notes section.
- Rough work should be written in the script book or on additional paper and crossed out by the student.

After the exam

Summary:

- Deliver closing announcements
- Collect and count exam papers
- Complete relevant documentation
- Deliver exam packs to exams office

1. Collecting exam papers

- Invigilators must wait until a student has completed the front of their answer book before moving on to collect the next in line (although students are asked to do this at the start).
- Where there is more than one script book per student, a check should be made that the required number has been left on the desk. If so, the other script book(s) should be placed inside the front cover of one of the script books. This will make subsequent counting and checking easier.
- Invigilators should ensure attendance forms are placed inside the exam pack.

2. Completing documentation

- Each cover sheet should be completed and signed by each invigilator. Any problems should be recorded on the cover sheet.
- Invigilators must verify quantities of exam papers, script books, and any other material to correspond with the number of attendance forms. This should be confirmed by another invigilator (if another is present).
- For computer exams, the computer number and the number of the USB should be recorded on the front cover. If the USB is unused and/or the computer was not used, this should also be noted.

3. Delivery of exam packs to exams office

- As soon as the exam has finished and all paperwork has been completed, an invigilator should return to the exams office with the students' exam packs.

Authorised and unauthorised items

1. General

Students are permitted to bring the following items into an exam:

- Valid identification (i.e., matriculation card, driving licence, passport)
- Pens with blue or black ink
- Pencil case (if placed under desk)
- Water contained within a clear unlabelled bottle or in an appropriate plastic/aluminium bottle. The label must be removed. All water bottles should be checked (wherever possible).
- Any other items authorised by the exam rubric
- Personal belongings should be left in a space indicated by the invigilator
- Any items permitted by their special arrangements cover sheet

2. Items authorised by exam rubric

2.1. General

- The rubric and/or cover sheet will outline which materials are permitted in an exam.

2.2. Calculators

- Calculators are permissible only if their use is permitted in the exam rubric. A list of permitted calculators will be given in the red folder.
- Calculators which are not permitted by the school must be confiscated from students. Unless directed by the school, under no circumstances should a student be provided with a permitted calculator. Neither invigilators nor servitors or janitors should provide permitted calculators to students from lost property.

2.3. Statute books and dictionaries

- Statute books and foreign language dictionaries are permissible only if their use is permitted by the exam rubric or by a letter from the School.
- If non-permitted annotations are discovered in a dictionary or statute book during an exam, an invigilator should draw a line under the last thing written by the student in the script book, record the time and sign it. The dictionary or statute book should be confiscated and the student allowed to complete the exam without the material. The incident should be recorded on a problem report form.

3. Unauthorised items

3.1. Mobile phones

- Mobile phones must be switched off and left with students' belongings.
- If a student discovers a mobile phone on their person once the exam has started, an invigilator should confiscate the mobile phone and note the incident on a problem report form.

3.2. Watches

- Analogue and digital watches must be removed and placed in clear view on students' desks and include this in the announcements.
- Smart watches and fitness trackers must be left with students' belongings.

3.3. Food and drink

- Students are not permitted to bring food into the exam hall unless authorised by the cover sheet and for medical reasons.

Emergencies

1. Fire

1.1. Fire exits

- Whilst fire exits and assembly points are likely to be included in the venue's red folder, invigilators should familiarise themselves with the locations of fire exits and assembly points.

1.2. Fire during an exam

- In the event of a fire alarm, students should be instructed to stop writing and to ensure their exam number or name is written on at least one script book. Students should be instructed to evacuate the venue without exam paperwork.
- Invigilators must ensure all students are present after being evacuated and remind students they are still under exam conditions.
- An invigilator must contact a member of the exams team as soon as possible.
- Invigilators should note the incident on the problem report form.

2. Illness

- If a student feels too ill to continue the exam, they should be encouraged to call the Student Health Centre on 1031 650 2777 (ext. 502777). In more serious cases, a relative or friend should be contacted to either take the student home, or the Student Health Centre should be consulted.
- If a student is required to leave for medical reasons and does not return, the Invigilator should collate their answer book with those of other students and should note on the book why they left the exam and report their withdrawal on the student's cover sheet.
- If a first aider is required, please refer to the red folder for contacts, or phone the exams team. The incident should be recorded on the student's cover sheet.

Miscellaneous

1. Student misconduct

- If an Invigilator suspects that a student is guilty of cheating or has in their possession any reference material other than that authorised, the Invigilator should, if possible, obtain confirmation from another Invigilator before approaching a student.
- The Invigilator should take possession of the offending material and if possible, a photograph of the confiscated material should be taken.
- A full report by all Invigilators must be submitted to the exams office as soon as possible on a problem report form, together with any photographic evidence. The student should be allowed to continue with the exam after noting, in the script book, the spot and time the incident occurred.

2. Exam paper queries

- If a student queries a mistake in an exam paper, an invigilator should contact the academic listed on the rubric for clarification. If the academic confirms a correction must be made, the invigilator should note the course name and code, details of the correction, and immediately communicate this to both students in the venue and the exams team.
- Invigilators must ensure their mobile phones are on silent and checked frequently to enable the exams team to communicate queries originating from schools or other venues. If you are using our Invigilators channel on Teams, this is where we will post any communications before trying to call/email you.

3. Invigilator conduct

- Invigilators are representing the University and as such, we expect that you will act professionally (including behaviour and appearance).

- During exams, invigilators must give proper attention to their own conduct within the venue. Invigilators must not engage in activities which are inconsistent with their exam duties. In particular, the following practices are **NOT** permitted:
 - Using personal items or reading personal material (laptops, mobile phones, tablets, books, newspapers, crosswords, knitting etc.)
 - Reading the contents of answer books which have been handed in during the course of the exam or reading the question papers.
 - Verbal communication between Invigilators (other than that which is required to operate the exam - this should be done discreetly).
 - Any activity which could be considered as being disruptive to students (including collecting attendance slips within the first 30 minutes or collecting answer books in the last 15 minutes.
 - Leaving the venue when no other Invigilator is present.
 - Eating or drinking (except bottled water).
- There may be times when we are short of invigilators (in mains and special arrangements (SA) and require invigilators to be flexible. We may ask you to assist in this instance. If we place you in a mains venue, we will always put you in with an experienced mains invigilator.

4. Floating Invigilator

A floating invigilator is as it sounds. When a venue has multiple rooms in use, especially for SA students, we will introduce a floating invigilator. The floating invigilator could be either a mains or SA invigilator. The floating invigilator will position themselves, where they can access most of the “in use” rooms and will be based there until help is needed. We expect the floating invigilator to assist the invigilators in the rooms – whether it be setting up, assisting with counts, paper queries, relieving invigilators (where necessary) and taking students to the toilet (if needed). The list is not exhaustive – a floating invigilator is there to assist the others in a particular venue. We expect a floating invigilator to regularly patrol the venue, to keep their mobile phone on and to be helpful to other invigilators. The floating invigilator will also facilitate toilet breaks for invigilators.

5. Reserve Invigilators

All reserve/floating invigilators should report to the Exams Office at 9b Holyrood Road one hour before the exam start time.

- All reserve/floater invigilators should be prepared to work a full morning/afternoon, so please ensure you take this into account when you arrive at the exams office as we may need to allocate you to cover a session on the day.
- Reserve invigilators can claim from 1 hour before the exam start time when you are expected to check in at 9b Holyrood Road. If you are allocated to cover a session on the day, then you are no longer a reserve and should claim time as advised.
- If you are kept as a reserve and not allocated to any sessions, the end time will be when you are released from duty or 3 hours, whichever is more.
- All invigilators will be paid for a minimum of 3 hours.

6. Claiming for Hours Worked

SA invigilators can claim from 1 hour before the start of the exam when papers are collected from the exams office until the papers are returned to the office following the end of the exam.

For anyone invigilating a SA exam in the computer lab at Murchison House, hours claimed should be from 1.5 hours before the exam start time until 1 hour after the end of the exam due to the travel time.

Individual Room – if the student does not attend or finishes before the exam end time, you should claim for the hours originally allocated to you for the session, including the hour before the exam start time when papers are collected from the office.

7. Processing Timecards

Timecards should be submitted for approval once you have completed all your sessions and by the end of the month in which you have worked. You will be paid on 28th of the following month. It is not possible to create a timecard for a month which has passed. You will only be able to create a timecard for the current month. If you have forgotten to create a timecard for the month in which you have worked, you need to create one for the current month, add in all your hours worked in the previous month (it does not matter which days you add the hours to), add a comment to say this, then submit for approval by the Exams Manager. It is important that your timecards are submitted by the end of the month or first few days of the following month to ensure you will be paid on time.

Contact details

1. Exams team

| | | |
|-------------------|---------------|----------------------------|
| Grant Cullen | 0131 651 4431 | Grant.Cullen@ed.ac.uk |
| Sharon Potter | 0131 650 9152 | Sharon.Potter@ed.ac.uk |
| Morag Woods | 0131 650 9355 | Morag.Woods@ed.ac.uk |
| Morven Sutherland | 0131 651 6021 | Morven.Sutherland@ed.ac.uk |
| Jo Johnson | 0131 650 8184 | Jo.Johnson@ed.ac.uk |

You can also contact a member of the Exams team on MS Teams.

2. Servitors

- Consult red folder.

3. First aid

- Consult red folder.

4. Security

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| Security | 0131 650 2257 | security@ed.ac.uk |
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5. University Health Service

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| University Health Service | 0131 650 2777 | clinical.s70592@nhslothian.scot.nhs.uk |
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Announcements

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|-----|--|
| | Opening announcements |
| 1. | Please pay attention to the following announcements. You are now under examination conditions and must remain silent at all times. |
| 2. | The following examination(s) are taking place in this room: xx. Please ensure you are sitting at the right desk and have the correct examination paper in front of you. |
| 3. | Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material. If you are permitted to use a calculator, then it should only be an authorised model – any calculator that is not authorised will be removed. |
| 4. | Check your pockets for items such as notes, books, papers, mobile devices and smartwatches. If you have any unauthorised items in your possession, you must place them with your personal belongings in the back/front/side of the room. It is a violation of examination regulations to have unauthorised devices/material on your person during the exam.- place watches on desk, pencil cases and water bottles placed under your desk |
| 5. | Complete the front cover(s) of your script book(s) ensuring that your name, signature and student number are written at the right-hand edge. <ul style="list-style-type: none"> Examination number, as printed on the front of your University card, and the Exam title should also be written on the front. Fold over and seal the right hand edge of your script book(s). This must be done now for ALL script books, as we will be collecting them in immediately after the end of the exam. |
| 6. | Complete the attendance form which will be collected from you after the first 30 minutes of the exam, remembering to sign it at the bottom. |
| 7. | If your exam has bar codes, place one on each script book (and/or MCQ answer sheet) and any residual barcodes will be collected along with the attendance forms. |
| 8. | Ensure that your matriculation card is displayed on the desk, picture side up. If you do not have your card, please raise your hand to notify an invigilator. |
| 9. | Read the front cover of the examination paper carefully and follow any instructions. |
| 10. | If you require assistance at any time, remain seated and raise your hand – an invigilator will come to assist. |
| | Pause to allow time for candidates to fill in the details |
| 11. | Read out evacuation announcement –specific to each location and in the red folder. If no announcements are found – point out the exit doors and reassure students that if the fire alarm sounds, to remain seated and wait for instructions from the invigilator. |

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| 12. | You are not permitted to leave the examination hall during the first 30 minutes, nor until your attendance has form been collected. You are also not permitted to leave during the final 15 minutes (except in emergencies). An announcement will be made when there are 15 minutes remaining |
| 13. | The exam(s) length is xx hours. The time is now xx:xx. You may begin writing and we wish you good luck. |

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| | 15 minutes remaining announcement |
| 14. | The time is now xx:xx. You have 15 minutes remaining. You are now not permitted to leave the room. This of course may differ as students may have different finishing times – in this case, approach the student has let them know that they have 15 minutes remaining, in order to minimise disruption. |
| 15. | Prior to the end of the exam, ensure that the front covers of all script books are completed, the right-hand edge been completed, folded and sealed. Insert ALL materials inside one script book, ready for collection. |

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| | Closing announcements |
| 16. | Stop writing and put your pens down. Any student who continues to write will be reported to their School. |
| 17. | Insert all examination materials (graph paper, MCQ sheets, script books (if applicable and even if unused) and the examination paper inside one script book. |
| 18. | You are still under examination conditions and must remain seated and in silence until all exam materials are collected. |
| 19. | Please do not leave the venue until you are dismissed. |

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| | End of exams celebrations (May diet only) - Must be announced at the start and end of the exams during the May diet |
| 20. | <p>All students should note that the throwing of flour and eggs, or any other substance is prohibited on University premises and adjoining public spaces. Such practise can be dangerous, cause damage to both University and public property, and is in breach of the University's Code of Student Conduct.</p> <p>The University appreciates the need for students to celebrate this important milestone, but asks that you do so in a safe and considerate manner.</p> |