Invigilation Policy

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Policy on Invigilation of Examinations

Invigilation of Examinations Policy

1. Introduction

This policy aims to ensure the fair and orderly conduct of examinations and to set out the responsibilities of invigilators who act on behalf of Whamos Training and Development CIC. It outlines the responsibilities of invigilators, and indicates the boundaries of discretion which they may exercise in carrying out their duties. This policy should be read in conjunction with: Guidelines for the Use of Computers in Exams Guidelines on Dealing with Instances of Possible Academic Dishonesty by Students, and information provided on the Examination website and Student Guidance. Invigilators appointed by Heads of Departments shall supervise examinations in accordance with this policy.

The integrity of the examination process is of paramount importance. Examination invigilators play a vital role in ensuring that the correct protocols are followed, that security is maintained, and that examinations are conducted in a fair and appropriate manner. Invigilators should familiarise themselves with this policy and specifically the invigilators' responsibilities. This policy applies to all examinations, including computer-based exams and those arranged for students with reasonable adjustments. All procedures shall be followed in accordance with main examination room instructions unless otherwise stated.

2. Appointment of invigilators

All examinations shall be invigilated by persons employed by the Whamos Training and Development CIC (normally, training staff).

Where reasonable adjustments have been made for students registered with Whamos Training and Development CIC as having reasonable adjustments to their examination arrangements, it may also be necessary to employ individuals to act as scribes or readers as appropriate. Information regarding the necessary pre-employment checks for these roles.

3. Examinations Conducted Across Multiple Rooms/Locations

Where an examination takes place over more than one room/location, it is essential that all invigilators are provided with identical instructions for the conduct of the examination (See Appendix 1 for announcements to be made by invigilators for written exams and Appendix 2 for announcements to be made by invigilators for computer-based exams).In the event that any issues are identified with individual examination papers, immediate steps must be taken to ensure consistent communication to students across all examination rooms. Each area is responsible for developing effective communication procedures to all invigilators in such circumstances.

4. Responsibilities of invigilators

The exams officer shall inform areas of the required number of invigilators for each examination activity. Other than in exceptional circumstances, a minimum of one invigilator shall be appointed and be present in each examination room. For each examination room, one invigilator shall act as invigilator in charge.

Collectively, all invigilators are responsible for:

4.1 Arriving at the examination room **at least 20 minutes before the scheduled start time**of the examination;

4.2 Ensuring that if they are unable to attend the examination, that an appropriate substitute is appointed and briefed;

4.3 Ensuring that the examination room is set up as required for their examination activity;

4.4 Ensuring that they are aware of the examination room emergency exit procedures and

nearest toilet facilities;

4.5 Liaising with the Student Awards and Graduations section of the Student Lifecycle Team to ensure the correct examination papers have been delivered to the room;

4.6 Assisting in supervising students' entry into the examination room and keeping a register of candidates attending each examination;

4.7 Distributing examination materials to candidates, and ensuring the security of the materials at all times;

4.8 Supervising the examination for the duration of the scheduled time, and any additional period resulting from late starts, power failure or fire alarm breaks, or for candidates allocated additional time, ensuring vigilance at all times;

4.9 Being aware of, and vigilant against, the use of unfair means;

4.10 Communicating any problems/incidents/emergencies to the invigilator in charge of the examination; or Exams officer.

4.11 The collection of answer book(s) from each candidate in attendance;

4.12 Controlling the use by candidates of electronic devices;

4.13 Ensuring candidates are not disturbed either by other candidates or by invigilators;

4.14 Ensuring candidates arriving late are dealt with quickly and according to procedures. See section 4.8 Late Admission and Extra Time;

4.15 Ensuring examination conditions are maintained when candidates leave the examination room; and

4.16 Arranging the secure delivery of candidates' work to the relevant Department/School or appropriate internal examiner.

5. Responsibilities Of The Invigilator In Charge

In addition to the responsibilities outlined in 3.1 for all invigilators, the invigilator in charge shall:

5.1 Check with the other invigilators on duty that proper provision has been made for all examinations concerned before candidates are admitted to the room;

5.2 Ensure that invigilation is adequate and appropriately conducted throughout the examination period;

5.3 Checking that all invigilators are satisfied that the correct examination paper(s)

5.4 Ensure there are arrangements in place for the secure delivery of all candidates' answer books to the relevant Department/School or appropriate internal examiner;

5.5 To report/communicate to the relevant Department Examinations Officer any irregularity in the conduct of an examination, including:

- Any instances of illness or distress;
- The admission or non-admission of latecomers;
- Queries/concerns raised by candidates which may subsequently be possible grounds for complaint;
- Any incidents or disruptions (see section 4.4 Use of unfair means and disturbing behaviour); and,

- Failure on the part of an appointed invigilator to attend an examination.

6. Routine Procedures Of Invigilation

6.1 Attendance of Invigilators

6.1.1 All invigilators must be present in the examination room at least 20 minutes before the scheduled start time of the examination, and should normally be present in the room for the first fifteen minutes and the last fifteen minutes of the examination. For the main part of the examination, invigilators are expected to take turns on active duty in the room;

6.1.2 There will be a minimum of one invigilator for each examination room up to a maximum of 12 students.

6.1.3 In the case of examination rooms for students with reasonable adjustments where there may only be one student in an examination room then the invigilator/student ratio may be 1:1. If two or more students are sitting the examination in rooms with reasonable adjustments, there should be two invigilators present, where possible.

6.2 Preparation of the examination room

6.2.1 when all necessary question papers and answer books have been set out, invigilators should inform the Exams officer that everything is prepared for the examination to continue.

6.3 Admission of candidates

6.3.1 Candidates are normally admitted to the examination room approximately five minutes before the scheduled start time of the examination, but should not be admitted before all preparations have been made;

6.3.2 Unless a place is allocated to each candidate, invigilators shall direct candidates as to where they should sit;

6.3.3 There should be no communication between candidates as soon as they take their seat in the examination room;

6.3.4 Textbooks, notes (see section 4.5 for use of dictionaries), all electronic devices and other aids may not be introduced into an examination room unless specifically permitted by the examiners concerned;

6.3.5 Candidates should be directed to deposit bags, coats and other personal belongings including mobile phones at the front of the examination room away from candidates' desks, or other appropriate location as identified by invigilators; and

6.3.6 During an exam the consumption of food and drink, other than bottled water and small confectionery items, is not permitted in the exam room, unless this has been agreed as a reasonable adjustment. Use of e-cigarettes is not permitted in the exam room, in line with the Whamos Training and Development CIC smoking rules.

6.4 Start of Examination

6.4.1 When candidates have been admitted to the examination room and are seated, the invigilator in charge should make the announcements set out in Appendix 1, prior to announcing that the examination has started and candidates may begin writing. It is usual to allow candidates to complete the cover of their answer book and the attendance slip before the examination begins.

6.4.2 Candidates must be instructed to check and ensure that the paper in front of them is the one they should be sitting and listen carefully to the announcements made by the Invigilator in Charge at the beginning of the examination.

6.4.3 Once students have been seated, they should not be allowed to leave the room for any reason, including toilet breaks, before the start of the exam.

6.4.4 Candidates cannot leave the examination hall (including for toilet breaks) during the first third of the examination or during the last fifteen minutes, unless a student has a reasonable adjustment permitting this.

6.4.5 The actual start time of the examination should be noted. Should the start of the examination be delayed for any reason an equivalent period of extra time shall be allowed.

6.5 Use of Electronic Devices

6.5.1 Electronic devices are not permitted during examinations (unless with prior written permission of the Department/School). Electronic devices include (but are not limited to): mobile phones, music players, tablets and smart watches. Candidates are not permitted to bring earphones into the examination room.

6.5.2 Whamos Training and Development CIC accepts no responsibility for any loss or damage to mobile phones, earphones or other electronic devices while in the examination room. For this reason, the Whamos Training and Development CIC. recommends that candidates do not bring such devices into the examination room. If they are brought into the examination room, then they must be turned off and located away from the candidate for the duration of the examination.

6.5.3 When authorised by the examiners and under terms determined by the Exams officer, candidates may make use of calculators in an examination room.

Candidates are not permitted to share the use of calculators except where they have been provided by examiners. At the discretion of the Exam officer, invigilators should normally try to ensure that calculators' memories are cleared at the beginning of each examination.

6.6 Late admission

6.6.1 Candidates who arrive late, but within the first third of the scheduled duration of the examination may be admitted to the examination but no extra time will be granted at the end of the examination. After this period has passed, candidates are not to be admitted to the examination room.

6.6.2 If a candidate is admitted late, their book should be marked by an invigilator to show the time that they were admitted. The invigilator should also, preferably at the end of the examination, take note of the circumstances that delayed the candidate's arrival and ensure that the examiners are aware of them. The candidate should be made aware of the[Personal Circumstances and Academic Appeals Procedure](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/PersCircs_AcademicAppeals_Oct2016_v1.2FINAL.pdf)if appropriate.

6.7 Register of Attendance

6.7.1 Invigilators are required to keep a record of candidates in attendance at each examination so that collected answer books can be checked at the close of the examination, or subsequently if necessary. A list of candidates expected to attend each examination will be delivered to central examination rooms, along with examination papers, by the exams officer. The names of candidates who are not listed should be added to the list and this list should be kept within Whamos Training and Development CIC. Whamos Training and Development CIC should make equivalent arrangements for examinations taking place in non-central examination rooms i.e. arranged examination rooms.

6.7.2 Students are required to present a valid form of physical photo ID such as a Student ID Card, Driving Licence, or Passport on their examination desks. If an invigilator does not know a candidate, they should check the candidate's identity by reference to the physical ID that bears a photograph of the student. If a candidate fails to produce valid photo ID, they will be required by an invigilator to complete a candidate identification form, copies of which are provided in the examination room. The completed and signed candidate identification forms should be returned to the Exams Officer at the end of the examination for any necessary action.

6.7.3 The Whamos Training and Development CIC recognises that some people may wish to wear clothing or items that may obscure their face. It may be necessary for the purposes of identification during an exam to ask a candidate to temporarily remove any garment that obscures their identity. In this case the candidate may request a person of the same gender and a private area for identification checks to be made.

6.8 Queries from Candidates

6.8.1 Should a candidate raise a query on an examination question, the disruption to other candidates should be kept to a minimum. The invigilators should obtain an answer as early as possible from the area concerned unless the exams officer, or an examiner, has stated that no questions will be answered and that candidates must do the best they can with the question concerned.

6.8.2 The Invigilator in Charge should use their discretion on deciding whether information resulting from any query should be made known to all candidates concerned, taking into consideration any disruption to candidates sitting a different exam. It is usual for such information to be made known in the interests of fairness and it may be

helpful to suggest that the candidates who have already answered the question concerned should note on their answer book that the information given out was made known after they had written their answers.

6.19 Temporary absence

6.9.1 When a candidate requests and is granted permission to leave the examination room temporarily, they should be escorted as far as is reasonable throughout their absence. An invigilator has discretion to authorise any Whamos Training and Development CIC employee they deem fit to act as a candidate's escort.

6.9.2 Candidates are not permitted to take with them any examination related materials or mobile devices.

6.9.3 No additional time will be granted for any absence from the examination room, except where a student has reasonable adjustments permitting this.

6.10 Toilet breaks

6.10.1 Candidates must be escorted as far as is reasonable by an invigilator should they need to go to the toilet. Candidates should be warned that if they are found to have taken a toilet break with unauthorised materials in their possession they will be reported and disciplinary action will be taken.

6.10.2 Once students have been seated, they should not be allowed to leave the room for any reason, including toilet breaks, before the start of the exam. Candidates cannot leave the examination hall during the first third of the examination or during the last fifteen minutes (including for toilet breaks), unless a student has a reasonable adjustment permitting this.

6.11 Departure on early completion of an examination

Candidates may leave an examination at any time after it has been in progress for one-third of its scheduled duration but are not normally permitted to leave during the last fifteen minutes. This restriction is designed to prevent the general disturbance that may be caused by the number of candidates who might otherwise leave, particularly during the last five minutes. When fewer than ten candidates are present, the restriction is not necessary. Invigilators should **not**record the time of a candidate's departure from an examination on the answer book.

6.12 Warning on end of examination

Fifteen minutes before the end of an examination, invigilators should warn candidates that fifteen minutes of the examination period remain and that candidates are no longer permitted to leave and must remain in their places until the examination is over. Invigilators must also warn candidates again when only five minutes remain*. (See Appendix 1 for announcements)

6.13 Procedure at the end of an examination

At the end of an examination candidates must be reminded that they are required to remain in their seats until they are told they may leave. Invigilators are responsible for collecting answer book(s) from each candidate whilst still in their places, starting with the answer books of candidates nearest room exits.

To ensure all answer books have been collected, invigilators should check the number of answer books collected against the number of candidates in attendance. Invigilators should not allow students to leave the examination room at the end of the examination until the number of papers has been reconciled to the attendance list.

6.14 Removal of examination books

6.14.1 The **answer books and the register of attendance**should be removed from the examination room by an invigilator/examiner concerned with the examination. Whamos Training and Development CIC must ensure that an examiner/staff member is in attendance at the end of an examination to collect examination scripts.

6.14.2 In *exceptional circumstancesin the absence of an examiner or an invigilator from the relevant area, an invigilator should make prior arrangements for the answer books and register of attendance to be delivered to the exams officer. The exams officer will then secure answer books and register of attendance.

6.14.3 When answer books are delivered direct to an exams officer, care must be taken to ensure that they are locked up and not left on their desk.

7. Exceptional Procedures Of Invigilation

7.1 Unfair means

7.1.1 When dealing with a candidate found to have been using, or suspected of using, unfair means in an examination, the invigilator should involve another invigilator as soon as possible to assist and act as a witness. This is important from a legal point of view for the protection of the invigilator and the University. When carrying out their duties an Invigilator will be supported by the exams officer in the action they take.

7.1.2 'Using unfair means' includes, for example, using unauthorised aids, copying from and communicating with other candidates. In the case of a computer-based exam this could include accessing unauthorised websites or programmes. Where unfair means is detected, staff should refer to the [*Guidance on Dealing with Instances of Possible](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/20130801_AcademicDishonestyGuidance_v2.0.pdf.pagespeed.ce.4yIPlUCXw7.pdf)[*Academic Dishonesty*](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/20130801_AcademicDishonestyGuidance_v2.0.pdf.pagespeed.ce.4yIPlUCXw7.pdf)[.](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/20130801_AcademicDishonestyGuidance_v2.0.pdf.pagespeed.ce.4yIPlUCXw7.pdf) When an invigilator detects a case of suspected misconduct they should take appropriate action to ensure that the point the candidate has reached in their answer book is clearly recorded, for example by annotating the answer book at the point reached or, where this is possible without prejudice to the candidate, by removing the answer book and supplying a fresh one.

7.1.3 Where a candidate is believed to be using unfair means and where a candidate is required to withdraw for conduct disturbing to other candidates, the invigilator must send the answer book direct to the Area, giving full details of the circumstances. The exams officer in consultation Whamos Training and Development CIC, will decide whether the circumstances warrant action under the Whamos Training and Development CIC - [Discipline Procedure.](https://www.strath.ac.uk/media/ps/strategyandpolicy/Student_Discipline_Procedure.pdf)

7.2 Disturbing behaviour

7.2.1 When dealing with a candidate whose conduct they believe to be disturbing to other candidates an examination, the invigilator should involve another invigilator as soon as possible to assist and act as a witness. This is important from a legal point of view for the protection of the invigilator and the University. When carrying out their duties an invigilator will be supported by the Whamos Training and Development CIC in the action they take.

7.2.2 A candidate whose conduct is in the view of an invigilator disturbing to other candidates should receive a warning from an invigilator to stop the disturbing behaviours. Only in exceptional circumstances and if they persist in this conduct following repeat warnings should candidates be required to withdraw from an examination.

7.3 Student Risk

Should a student disclose a potential risk to themselves, or appear to be distressed, Invigilators are advised to accompany the student from the exam room and contact the safe guarding lead at Whamos Training and Development CIC. If possible, arrangements should be made for a student to speak to the safe guard lead.

7.4 Responding to a general disturbance

In the event of a disturbance to the examination not covered explicitly by this policy the Invigilator in Charge must use their discretion to apply the general principles set out so that disturbance to candidates sitting the exam should be minimised

7.4.1 If a disturbance that the Invigilator in Charge deems to be significant occurs within the **first two-thirds**of the examination period, the end of the examination will be postponed by the period of disruption or one hour, whichever is less. However, should the period of disruption be more than one hour and a quarter, the examination will not recommence, but will be re-sat at a time to be notified by the Student Awards and Graduations section. A new examination paper will be produced by the exams officer;

7.4.2 If a disturbance that the Invigilator in Charge deems to be significant occurs within the **last third**of the examination period, the examination will end and be assessed by the examiners, who will take the reduced period of the examination into account;

7.4.3 In cases of emergency or where first aid is required invigilators should contact the **First Aid trained staff.

7.4.4 If invigilators encounter other problems with the examination room, such as temperature, desk arrangement or clocks they should contact the exams officer at the earliest opportunity.

7.5 Fire

In the event of the fire-alarms being sounded during an examination, the points below should be acted upon as Fire Regulations. **The alarm sound is a continuous siren**. The following actions are to be taken upon the sounding of the fire alarm:

7.5.1 Invigilators shall act as fire safety assistants and will ensure that all candidates safely evacuate the building in accordance with the evacuation procedures for the examination room. Once outside the building, invigilators and candidates shall report to the designated assembly point and await further instruction from the Fire Marshal or the Fire Service.

7.5.2 Candidates should be:

- Instructed to stop writing answers;
- Informed that the examination may continue after the alarm and the end of the examinations may be postponed. Further instructions will be given at the assembly point (to be posted in each examination room);
- Asked to check that their name is on relevant answer book(s);
- Instructed to evacuate the room leaving question papers and answer books on the examination desks;
- Asked to proceed as a group, quickly out of the building and to the assembly point; and
- Instructed not speak to each other or use electronic devices during the period of disruption.

7.5.3 If the alarm begins within the **first two-thirds**of the examination period, the end of the examination will be postponed by the period of disruption or one hour, whichever is the less. However, should the period of disruption be more than one hour and a quarter, the examination will not recommence, but will be re-sat at a time to be notified by the exams officer in consultation with the Awarding body.

7.5.4 If the alarm begins within the **last third**of the examination period, the examination will end and be assessed by the examiners, who will take the reduced period of the examination into account.

7.5.5 Invigilators and candidates may return to the examination room when authorised by the Security Wardens and then, if the examination is to recommence, candidates should be readmitted in an orderly manner.

7.5.6 The period of disruption lasts from when the alarm sounds until candidates are re-seated in the examination room and the examination recommences. Candidates should be informed of the revised end time for the examination.

7.5.7 Examiners should be informed of the disruption so that the examiners can be advised to take this into account when assessing performance.

7.5.8 In the event of a one hour-long morning alarm, it may be necessary, in a larger examination room to delay the beginning of an afternoon examination until the room has been prepared.

7.6 Power failure/system failure

7.6.1 In the event of a power failure during an examination in a venue where there is no natural lighting (though there is emergency lighting), candidates should be instructed to remain seated for fifteen minutes while the cause is investigated. If the lighting is restored during that time the examination period should be extended by the time missed and the invigilator should report the occurrence to the exams officer. Otherwise, the fire evacuation procedure (see Appendix 1 section 1) should be implemented.

7.6.2 If the examination is computer-based, candidates and invigilators should follow process as outlined for power failure in the case of either power or systems failures. If systems are not restored in this time the procedure governing exam restart or rescheduling outlines for Fire alarms should be implemented.

7.6.3 Note: if the system failure affects only individual student(s) the student(s) should me moved to another computer within the room to log on and complete their examination. If this occurs the student may be permitted additional time to compensate for the time lost when changing computer. The invigilator should note any occurrences of this and report to be examiner so that it can be taken in to account if appropriate.

7.7 Illness

7.7.1 In the event of illness of a candidate during an examination the invigilators are responsible for obtaining any necessary assistance. First aid should be contacted for first aid assistance.

7.7.2 Invigilators must endeavour to ensure that the candidate experiencing an illness is attended to sensitively while minimising the general disturbance that may be caused to the rest of the candidates sitting the examination. It may be appropriate to allow the candidate to leave the room for treatment. If so, candidates should be escorted as far as is reasonable throughout their absence. An invigilator has discretion to authorise any employee they deem fit to act as a candidate's escort. Candidates are not permitted to take with them any examination related materials or mobile devices.

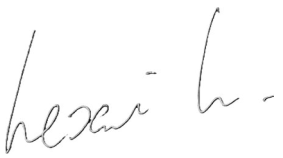
7.7.3 The Invigilator in Charge should use their discretion on deciding whether the candidate should be permitted to re-join the exam. If a candidate is able to continue the exam after a short absence, the period of time lost will be annotated on the answer book but no additional time will be granted. If the candidate in unable to continue the answer book(s) should be annotated with a note of the incident, including the time of occurrence the candidate's incapacity to continue the examination. In both cases, the register of attendance should also be annotated with a note of the incident, including the time of occurrence and duration of the candidate's absence or incapacity to continue the examination. Candidate should be made aware of the [Personal Circumstances and](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/PersCircs_AcademicAppeals_Oct2016_v1.2FINAL.pdf)[Academic Appeals Procedure](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/PersCircs_AcademicAppeals_Oct2016_v1.2FINAL.pdf)if appropriate.

7.7.4 This does not apply to students with a disability/pre-recognised condition for whom reasonable adjustments have been recommended to accommodate absences from the examination room. Invigilators will be made aware of these arrangements prior to the examination commencing.

7.7.5 Note: Candidates that contract, or are suspected to have contracted a contagious disease (e.g. chickenpox, measles, shingles etc.) during the exam period should not be allowed to sit their exam as doing so would put other students and invigilators at risk.[^1]

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn *Co-Director*	**Alexandra Gager-Liebhart** *Co-Director*
	

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Schedule 1 — Record of Changes

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001	6th March 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.