

Regent University of Science and Technology



STUDENT PLANNING  
AND ASSESSMENT OFFICE

INVIGILATION  
INFORMATION

April 2005

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**EMERGENCY CONTACTS IN THE STUDENT PLANNING AND  
ASSESSMENT OFFICE  
DURING THE EXAMINATION PERIOD**

8.30 AM TO 6.15 PM, Monday to Saturday

|  |          |
|--|----------|
| Student Records and Examinations Officer | Ext. 120 |
| Examinations Assistant                   | Ext. 120 |
| Secretary                                | Ext. 121 |

**LOCATION OF EXAMINATION ROOMS**

| <b><u>Hall</u></b> | <b><u>Location</u></b>   |
|--------------------|--------------------------|
| No 1               | Ground Floor, Japs House |
| No 6               | First Floor, Japs House  |
| No 7               | First Floor, Japs House  |
| No 8               | First Floor, Japs House  |
| No 9               | First Floor, Japs House  |

**EXAMINATION PAPER COLLECTION POINTS**

**Examination Papers** for the rooms allocated to invigilators should be collected from the examination centres stated below:

| <b><u>Place of Examination (s)</u></b> | <b><u>Examination Centre</u></b> | <b><u>Collection Time</u></b> |
|--|----------------------------------|-------------------------------|
| <b>Japs House:</b>                     |                                  |                               |
| No 10                                  | Second Floor                     | 9.00 am/4.00pm                |
| No 3                                   | Basement                         | 9.00 am/4.00pm                |

**SPA OFFICE LOCATION/ OPENING HOURS**

The Student Planning and Assessment Office is located in No 10 Japs House, (First Floor). Invigilators collecting examination papers, delivering examination scripts or staff wishing to collect scripts for marking should proceed as follows:

**During Office Hours:** Ask the Front Desk in No 2 Japs House for direction.

**Outside of Office Hours (including Saturdays):** Go upstairs to the Second Floor of Japs House, and turn left to No 10.

## **1. JOB DESCRIPTION: INVIGILATOR**

Purpose of Job: To maintain discipline before, during and after examinations.

Reporting to: Student Records and Examinations Officer

Main Duties: You are expected to:

- a) Before the start of examination period, acquaint yourself with the University's procedures for examinations and invigilation, in order to perform your duties competently.
- b) Present yourself in good time at the examination centre to which you are allocated.
- c) Collect and distribute examination papers.
- d) Instruct and monitor candidates to ensure they follow procedures.
- e) Be vigilant during the course of the examination for cheating and other irregular behaviour.
- f) Deal with emergencies such as illness or fire evacuation.
- g) Collect and return examination scripts.

## **2. WHAT YOU WILL RECEIVE**

A letter giving details of:

- a) The date and time of invigilation.
- b) The room.

A Payment Claim Form.  
Invigilators Information Pack.

## **3. COLLECTION OF EXAMINATION PAPERS**

### 3.1 Where and When

All invigilation **MUST** report to the Examination Paper Collection Point before going to the examination room at the time sated in the notes at the beginning of this document.

This allows time to:

- a) Collect papers.
- b) Proceed to the appropriate examination room.
- c) Familiarize yourself with the papers.

### 3.2 What is in each Examination Paper Pack

- a) A Front Sheet – giving the examination paper code and title, the date, time of the examination, the room(s) it is to be taken in, the number of candidates taking the examination and the number of papers in the packet (this will always be more than the number of candidates expected).
- b) An Attendance List – showing the names and the total number of students expected to take the examination.
- c) Examination Papers – check the paper code and the description matches the details on the front sheet
- d) Invigilator Report Form – used to record any extra candidates, absentees, and any irregularities which occur during the examination (any entry in this part of the form is copied to Boards of Examiners)
- e) An Attendance Card Envelope – to put completed attendance card in

### Other Items

Materials - Any materials associated with an examination, e.g. Log tables, data cards, photographs etc. will be listed on the front of the examination paper. Most materials will be in a separate packet behind the examination paper they belong to and their front sheet will show the same details as given on the examination paper front sheet. Log tables etc. will be supplied with the examination paper.

Pink slips - Will be with the examination papers for any student(s) known to be taking the examination in a different Location e.g. Special Room.

## **4. ROOM ORGANISATION**

### 4.1 Single Examination Room

- Check number of students on attendance list.
- Set out the appropriate number of papers on desks plus a few extra.

#### 4.2 Two or More Examinations in One Room

- Split the room according to the number of candidates on the attendance list for each paper.
- Set the papers out accordingly.
- Either:
  - a) announce the seating arrangements to students as they enter the room or
  - b) bring each set of candidates into the room separately

#### 4.3 One Examination shared between Two or More Rooms

- There will be only one packet of papers prepared for the examination.
- The first invigilators arrive, they will be given a slip showing details of the exam, the rooms it is shared between and their own room capacity, and directed to the first invigilator's room.
- Each room will then take the number of papers indicated on their slip, plus any materials.
- Invigilators should then ensure that they direct the correct number of students into their room.
- The room assigned as the 'lead room' (either that which collected the papers or that assigned by a member of academic staff) will be responsible for completing the attendance list. Other invigilators should take their attendance cards to the appropriate room once collected (note the number of cards you have so that you can check the number of scripts against it at the end of the examination). The 'lead room' should make a list of absentees and ask each other room to make a verbal check on these.
- Any incidents during the examination should be reported to the 'lead room' for inclusion on the Invigilator Report Form.
- At the end of the examination all scripts should be taken back to the 'lead room' where they should be checked, and returned together with the attendance cards and Invigilator Report Form.

#### 4.4 Different Length Exams in the same room

Ensure that:

- Candidates with the shorter length examination (s) are closest to the door.
- Their bags and any other items brought into the room are easily accessible.
- Any announcements are clearly identified to the appropriate group of students.

- Other students in the room are told that there may be some slight disruption when the early candidates are leaving.
- Early candidate leave quietly and with as little fuss as possible.

## **STARTING EXAMINATIONS (see Section 1 of Notes on Invigilation Procedure)**

### **5.1 General**

Invigilators should go directly from the examination paper collection point to the examination room. A minimum of 2 invigilators should be present in any one examination room, plus the author of the paper or a member of staff delegated for this task who should be present for the first 20 minutes of the exams to answer candidates' queries (see section 3 of Notes on Invigilation Procedure). On occasions this person may also be the main invigilator for the examination and may stay for its duration.

Students should be admitted to the room at least five minutes before the advertised starting time.

All bags and other non- essential items should be left at the front of the room.

Whilst waiting for the examination to start, candidates may:

- a) write their anonymous code, examination name and number on the front of their answer book(s).
- b) may complete their attendance card.
- c) read the instructions on the cover of the answer book and question paper – they must not read the contents inside the question paper.

The invigilator will be responsible for starting and finishing the examination, and it is the responsibility of the invigilators present to decide amongst themselves who will announce the start and finish of the examinations.

### **5.2 Suggested items for inclusion in the starting script**

- Once all students are seated:

Announce the papers being held in the room – code and title.

Before the start of the examination, tell students:

- . that it is their responsibility to ensure that the examination paper on your desk is the one you are supposed to be taking.
- . the starting time, length and finishing time of the examination(s)
- . that they should read the directions on the front of their paper and ask if they do not understand any of the rubric

. that ALL materials not required for the examination such as pencil cases, calculator cases, anonymous code letters etc. must be removed from the desk and placed on the floor Nothing should be put onto or into the desk itself.

. that it is against University regulations to bring unauthorized materials into the examination room and whether it has been used or not, any incidents of students using such material will be reported to the Academic Registrar and disciplinary action may be taken. If any one has such material, they should hand it to the supervisor.

. to turn off all mobile phones and pagers during examination.

### 5.3 Rubric

Students are responsible for ensuring that they follow the rubric of the examination. During an examination, candidates will be permitted to use only such dictionaries, other reference books and calculators as have been issued or authorized by the examiner. Such authorization will be stated on the front page of the examination paper.

### 5.4 Anonymous Marking Code (see Section 10 of Notes on Investigation Procedure)

If forgotten, they must put their name on the paper. No provision is made for codes to be obtained by invigilating staff at the start/during or end of the examination.

### 5.5 Dictionaries

Unless specifically stated in the rubric, use of dictionaries is forbidden in examinations. However, if a student has been given a concession to use a dictionary, they should be asked to produce a copy of the concession letter issued by the Student Planning and Assessment stating the type of dictionary allowed (e.g.: English/German) at the start of the examination.

If a student has forgotten to take their concession letter to the examination venue it is the Invigilator's responsibility to confirm the nature of the concession with SPA.

### 5.6 Electronic Calculators (see Section 8 of Notes on Invigilation Procedure)

If electronic calculators may be used this is indicated in the rubric.

### Suggested Script

“All examinations in this Hall will start at..... You will be notified by an invigilator ten minutes before the end of your examination”

“You may turn over your question papers and begin your examination now.”

### **DURING THE EXAMINATION (see Section 2 of Notes on Examination Procedure)**

## 6.1 Duties

Your duties as invigilators are to ensure that:

- candidates behave appropriately during their time in the examination hall
- students complete only one MAIN answer book
- SUPPLEMENTARY answer books are supplied to students requiring more paper or to those are required to use separate books for part of their question
- all papers and materials are removed from unoccupied desks once the examination begins
- you are in attendance in the examination room at ALL times
- candidates are never left without supervision
- you are constantly vigilant so as to preclude the possibility of candidates availing themselves of unfair assistance
- you make frequent walks around the room without disturbing candidates
- absolute silence is maintained during the examination
- candidates who leave the examination temporarily to go to the lavatory are adequately supervised, making sure no materials are taken from, or brought into the examination room.

## 6.2 Card Collection and noting absenteeism

Invigilators should:

- collect completed cards from desk within the first 15 minutes of the examination
- check these against the examination attendance list
- tick those present, mark 'Abs' against absentees and 'SR' against any students on the 'Special Room' list
- make a verbal check for suspected absentees
- add any additional candidates to the attendance list
- note absentees and additional candidates in the appropriate sections of the Invigilator Report Form.

## 6.3 Problems with the Paper

Invigilators should:

- NOT attempt to explain any queries about examination questions - they should be resolved by the examiner present for the first 20 minutes or, if it is after that time, by telephoning the Student Planning and Assessment Office
- place any known error on the blackboard
- report any correction made by the designated member of staff to the Student Planning and Assessment Office for communication to the students taking papers in other locations: including special rooms
- report the error and actions in the appropriate section of the Invigilator Report Form.

## 6.4 Problems with the students

### 6.4.1 Candidates who Arrive Late (see Section 5 of Notes on Invigilation Procedure)

- Any student who within 30 minutes of the beginning of an examination should be permitted to start without any report being made, **BUT NO EXTRA TIME SHOULD BE ALLOWED**
- Students arriving after 30 minutes should also be allowed into the examination room but under the following conditions:
  - That the student shall only work for the remaining period of the time allowed for the examination.
  - That the time of the student's arrival, together with a brief note of explanation of the lateness, should be shown on the cover of the answer book.
  - that a note should also be made on the Invigilator's Report Form; if any other student taking the same examination has previously left the examination room.

#### 6.4.2 Candidates who Leave Early (see Section 5 of Notes on Invigilation Procedure)

- no student should be allowed to leave the room 30 minutes after the examination has started.
- invigilator should ensure that a script is handed over by any student who leaves the room before the end of the period
- until an hour before the end of the examination period, note should be made (on the script) of the exact time the student left the room

#### 6.4.3 Candidates taken ill during an Examination (see Section 4 of Notes on Invigilation Procedure)

- a candidate who becomes ill or disturbed should as a temporary measure, if possible, be escorted outside.
- if the candidate recovers, they should be allowed to continue with no extra time
- if the candidate is unable to continue, you should contact by telephone, a Health Center approved by the university, before escorting the student, together with their examination answer book(s), examination paper and personal property over to the health center. Do not leave the student unattended.
- the Student Planning and Assessment Office should also be informed immediately and they will take over supervision of the candidate at the Health Centre.
- The student should be informed that any documentary evidence, doctor's note etc., should be forwarded to the Chairman Board of Examiners for consideration at the Board
- Candidates should also be informed that, having left supervision, they would not be able to return to the examination venue
- a report of all above-mentioned incidents should be documented fully in the appropriate section of the Invigilator Report Form.

#### 6.4.4 Suspected Cheating (see Section 6 of Notes on Invigilation Procedure)

Cheating: means to knowingly violate rules designed to ensure academic honesty and includes, but is not limited to:

- the copying or other use by a student(s) or another's work during the examination
- the unauthorized use of materials or information whether physically or electronically stored during an examination
- the bringing into an examination any unauthorized information or materials and having ready access to the same

If at any stage in the examination the invigilator suspects or detects cheating or irregular practices he/she should:

- Obtain the verification of the other invigilator and discretely approach the student
- Inform the student that you believe they are in breach of University regulations and explain what you are doing.
- Clearly mark in the margin of the student's script, the time and point at which the alleged offence occurred and what action was taken (i.e. was material confiscated?).
- Advise the student to continue with the examination and at the end to wait to be escorted to SPA for interview.
- If the student is not able, or prepared to, continue with the examination the escort them, and their belongings to SPA.
- Report the incident immediately to the Student Planning and Assessment Office.
- Ensure that the incident is clearly recorded on the 'Invigilators Report Form'.
- At the end of the examination escort the student to SPA office

#### 6.5 Other Problems

- In the event of a fire, the invigilator should ensure that all students vacate the room as quickly as possible.
- Students should be escorted to the designated fire assembly point, which is shown on the fire safety notice displayed in each examination venue.
- Once all students have been escorted to the fire assembly point then you should endeavour to keep them separate from other students and ask them NOT to talk to each other.
- Once the fire emergency has passed you should escort all students back into the examination venue and resume the examination, ensuring that the duration of the examination remains as published on the front of the paper.

Where there is doubt, as to what to do, seek the advice of the SPA, immediately.

## **7. ENDING EXAMINATIONS (see Section 7 of Notes on Examination Procedure)**

### 7.1 Announcements

- Announce the time one hour before the end of the examination and then ten minutes before the end of the examination.
- No student should be permitted to leave the examination room for the 15 minutes prior to the end of the examination.

Stop the examination at the advertised time, and give instructions for the collection of scripts by telling candidates to:

- stop writing.
- ensure they have written their anonymous code, the examination number and description and questions answered on each book they are handing in.
- fasten their books together with the treasury tags provided UNLESS they have been used for separate sections of the paper, in which case they should be sorted separately at the end of the examination period.
- that it is their responsibility to ensure that all their scripts and their examination paper and, if appropriate, materials are handed in.
- remain seated until their scripts have been collected.

As an invigilator, you should ensure that:

- students remain in their seats until the examination scripts have been collected from every desk
- the number of books collected from each desk corresponds to the number written on the main book
- as well as the scripts, ALL examination papers are collected from the candidates
- a note, on the attendance list, is made in any case where a student who is recorded as present has not handed in a script. The Student Planning and Assessment Office should be informed of such cases when scripts are handed over at the collection center.
- candidates are only dismissed once you are satisfied that all scripts and examination papers have been handed in

### 7.2 Sorting and Return of Scripts

Careful sorting of the papers is one of the most important tasks and must be done quietly to avoid lapses in concentration.

At the completion of the examination:

- count the scripts and ensure that there is a script for every candidate who was present by reference to the Attendance list
- account for all scripts.
- Check the room to ensure that nothing has been left on the desks or floor, including answer books, question papers and rubbish.

Return to the appropriate examination point:

- the sorted scripts, together with ALL spare copies of the examination paper and, if appropriate, materials, and Attendance List(s)
- the attendance cards in the special envelope(s) provided, which should be sealed and signed by you – only attendance cards should be inside it
- the Invigilator's Report Form which should have been completed appropriately and signed by you
- If Examiners wish to remove scripts from the examination room; they should complete the script collection form inside the examination paper pack.

## **8. OTHER GENERAL ISSUES**

### **All Invigilators**

#### **8.1 If You Are Unable to do your Assigned Duties**

Invigilators must inform the Student Planning and Assessment Office immediately if they are unable to do any of the duties they have been assigned. In the event of illness or other emergency please inform the SPA, as soon as possible, of your inability to do the allocated session so that alternative arrangements can be made in good time.

#### **8.2 Swapping Duties**

This practice is permissible but the changes must be with someone who has been assigned other invigilating duties by the Student Planning and Assessment Office and any changes must be reported to the Student Planning and Assessment Office immediately.

#### **8.3 Late Arrival**

If an invigilator finds that he will be unable to arrive at a center before the start of an examination, because he has been held up en route, he should inform the Student Planning and Assessment Office as soon as possible so alternative arrangements can be made

### **Post-Graduate Invigilators ONLY**

#### 8.4 Friends taking Examinations?

If you have friends taking examinations that you would rather not invigilate, let the Examination Officer at the SPA office know as soon as possible and we will avoid these sessions for you. If you are invigilating friends, you must be careful not to be seen to advantage them in any way.

#### 8.5 Payment

Payment of wages is based on an hourly rate according to the duration of the examination, plus 30 minutes at the start of the start and 30 minutes at the end to allow for setting up and collection of examination papers and sorting and return of scripts. The Academic Office will issue the rate of payment per hour, from time to time.

Claims should be made on the forms in the pack you will have received and returned after your last session. If returned before the 8<sup>th</sup> of the month payment will be made in that month.

#### 8.6 Special Rooms

Invigilators who are given Medical or Special rooms to supervise should NOT swap their duties with other invigilators, but rather should inform the Student Planning and Assessment Office who will find an appropriate replacement.

### **9. IMPORTANT THINGS TO REMEMBER – ALL INVIGILATORS**

1. You are doing a paid job and it should be treated as such. You should be prepared to do the work required both before, during and after examinations and take your responsibilities seriously.
2. Do not assume anything – if in doubt ask the Student Planning and Assessment Office and make a note of who you asked and the advice you were given
3. Be vigilant in the paperwork you keep – any incidents should be reported clearly and logically on the Invigilators Report Form – copies of these are sent to Boards of Examiners for consideration
4. Be clear and concise in what you tell students – do not tell them anything you are not 100% sure of – if you have any doubts – ask.

### **ADDITIONAL INFORMATION FOR SPECIAL ROOM INVIGILATION**

## 10.2 Room Organisation

- a) A Room Plan – a room layout plan giving desk numbers will be present in each special room. Each desk in the room will be individually numbered.
- b) A Seating Plan – the seating plan for your session should be put onto the outside of the door for the students to reference before entering the room. Any old plan should be removed.

## 10.2 What you will receive

Individual Wallets – one for each student in the special room that will contain:

- a) A front sheet – giving information about the student, the exam paper code and the description, the date and the time of exam, details of extra reading and/or writing time and any other special arrangements. The number of the desk the student has been allocated will also be shown **(A)**
- b) Examination Paper – check that the paper code and the description matches the details on the front sheet.
- c) Materials – any materials associated with an examination, e.g. log tables, data cards, photographs etc. will be listed on the front of the examination paper. Place any materials on the desk with the paper.
- d) Invigilators Report Form – this will show the details of all examination irregularities within the special room. At the end of the examinations, the invigilator should sign this form and return it to the SPA with the completed examination scripts. **(B)**

A Summary Sheet – showing details of all the candidates in the session, together with information regarding the reason for their presence in the special room. Their start and finish times, reading and/or writing time and the desk they have been allocated. This sheet should be used when setting out papers and as a guide when finishing exams **(B)**.

## 10.3 Setting out the Room

Place the Seating Plan containing the students names and desk numbers on the outside of the door of the room – students should be instructed to check their seat number before entering the room.

You will find the desk number for each student both on your Room Plan and on the individual papers. Place the appropriate paper on the correctly numbered desk along with the Front Sheet.

#### **10.4 Starting Examinations**

Invigilators should note the location of the nearest ladies and gents toilet. They should inform the examination candidates of the location before the start of the examination.

Ask the students to check the details on the Front Sheet you have placed on their desk confirming the paper they are taking along with any additional reading and writing time allowed. If they disagree with any of the details contact SPA immediately to confirm this.

In the majority of sessions, there will be no examiner present for the first 20 minutes – any discrepancies noted on the paper in the normal room will be reported to special rooms as soon as possible and these must be conveyed immediately to the relevant students without disturbance to others in the room. If a student has a query regarding their paper, SPA should be informed immediately and they will make further enquiries with the department concerned and give a reply as soon as possible.

#### **Reading Time**

Although reading time has now been stopped in normal exam rooms, where necessary, a standard 15 minutes reading time will have been given to some of the students in Special Rooms. The students this affects will be indicated on their individual wallet front sheet and on your summary sheet. These students will have been asked to arrive at the exam room before 9:15am or 12:15 pm and they should be admitted to the room at 9:10am and 2:10pm respectively. They can then fill in their attendance card and start their reading time at 9:15 am or 2:15 pm. Other students should be admitted to the room with as little fuss as possible 5 minutes before the start of their examination e.g. 9:25 am and 2:25 pm. ALL examinations will begin at 9:30 am or 2:30pm. Students with reading time who arrive late, but before 9:30am should be given the time remaining to read their paper, students arriving at or after 9:30am should not be given any additional time for reading and the fact that they did not get this time/less time recorded on their individual invigilator report form.

#### **10.5 During Examinations**

We hope that there will be access to a telephone in or close to all special rooms – however, there will be two invigilators in every room so if no telephone is available, one of the invigilators can leave the room temporarily to contact SPA directly.

Just after the start of examinations, we should ask that invigilators check the toilet facilities to ensure that no notes have been left or hidden there. If any such items are found, they should be handed in to SPA when returning the scripts.

Any amendments to papers, which are identified in the main examination room, will be reported to the Special Room as soon as possible. These amendments should be:

1. written on the whiteboard
2. given verbally to individual students where appropriate e.g. visually impaired
3. noted on the appropriate Invigilator Report Form(s) together with the time the students were notified of the error.

The above procedure should also be followed when making any other announcements to the class – especially when you have visually and hearing impaired students present

## **10.6 Ending Examinations**

Students will be finishing at different times so it is not appropriate to announce these to the entire room.

The finishing times of students will be on your room plan – you can note the time when their 15 minute alert should be given against their names and keep an eye on the time – notifying each student individually and with as little disruption to the rest of the candidates.

(B)

**REGENT UNIVERSITY COLLEGE OF SCIENCE OF TECHNOLOGY**



**INVIGILATORS REPORT FORM**  
(Special Rooms)

|  |
|--|
|  |
|--|

THIS FORM SHOULD BE COMPLETED BY THE INVIGILATOR(S) AND HANDED TO THE REGISTRAR'S REPRESENTATIVE AT THE EXAMINATION CENTRE WHEN HANDING IN COMPLETED EXAMINATION SCRIPTS

| <b>SECTION 1 - ABSENTEES</b> |                            |               |
|------------------------------|----------------------------|---------------|
| <b>NAME</b>                  | <b>Student I.D. Number</b> | <b>School</b> |
|                              |                            |               |
|                              |                            |               |
|                              |                            |               |
|                              |                            |               |

| <b>SECTION 2 – ADDITIONAL STUDENTS (Students not on attendance lists)</b> |                            |               |
|---|----------------------------|---------------|
| <b>NAME</b>   | <b>Student I.D. Number</b> | <b>School</b> |
|   |                            |               |
|   |                            |               |
|   |                            |               |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

| <b>SECTION 3 – STUDENTS REMOVED FROM THE EXAMINATION VENUE OWING TO ILLNESS</b> |                            |               |
|---|----------------------------|---------------|
| <b>NAME</b>   | <b>Student I.D. Number</b> | <b>School</b> |
|   |                            |               |
|   |                            |               |
|   |                            |               |
|   |                            |               |

Please Turn Over

| <b>SECTION 4 – MISPRINTS OR AMBIGUITIES IN EXAMINATION PAPERS</b> |
|---|
|   |
|   |
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|   |
|   |

| <b>SECTION 5 – IRREGULARITIES</b> |
|-----------------------------------|
|                                   |
|                                   |
|                                   |
|                                   |
|                                   |
|                                   |

Signature of Invigilator(s) : ...../.....

(C)

**LOCATION OF EXAMINATION:** No 1 Japs House

---

**Name:** Owusu, Kofi

**Society:** Stott

**THIS PACKET CONTAINS:** a copy of the appropriate examination paper  
EXAMINATION MATERIAL PROVIDED YES/ NONE

- Main Answer Book
- Supplementary Answer Books (s)
- A pre-addressed Envelope

**Exam Code:** 241011/05

**Exam Description:** Introduction to Politics

**Date:** Friday, 08/04/05 **Time:** 09:30:00 **Duration:** 02:00:00

**Time Allowed** .....

Special Arrangements:

RT 15 Mins WT 15 Mins per hour

---

**INSTRUCTIONS**

This envelope may be collected within forty-five minutes of the commencement of the examination, but should not be opened until the beginning of the examination period (five minutes before to allow for distribution of the answer book (s) and completion by the student of the attendance card). If the student has forgotten their anonymous code they must write their name on the answer book (s) and attendance card.

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**INVIGILATORS REPORT**

.....

.....

Signature.....Date .....

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**DISPATCH OF COMPLETED SCRIPT(S)**

A pre-addressed envelope is provided so that the script(s) may be dispatched without delay to the first examiner. Please complete the section below as proof of dispatch, and return this form together with the attendance card to Student Planning and assessment Office.

Dispatched by: .....Extension No:.....

Date:.....Time.....

By prior arrangement with SPA Office an appointment member of staff may wish to collect the script direct from the location of the examination. Please ask the appointed member of staff to sign below as proof of collection, and return form.

Collected by:.....Date:.....Time.....