

B EXAMINATION GUIDELINES

B1 CONDUCT OF WRITTEN EXAMINATIONS

INTRODUCTION

B1.1 All academic partners are responsible for operating appropriate examination procedures to ensure that examinations are conducted fairly and securely at the locations they are responsible for. The Examination Centre is responsible for the coordination of examinations, working in conjunction with module leaders and programme leaders.

B1.2 This guidance sets out procedures to be followed in relation to examinations. While the guidance does not have regulatory status, it is deemed to be good practice and should be adhered to as far as possible.

CO-ORDINATION OF EXAMINATIONS

B1.3 For each semester:

Week number	Action	Responsibility
0	Issue draft examination timetable to Module Leaders and Programme Leaders	Examinations Centre
1		
2	Ensure exam papers (main diet and resit) have been approved by External Examiner	Module Leaders
3	Produce exam attendance registers (data from UHI Records)	Module Leaders
4	All finalised exam materials sent to Examinations Centre (main exam paper, attendance registers and resit paper)	Module Leaders
	Issue confirmed examination timetable to staff	Examinations Centre
5		
6	Send alternative venue forms to Examinations Centre	Programme Leaders
7		
8		
9-10	Issue of exam packs to academic partners to include attendance registers, exam papers, marker address labels (where applicable), script books and instructions to Exams Officers, Invigilators and announcement to candidates	Examinations Centre
10	Exam timetable, including details of rooms etc for each exam site to be made available to students	Academic Partners

11		
12		
13-14	Examination weeks	
15-17	Marking, internal moderation and mark entry	Module Leaders
17 + 1 / 17 + 2	T1 Exam Boards meet	

PREPARATION OF EXAMINATION PAPERS

- B1.4 Preparation of exam papers may be undertaken well in advance, potentially in the previous semester, to ensure that sufficient time is allowed for:
- o the setting of the examination paper and resit paper
 - o the secure typing of the paper
 - o preparation of the front sheet (the rubric) – see below
 - o checking of the papers by internal examiners
 - o consultation with the external examiners
 - o revision as appropriate.

RUBRIC OF EXAMINATION PAPERS

- B1.5 The rubric on the front sheet of each examination paper should include the following details:
- a. module title in full
 - b. module code
 - c. programme(s) using this examination paper (if applicable)
 - d. date of examination
 - e. start and end time of examination
 - f. duration of examination
 - g. the type of exam, ie 'open' or 'closed' book
 - h. the type of paper, ie 'seen' or 'unseen'
 - i. reading time **OF NO MORE THAN FIVE MINUTES** should be permitted at the start of the exam. You must indicate whether or not the students may make notes during this time. Reading time will begin 5 minutes before the official exam start time eg 0925hrs/1325hrs
 - j. number of questions to be attempted, including any restrictions on the number that may be attempted from any one section
 - k. the allocation of marks between questions
 - l. details of any equipment and other materials that are permitted for use during the examination, eg in the case of open book exams, use of calculators is permitted
 - m. any other instructions to candidates, eg start each question at the top of a new page.

Exemplars of examination and assessment front covers can be found on the website at www.uhi.ac.uk/regulations.

CONDUCT OF EXAMINATIONS

- B1.6 Examinations are conducted in accordance with the instructions for invigilators, candidates and exams officers outlined in these regulations.

- B1.7 The confirmed timetable will be published for each diet of examinations at least six weeks before the start of the diet and should be made available to students at this time.
- B1.8 An examination pack, containing the appropriate examination papers, script books and other materials as well as a list of candidates eligible to take the examination should be collected by the invigilator thirty minutes before the start of the examination.
- B1.9 The procedure for the invigilation of examinations is detailed in Appendix B2.
- B1.10 The responsibilities of candidates are detailed in Appendix B3 and B4.
- B1.11 The procedures for Exams Officers are detailed in Appendix B5.

RESPONSIBILITIES OF MODULE LEADERS IN RELATION TO EXAMINATIONS

- B1.12 The module leader has the following responsibilities in relation to examinations:
- a. the design and content of examination papers
 - b. ensuring draft examination papers are sent to the relevant external examiner for comment
 - c. providing Examinations Centre with finalised examination papers and resit papers, attendance registers and any other materials by Week 4 of each semester
 - d. informing students of exam dates, including resit exam dates
 - e. ensuring that completed examination scripts are accounted for, are marked and a suitable sample is retained for quality assurance processes.
- B1.13 For each exam, the following information must be sent to the Examination Centre.
- a. Examination paper (with completed front sheet). All papers must be produced in Arial 12 font
 - b. Resit examination paper
 - c. Attendance Registers for each location where students are taking the exam (NB this may not necessarily be the Home Academic Partner)
 - d. the names of the first (and where applicable) second markers for each exam.

RESPONSIBILITIES OF PROGRAMME LEADERS IN RELATION TO EXAMINATIONS

- B1.14 Programme leaders are responsible for:
- a. checking the draft examination timetable for any potential clashes
 - b. providing the Examinations Centre with details of students who have requested to take their exam(s) at an alternative venue ie outwith the main academic partner or Learning Centre sites using the Alternative Venue Request Form which includes:
 - o student's name and number along with a list of exams to be taken
 - o name and address of alternative venue
 - o name and email address (and telephone number if available) of the contact at the alternative venue
- This should be provided as early as possible, and at least 8 weeks before the date of the first exam.

RESPONSIBILITIES OF THE EXAMINATIONS CENTRE

B1.15 The Examinations Centre will:

- o recommend policies and procedures to ensure the integrity of examinations
- o support and guide academic partners in making examination arrangements
- o publish the examinations timetable for each examination diet
- o receive examination papers and cover sheets (including re-sit papers), attendance registers and other required materials by Week 4 of each semester
- o copy the required number of examination papers, and other materials where required, and distribute these to all examination sites as advised by module leaders, for secure storage
- o distribute invigilator instructions and administrative requirements, including directions for copying and/or posting of scripts to markers/second markers as advised by module leaders, to examination sites approximately 3 weeks before the examination diet is due to begin
- o for each examination being held at each examination site, the Examinations Centre will provide:
 - o attendance registers, showing the names and student numbers of candidates
 - o the correct number of question papers
 - o sufficient answer books, additional paper and other materials
 - o an invigilator's report form
 - o copies of the Instructions for Invigilators
 - o copies of the Announcement to Candidates
 - o copies of the Instructions for Candidates
 - o a set of set of envelopes and/or address labels for forwarding the examination scripts to markers
 - o an addressed envelope (1 per day) for the return of completed attendance register(s) and Invigilator report form(s) to the Examinations Centre, immediately after each examination.
- o provide and promote an exams advice centre/help desk service, via phone and email to all members of staff
- o provide exam related statistics/information as requested, particularly for the purposes of compliance monitoring
- o where necessary, the Examinations Centre staff will refer queries to the Academic Registrar.

RESPONSIBILITIES OF AN EXAMS OFFICER

B1.16 Whether or not allocated to a particular member of staff, the following duties need to be carried out:

- a. ensuring that students are informed of the examination arrangements in each semester, and the resit diet
- b. ensuring the security of all examination papers, on receipt of exam packs from the Examinations Centre, prior to the examination being held
- c. ensuring the provision of written instructions to invigilators and to candidates
- d. ensuring that examination rooms have adequately spaced seating, that any unauthorised material likely to be of assistance to candidates is removed, and that a clock is provided

- e. ensuring that they, or other administrative staff, are available to be contacted at all times during the main diets of examinations and that the invigilator is aware of who to contact and a means of summoning assistance if required
- f. ensuring that an invigilator's report is completed and signed by the invigilator for each examination
- g. ensuring that all examination materials, including completed and unused answer books, have been returned by the invigilator, for storage and distribution to markers. Where completed answer books are collected by the marker directly from the examination room, the relevant section of the attendance register should also be completed and signed by the marker
- h. that exam packs from the Examinations Centre and completed scripts are dealt with in accordance with the instructions for Exams Officers.

B1.17 The instructions for Exams Officers are detailed in Appendix B5.

DIGITAL AND ELECTRONIC DEVICES

B1.18 During the exam, candidates must not have access to any device which can store or access data or any other file formats including music (unless these are used by students who have additional support needs and approval has been sought and permission given for their use). The list includes, although is not limited to:

- o Mobile phones
- o Calculators (other than those specifically permitted)
- o MP3/4 players
- o Devices which can store or access data, or any other file formats including tablets or similar devices
- o Personal electronic aids
- o Smart watches
- o Calculators (other than those specifically permitted as mentioned on the rubric).

PERMITTED/PROHIBITED ITEMS AND MATERIALS

Permitted Items and Materials

B1.19 During the exam, candidates must only retain permitted items on their desks. These items are:

- o Pens and pencils and other appropriate exam stationery
- o Dictionary (if permission has been given for the candidate to use one)
- o Additional pages of notes and/or books, articles etc if noted on the exam paper cover sheet that these are allowed
- o Bottle of water (or other drink which can be kept in a bottle with a lid)
- o Small packet of sweets eg mints, providing they do not cause a disturbance when being taken (eg paper rustling)
- o Medication (approval should have been given in advance)
- o Defined additional support need (eg batteries for hearing aids).

Prohibited Items and Materials

B1.20 Candidates must not retain on their desks and/or have access to the following prohibited items during the exam:

- o Pencil cases

- o Calculator cases
- o Books, notes or any other papers unless specifically permitted (see above)
- o Food
- o Drinks which are not contained in a bottle with a lid.

EXAMINATION CLASHES

- B1.21 PLs should check, as far as possible, for any clash of exams when the examination timetables are being drafted. This is particularly important if existing exams are being moved and/or new exams are being added.
- B1.22 Clashes identified at this stage can be dealt with by re-scheduling one of the exams with the agreement of the responsible PL(s) and ML(s) where necessary. Care should be taken to ensure that further clashes are not created by moving the exam.
- B1.23 The Examinations Centre must then be notified of the revised arrangements.
- B1.24 Very rarely a clash may not be identified until after the confirmed timetable has been issued/published. These clashes are mainly, although not exclusively, picked up by the student(s) themselves (which is why it is very important for the timetable to be circulated as early as possible). The Examinations Centre must be notified as soon as possible in order to resolve this.
- B1.25 At this stage the action taken will depend on the number of students affected however generally and as far as possible, examinations will not be moved in order to alleviate a clash once the final timetable has been published (although there are exceptions to this). (Please note that all clashes must be dealt with through the Examinations Centre. The decision on how to resolve the situation must not be made 'locally'.)

Resolving an exam clash where only a few students are affected:

- B1.26 Once notified of the clash the Examinations Centre will contact the PLs/MLs responsible for the Modules concerned. Generally the student will be permitted to sit one of the exams during the morning session and one during the afternoon session, providing both the MLs and PLs agree.
- B1.27 Under these circumstances, in order to ensure the integrity of both exams the candidate **MUST** be supervised **AT ALL TIMES** from the time the morning exam ends (or the student leaves the exam room) to the time the afternoon exam begins (or the student is delivered to the exam room).
- B1.29 The responsibility for arranging supervision of the candidate lies with the Exams Officer (or equivalent) at the Centre where the candidate is sitting their exam. These arrangements can be made in line with local operational requirements providing the supervision period is unbroken.
- B1.30 During the supervision period exam conditions still apply therefore the candidate is not permitted to use their phone (unless previously arranged and approved or there is an emergency); is not permitted to access e-mail etc; and may not interact with other students

unless the student(s) is in the same position as themselves, in which case they can be supervised together.

Resolving an exam clash where several students are affected:

- B1.31 This happens very rarely and in these instances the most effective way to resolve the problem may be to reschedule one of the examinations ideally to another date and/or time during the exam diet, avoiding further clashes.
- B1.32 The Examinations Centre will contact the responsible PLs and MLs to discuss a resolution, and where this course of action has been agreed, determine which of the exams should be moved.
- B1.33 In this situation it is **VITAL** that all students affected by the change of date/time of the affected exam are notified by the ML/PL.
- B1.34 The Examinations Centre will also arrange for the published timetable to be updated as soon as possible.

ALTERNATIVE EXAM VENUES

- B1.35 Students are required to be available for every diet of examinations (including re-sit exams) unless there are exceptional circumstances. It is expected that they will sit their exams at either an academic partner or a Learning Centre. It is recognised however that in some cases this may not be possible eg if the student is based in another country, the student has work commitments elsewhere etc and under these circumstances it may be possible for the student to sit their exam at an alternative approved venue (please note that a Q & A sheet to assist with this process is available for both staff and students from the Examinations Centre).
- B1.36 Prior to the use of an alternative exam venue being agreed, the student should approach the Programme Leader in order to seek approval to sit their exams outwith the university. (In cases where the student has requested to take their exams overseas they must also seek permission from the relevant Dean to not only sit their exams but to study abroad (unless the Programme has been validated for overseas delivery)).
- B1.37 The responsibility for locating a suitable venue and establishing whether or not they would be willing to host their exam(s) lies **with the student**. It is **not** the responsibility of the student's Home Academic Partner, the Programme Leader/Module Leader, course teams or the Examinations Centre to source alternative exam accommodation. It is also the student's responsibility to ensure that the alternative venue form is completed by the chosen venue and returned to the Examinations Centre.
- B1.38 It would be strongly preferable if the venue selected was another educational establishment (a school, college or university or associated learning centre) or, failing that, a local authority run learning centre. Any venue which is subject to HMIe or QAA approval (or overseas equivalent) and where staff are familiar with running exams and all this entails means that the university can be assured fairly easily that invigilation and security will be taken seriously. If this is not possible then the chosen venue must have, as a minimum, a facility to hold exam

papers securely and also provide a suitable, quiet space for the exam. The Venue must also have current public liability insurance.

- B1.39 Venues which will **NOT** be approved to host exams are, for example, private residences, commercial premises (unless they have a dedicated educational centre which is approved by one of the major examination bodies), libraries.
- B1.40 It is the student's responsibility to meet any costs levied by the alternative venue (unless otherwise agreed by the programme leader or enrolling academic partner). Neither the Examinations Centre nor the student's Home Academic Partner is responsible for paying exam fees to an alternative exam venue.
- B1.41 The student must complete an Alternative Exam Venue Authorisation Form which is available from their Home Academic Partner (or the student can contact the Examinations Centre directly for a copy. The form **must** be signed by the person who will be responsible for overseeing the administration of the exams at their chosen venue otherwise the arrangements will not be approved.
- B1.42 The completed form should be returned to the Examinations Centre as early as possible and **no later than 8 weeks before the exam diet** is due to start. This is to allow sufficient time for the Examinations Centre to check the suitability of and approve the use of the chosen venue. Once approval has been given the Examinations Centre will ensure that all the necessary papers reach the venue in plenty of time for the first exam and will make arrangements for the return of the completed exam scripts.

RETENTION AND DISPOSAL OF EXAM SCRIPTS

- B1.43 All assessment materials for degree programmes should be held securely where they will remain in good condition in accordance with the university's records management policy and retention schedule. After that time, the scripts and other work should be disposed of in a manner which ensures confidentiality. A sample of student work must be retained for the purposes of subject review (see Section 4.11-12).

B2 INSTRUCTIONS TO INVIGILATORS OF EXAMINATIONS

GENERAL

- B2.1 Invigilators are responsible for the proper conduct of examinations in accordance with the instructions given below.
- B2.2 For each examination room containing up to thirty candidates one invigilator will be required with a further invigilator for each additional 30 candidates thereafter (preferably a mix of male and female).
- B2.3 In all instances, examination rooms must have a telephone (outgoing calls only) or other suitable method of communication, and at least one additional member of staff should be available at all times should they be required to assist in any way.

CONDUCT OF INVIGILATORS - GENERAL

- B2.4 Invigilators should be firm but fair and you are expected to maintain a professional distance between yourself and the candidates.
- B2.5 Invigilators must behave in an appropriate manner at all times and treat everyone with dignity and respect. Remember that someone else might misinterpret your actions, no matter how well intended.
- B2.6 Invigilators must treat people equally and show no favouritism.
- B2.7 Invigilators must not engage candidates in personal discussions, particularly where they are in a one-to-one situation. Invigilators must ensure that anything you say cannot be misinterpreted by the candidate(s), colleagues or by centre staff, and in particular avoid statements which may be construed as aggressive, hostile and/or impatient.
- B2.8 Invigilators are responsible for maintaining security over all paperwork from the time it is collected from the Exams Officer until the time it is returned to them.
- B2.9 Invigilators are expected to maintain the highest levels of discretion in dealing with confidential information. Invigilators must not divulge any confidential information to any third party. This information must be kept secure at all times and must not be placed in such a way as may give rise to inadvertent disclosure
- B2.10 Invigilators must not make comments that are disparaging of the university and/or their academic partner or that could cause damage to the university and/or their academic partner's reputation.

PREPARATION BEFORE EXAMINATIONS BEGIN

- B2.11 Invigilators are responsible for collecting the exam pack from the Exams Officer or designated member of staff at least 30 minutes before the start of the exam. They should ensure that they are given some spare black and blue pens.
- B2.12 All Invigilators should be present in the exam room at least 20 minutes before the exam is due to start.
- B2.13 Invigilators should record the title and start & finish times of each examination on a board which is visible to all candidates.
- B2.14 The answer books, question papers, scrap paper and any other required material, which will all be contained in the exam pack, should be laid out on each desk before candidates are allowed to enter the room. Question papers should be laid out face downwards.
- B2.15 Even if they have been advised by the Exams Officer, Invigilators should still read the rubric of each exam paper to check for any specific instructions pertaining to the exam(s) and in particular whether candidates are permitted to bring additional materials for use during the exam, eg books, notes etc. If a candidate insists that they are permitted to use notes during the examination, but this has not been recorded on the exam paper coversheet, Invigilators

must contact the Exams Officer immediately. They must not make the decision to allow students to use additional materials during the exam unless it is recorded on the exam paper cover sheet.

ADMISSION TO THE EXAM ROOM

- B2.16 Candidates should normally be admitted to the exam room 10-15 minutes before the start of the examination, or whenever preparations are complete.
- B2.17 Invigilators must ensure that candidates sign the attendance register on admission to the exam room, otherwise they may be marked as absent from the exam. If a student arrives late they must sign the register even if this has to be done as they leave.
- B2.18 If any candidates require additional time it is advisable (where possible) to seat them furthest from the exit and the front of the room to ensure the minimum disruption when the scheduled exam time has ended.

CANDIDATES' PERSONAL POSSESSIONS AND MOBILE PHONES

- B2.19 After they have signed the Attendance Register direct candidates to leave all personal possessions (bags etc) at either the front or the back of the exam room prior to the start of the exam as appropriate (taking into account Health & Safety requirements).
- B2.20 Invigilators must ask candidates to ensure that they have switched off their mobile phones. These must be left on the Invigilator's desk until the end of the exam. Candidates must not leave their mobile phones in their bags. Where a candidate may need to be contacted in an emergency he or she will have made arrangements with the Exams Officer, and the Invigilator will be informed of this possibility.
- B2.21 If an emergency call is received the Exams Officer will collect the candidate and accompany them at all times during their absence from the Exam Room. If applicable the candidate may then be permitted to return to the room and complete the exam, however, no extra time will be given unless this has been agreed by the ML/PL.
- B2.22 Under no circumstances are candidates permitted to retain their mobile phones.

PERMITTED/PROHIBITED ITEMS AND MATERIALS

Permitted Items and Materials

- B2.23 During the exam, candidates must only retain permitted items on their desks. These items are:
- o Pens and pencils and other appropriate exam stationery
 - o Dictionary (if permission has been given for the candidate to use one)
 - o Additional pages of notes and/or books, articles etc if noted on the exam paper cover sheet that these are allowed
 - o Bottle of water (or other drink which can be kept in a bottle with a lid)
 - o Small packet of sweets eg mints, providing they do not cause a disturbance when being taken (eg paper rustling)
 - o Medication (approval should have been given in advance)

- o Defined additional support need (eg batteries for hearing aids).

Prohibited Items and Materials

- B2.24 Candidates must not retain on their desks and/or have access to the following prohibited items during the exam:
- o Pencil cases
 - o Calculator cases
 - o Books, notes or any other papers unless specifically permitted (see above)
 - o Food
 - o Drinks which are not contained in a bottle with a lid.

INSTRUCTIONS TO CANDIDATES PRIOR TO THE START OF THE EXAM

- B2.23 Invigilators should always read out the Announcement to Candidates along with any special or specific instructions, prior to the start of each exam. Invigilators must emphasise to the candidates that they are not permitted to leave the exam room during either the first 30 minutes or the last 15 minutes of the exam.
- B2.24 It is advisable to remind Candidates again at this stage that they must ensure that all mobile phones are switched off and have been placed on the Invigilator's desk.
- B2.25 If any candidates require extra time, Invigilators should also ask students to leave the room as quietly as possible in order to cause the minimum disruption to those remaining.
- B2.26 Exam conditions operate from the start of reading time which is additional to the total time for the examination. Candidates **MUST NOT** commence writing in the answer books (or question paper if applicable) during reading time unless if it is specifically mentioned on the front page of the question paper that they are permitted to make rough notes.

LATE ADMISSION OF CANDIDATES

- B2.27 A candidate who arrives late for an exam should be admitted without question during the first 30 minutes. They are not required to seek permission from the Exams Officer.
- B2.28 Admission after the first 30 minutes may only be permitted with the prior permission of the Exams Officer or another member of the exams office. This will only happen if there are exceptional circumstances.
- B2.29 Invigilators should refuse requests from other members of staff to allow a candidate entry to the exam room after the first 30 minutes unless they are satisfied that the Exams Officer has given their approval.
- B2.30 Extra time will not normally be allowed to a candidate who arrives late for an exam session, unless there are exceptional circumstances. The Exams Officer or another member of the exams office will decide whether or not the reasons for the candidate arriving late are acceptable and they will advise you accordingly. However, if the candidate arrives during the first 30 minutes and they have not spoken to the Exams Officer first, the Invigilator should contact the Exams Officer immediately if they think that the Candidate may be entitled to

extra time. The Exams Officer will make a decision based on the reasons for the candidate's late arrival. The Invigilator must not make this decision.

CANDIDATES UNDER SUPERVISION

- B2.31 Very rarely a candidate may have a clash of exams. Under these circumstances the usual course of action is to permit the candidate to sit both exams on the same day but take one at the normal time and the other in either the morning or afternoon as required.
- B2.32 The candidate must then be supervised at all times between the first exam ending and the second exam beginning. This means that they will be required to remain in the exam room until the time the exam is scheduled to end. The Exams Officer will have made arrangements for someone to 'collect' the candidate from the exam room at this point therefore under no circumstances should the Invigilator permit the candidates to leave the room until the nominated member of staff arrives. The candidate will be aware of this. The Exams Officer will advise the Invigilator of the specific arrangements on the day of the exam.

CONDUCT OF INVIGILATORS – DURING AN EXAM

- B2.33 Invigilators should be alert and unobtrusive at all times. Private reading, working on lap tops or any other activity which may prevent your full attention being given to the candidates is not permitted.
- B2.34 In instances where the room is small and it would not be possible to move around without disturbing the candidates Invigilators must ensure that they have a good, unobstructed view of all areas of the room.
- B2.35 Where the size of the exam room permits Invigilators may move around discreetly but should avoid standing behind a particular candidate for long periods as this can be off-putting.
- B2.36 If an Invigilator is required to conduct essential conversation whilst an exam is in progress this must be done as quietly as possible. If a candidate wishes to leave the exam room early (providing it does not fall within the first 30 minutes), the Invigilator must not query their decision or engage in any other conversation, apart from providing necessary instruction.
- B2.37 The Invigilator is not permitted to leave the exam room unless replaced by another Invigilator, Exams Officer or nominated member of centre Staff.
- B2.38 Invigilators should inform the candidates when there is 30 minutes of the exam remaining and again 15 minutes before the exam is due to end.

EXTERNAL NOISE

- B2.39 Occasionally noise from external sources may disrupt the candidates during the exam. Invigilators may be able to deal with this themselves however, if they are unsure they should contact the Exams Officer for advice.
- B2.40 If the disruption is caused by something which can be easily resolved eg people standing outside the exam room talking, someone working nearby with a radio on etc, the Invigilator

should politely request that they move away/turn off the source of the noise as there is an exam in progress.

- B2.41 If, for whatever reason, the Invigilator is unable to resolve this issue and the disruption continues for longer than a few minutes, (eg grass cutting etc), contact the Exams Officer and advise them that the candidates are being disturbed and ask if there is anything which can be done to resolve it. Under these circumstances the Invigilator should give consideration to adding time on at the end of the exam to compensate the students.
- B2.42 In all cases Invigilators should record on the Invigilator's Report Form the type and duration of the disruption and the action taken.

CANDIDATE MISCONDUCT

- B2.43 If the Invigilator suspects a candidate of cheating or other misconduct (or this is brought to your attention by another candidate), proceed as follows:
- remove the candidate's exam answer book and any unauthorised associated materials (which should then be secured to the book you have removed)
 - provide the candidate with a new answer book and instruct them to continue. However, if the candidate refuses to submit the unauthorised materials (where applicable) or persists with their previous behaviour they should be expelled from the exam room. (The Exams Officer should be contacted if assistance is required.)
 - record, in the answer book you confiscated, the time it was removed and the reason why, making a note that a new answer book was issued to the candidate from the time the incident occurred.
- B2.46 If a candidate is causing a disturbance and/or is disrespectful to other candidates and/or anyone else who has permission to be in the exam room, the Invigilator must advise them that they will be removed from the exam room if they continue to be disruptive. They should also be advised that if this happens they will not be permitted to re-enter. If necessary the Invigilator should contact the Exams Officer for advice/support.
- B2.47 In all instances the Invigilator's Report Form must be clearly annotated with the details of the misconduct/disruption and the Invigilator must notify the Exams Officer of the incident immediately after the exam has ended.

EVACUATION AND ILLNESS DURING AN EXAM

- B2.48 If an exam room has to be evacuated for any reason (such as a fire alarm), the Invigilator should instruct candidates to leave all exam papers and materials on their desks and proceed to the nearest exit. They should also advise them that they are not permitted to talk to each other.
- B2.49 The Invigilator should be the last person to leave the room and must ensure that the candidates are supervised at all times as far as possible, bearing in mind their safety and the safety of the candidates.

- B2.50 On re-admittance to the exam room, the Invigilator should advise the candidates at what time they intend to re-start the exam and should also inform them of the remaining duration. The exam should then proceed as normal.
- B2.51 If a candidate becomes ill during an examination, the Invigilator should take any action necessary and contact the Exams Officer as soon as possible.
- B2.52 If any other issues arise the Invigilator should seek guidance from the Exams Officer if they are unsure how to proceed
- B2.53 In all instances the Invigilator must record the details clearly on the Invigilator's Report Form, including the duration of the disruption (if any) and the action taken.

END OF THE EXAMINATION

- B2.54 The Invigilator should stop the examination punctually.
- B2.55 The Invigilator should remind candidates that their student number must be recorded on the front of their answer book and to secure any additional materials to their book.
- B2.56 Candidates should follow the instructions issued by the Invigilator at the start of the exam regarding returning their answer books and any other relevant materials.
- B2.57 Candidates are permitted to take the exam paper with them when they leave the exam room unless **SPECIFICALLY STATED** otherwise on the exam paper rubric and/or if they leave within the first 30 minutes of the start of the exam (or the first hour if the examination starts early).
- B2.58 Please note however that candidates are **NOT** permitted to remove the HN Graded Unit or BSc Oral Health exam papers from the exam room under any circumstances
- B2.59 If any candidates within the group are entitled to extra time, the Invigilator may use their discretion, and allocate an additional few minutes to their time to compensate for any disruption caused at the end of normal exam time.
- B2.60 The Invigilator should count the number of answer books collected and compare this to the Attendance Register. They should complete and sign the Invigilator's Report Form, then return all completed scripts, Registers and all other materials to the Exams Officer at the end of the exam.
- B2.61 Occasionally the marker may collect the scripts directly from the exam room. The Invigilator will be informed by the Exams Officer if this is to happen and must ensure that the marker completes and signs the relevant section of the Attendance Register which must then be returned to the Exam Officer.

B3 INSTRUCTIONS TO CANDIDATES FOR EXAMINATIONS

GENERAL INFORMATION

- B3.1 Candidates must notify their registered college of any change of permanent address/contact details to as early as possible. This is essential to ensure examination information is sent to the correct person.
- B3.2 Candidates must ensure that they are aware of the published examinations timetable for all diets including re-sit examinations, and the requirement to attend.
- B3.3 Candidates must check the published exam timetable and notify the Programme or Module Leader of any clashes as early as possible and **at least 6 weeks** before the exams begin
- B3.4 Candidates who are unable to attend an examination because of illness or other reason must inform their studies adviser as soon as possible. If a candidate becomes ill on the day of the exam it would be helpful if they contacted the Examinations Centre who will advise the relevant people of the candidate's absence. The candidate must submit a Mitigating Circumstances form along with a medical certificate and/or other documentary evidence to their studies adviser within 2 weeks of the exam taking place.
- B3.5 Candidates must attend for an examination no later than fifteen minutes before the published start time, or as otherwise advised.
- B3.6 All mobile phones must be switched off and handed to the Invigilator until the end of the examination.
- B3.7 Candidates who need to be contacted in an emergency should arrange to either leave their mobile phone with the Exams Officer or ask the Exams Officer for an emergency contact number at the centre where the exams are being taken. Under no circumstances are candidates permitted to retain their mobile phone.
- B3.8 If an emergency call is received for a candidate the Exams Officer will collect them to enable them to receive the message. If the candidate intends to return to the exam room to complete the examination they will be accompanied whilst making the call. Note that no extra time will be given.
- B3.9 Candidates must sign the attendance register on admission to the exam room. Failure to sign may result in a candidate being marked as absent from the exam.
- B3.10 Candidates who require provision of special examination arrangements must inform their programme leader as soon as possible and normally not later than eight weeks before the first examination.
- B3.11 If additional time has been allocated to a candidate, as agreed in their support plan, they should make themselves known to the invigilator who will try to make sure they are seated in an area which is likely to cause the candidate the minimum disruption.

- B3.12 Candidates should refer to the Academic Standards and Quality Regulations in relation to assessment, and any programme-specific regulations.

EXAM CLASHES

- B3.13 If a candidate has a clash of exams once the final version of the timetable has been issued, they must notify their MLs and/or Exams Officer/and/or the Examinations Centre as soon as possible. Generally at this stage neither exam will be moved (unless the clash affects a large number of students) therefore candidates will normally be permitted to sit both exams on the same day – one in the morning and one in the afternoon.
- B3.14 The Examinations Centre will contact the candidate to confirm arrangements. (Please note that all clashes must be dealt with through the Examinations Centre. The decision on how to resolve the situation, including permitting a student to sit both exams in the same day, must not be made locally.)
- B3.15 Where it has been agreed that the candidate can take both exams on the same day, where possible or practical, in order to ensure the integrity of both exams the candidate **MUST** be supervised **AT ALL TIMES** from the time the morning exam ends (or the candidate leaves the exam room) to the time the afternoon exam begins (or the candidate is delivered to the exam room).
- B3.16 The Exams Officer (or equivalent) at the Centre where the candidate is sitting their exam will inform them of the arrangements which can be made in line with local operational requirements providing the supervision period is unbroken.
- B3.17 During the supervision period exam conditions still apply therefore the candidate is not permitted to use their phone (unless previously arranged and approved or there is an emergency) is not permitted to access e-mail etc and may not interact with other candidates, unless the candidate(s) is in the same position as themselves, in which case they can be supervised together.

LATE ADMISSION OF CANDIDATES TO THE EXAM ROOM

- B3.18 If a candidate knows that they will arrive late for an examination, where possible they should contact the Exams Officer as soon as they can to advise them of the situation and give them an approximate time given for their arrival as well as the reason why they will be late.
- B3.19 If a candidate arrives late they will be admitted without question during the first 30 minutes of the examination. Extra time will not normally be added unless there are mitigating circumstances which are accepted by the Exams Officer. If the candidate has not spoken to the Exams Officer but feels that their late arrival is due to exceptional circumstances, they should inform the Invigilator immediately. The Invigilator will consult the Exams Officer regarding whether or not extra time will be added.
- B3.20 Candidates who arrive after the first 30 minutes will only be permitted to enter the exam room with the prior permission of the Exams Officer or other nominated member of staff, and only if there are exceptional circumstances. Candidates must speak to the Exams Officer as soon as they arrive.

CONDUCT IN THE EXAMINATION ROOM

- B3.21 Candidates must place all belongings either at the front or the back of the room as directed by the invigilator.
- B3.22 Candidates may only retain permitted materials on their desks during each examination as follows:
- o Pens and pencils and other appropriate exam stationery
 - o Dictionary (if permission has been given for the candidate to use one)
 - o Additional pages of notes and/or books, articles etc if noted on the exam paper cover sheet that these are allowed
 - o Bottle of water (or other drink which can be kept in a bottle with a lid)
 - o Small packet of sweets eg mints, providing they do not cause a disturbance when being taken (eg paper rustling)
 - o Medication (approval should have been given in advance)
 - o Defined additional support need (eg batteries for hearing aids).
- B3.18 Candidates must not retain must not retain on their desks and/or have access to the following prohibited items during the exam:
- o Pencil cases
 - o Calculator cases
 - o Books, notes or any other papers unless specifically permitted (see above)
 - o Food
 - o Drinks which are not contained in a bottle with a lid.
- B3.19 Candidates are advised that they should complete the front cover(s) of the examination answer book(s) before the start of the examination.
- B3.20 Candidates must ensure that they have been issued with the correct question paper and attachments (where applicable), and note the duration of the examination.
- B3.21 Once the examination has started, communication or any other irregular practice between candidates is strictly not permitted. The Invigilator has the authority to remove from the room anyone suspected of causing a disruption during the exam. If this happens they will not be permitted to re-enter. For the avoidance of doubt the examination begins at the start of the reading time.
- B3.22 For the duration of reading time (this will be five minutes) candidates should not commence writing in the answer books, but may be permitted to write on the question paper (unless required to answer on the question paper) or on scrap paper. The invigilator will instruct candidates when to commence writing in the answer books.
- B3.33 If a candidate wishes to attract the attention of the invigilator at any time during the examination they should do so by raising their hand.
- B3.34 Candidates are not permitted to leave the examination room during the first thirty minutes or the last 15 minutes of the examination, other than for personal reasons. Any candidate

wishing to leave the examination room temporarily must be accompanied by the Exams Officer or other nominated member of staff.

B3.36 If a candidate becomes ill during an examination they must inform an invigilator.

B3.35 Candidates will be reminded of the time thirty minutes and 15 minutes before the end of the examination.

END OF THE EXAMINATION

B3.23 Candidates must follow the instructions given by the invigilator at the start of the exam regarding collection of exam books. Care should be taken to ensure that each candidate returns all relevant materials.

B3.24 All answer books and other relevant material to be submitted should be clearly marked with the candidate's name and student number.

B3.25 It is the candidate's responsibility to ensure that all relevant material for marking is submitted to the invigilator.

B4 ANNOUNCEMENT TO CANDIDATES BEFORE THE START OF EXAMINATIONS

B4.1 The following announcement should be made to candidates before the start of the examination.

B4.2 Only authorised materials as indicated on the exam paper rubric and/or outlined in the Instructions for Candidates should be retained on your desk during the examination. All other materials and all other belongings should be placed at the front/back of the room as directed by the Invigilator.

B4.3 Please complete the front cover of the answer book before the start of the examination, including student ID number.

B4.4 Please check that you have been given the correct question paper and that you have received any additional materials that you require.

B4.5 Please note the duration of the examination and read all the instructions on the question paper carefully.

B4.6 Any queries regarding the question paper should be raised during reading time (ie the first five minutes). The answer to any query will be announced to all candidates taking the examination.

B4.7 You must not record any answers on the question paper unless you have been specifically asked to do so.

B4.8 You must record all answers in black or blue pen. Do not use a pencil.

- B4.9 Please do not leave the examination room during the first thirty minutes or the last 15 minutes of the examination, other than for personal reasons. If you require to leave the room temporarily please raise your hand to attract the invigilator's attention who will then arrange for a member of staff to accompany you.
- B4.10 You will be informed when there are 30 minutes of the examination remaining and informed again 15 minutes before the examination is due to end.
- B4.11 Once the examination has been completed, you must follow the instruction given by the invigilator at the start of the exam to either remain in your seat until answer books are collected or to leave books on desks.
- B4.12 Where there are any students who have been allocated extra time, please leave the room at the end of the examination quickly and quietly to ensure the minimum disruption to the remaining student(s).
- B4.13 You may take your copy of the question paper with you when you leave the examination unless this is within the first 30 minutes of the start of the exam, or it states on the rubric that you are not permitted to do so. Under **no circumstances** must you remove the exam paper for any **BSc Oral Health** exam.

B5 INSTRUCTIONS FOR EXAMS OFFICERS

RECEIPT OF EXAMINATION PACK FROM EXAMINATION CENTRE

- B5.1 Approximately 3 weeks before the first exam is due to take place the Examinations Centre will send you an exam pack for each exam your centre is hosting. Each pack will contain some or all of the following items:
- exam Pack Checklist which summarises the contents of the pack
 - a record of Exam Papers and Registers enclosed
 - an attendance register and Invigilator's report form for each exam your centre is hosting
 - a supply of Exam Papers for each exam your centre is hosting (based on the number of candidates recorded on each Attendance Register)
 - answer booklets, additional paper and any other materials required for the exams which are to be provided by the Examinations Centre (if your centre is expected to provide the additional materials this will be noted on the checklist)
 - copies of the 'Instructions for Invigilators'
 - copies of the 'Announcement to Candidates'
 - copies of the 'Instructions for Candidates' for all students sitting at your centre (unless you have previously requested this in a different format and/or have already received these)
 - a set of envelopes and/or address labels for forwarding the examination scripts to markers
 - envelopes (1 per week) for the return of completed attendance registers and Invigilators Report Forms to the Examinations Centre.
- B5.2 As soon as it arrives you should check the contents of the pack carefully to ensure that you have received all of the materials that you require for the examination diet.

- B5.3 If anything is missing, please contact the Examinations Centre immediately examinations.centre.moray@uhi.ac.uk.
- B5.4 Once you have checked the contents of the exam pack you must ensure that the examination papers and associated materials are stored securely until the day of the examination.

PREPARATION FOR THE EXAM DIET

- B5.5 You should ensure that a copy of the Instructions to Candidates has been issued to all students sitting at your Centre in advance of the exam.
- B5.6 For each exam room containing up to 30 candidates you must provide one invigilator. Exam rooms with 30-60 candidates should have two invigilators with one further invigilator being appointed for each additional 30 candidates thereafter.
- B5.7 To ensure consistency and accountability all appointed invigilators must be under contract to your centre. It is important to ensure that **lecturers DO NOT** invigilate however, in exceptional cases eg where only a small pool of invigilators is available, lecturers may act as Invigilators providing they have no involvement with the Module, and if possible, the Programme(s) it relates to.
- B5.8 You must provide the Invigilator with a suitable method of communication in case of emergencies during the exam. This could include access to a telephone in the examination room (outgoing calls only), a radio or mobile phone etc. A member of staff must be available at all times should assistance be required in any way.
- B5.9 As part of their instructions, candidates have been told they must switch off their mobile phones and leave them on the Invigilator's desk until the end of the exam. However, if exceptionally, the candidate needs to be contacted in an emergency, they should either arrange to leave their mobile phone with you or they should ask you for an emergency contact number. Under no circumstances are candidates permitted to retain their mobile phones on their desks.
- B5.10 If you receive an emergency call, providing the candidate is kept under supervision while taking the call, they may return to the Exam Room to complete the examination (if requested), however, note that no extra time will be given.

DEALING WITH EXAM CLASHES

- B5.11 If a clash of exams is identified once the final version of the timetable has been issued, the Examinations Centre must be notified as soon as possible. Generally at this stage neither exam will be moved (unless it involves a large number of students) therefore the affected students will normally be permitted to sit both exams on the same day – one in the morning and one in the afternoon.
- B5.12 The Examinations Centre will contact you to confirm the arrangements. (Please note that all clashes must be dealt with through the Examinations Centre. The decision on how to resolve the situation, including permitting a student to sit both exams in the same day, must not be made locally.)

- B5.13 Where it has been agreed that the student can take both exams on the same day, where possible or practical, in order to ensure the integrity of both exams the candidate **MUST** be supervised **AT ALL TIMES** from the time the morning exam ends (or the student leaves the exam room) to the time the afternoon exam begins (or the student is delivered to the exam room).
- B5.14 You should advise the Invigilator on the day of the exam of the arrangements in place, and in particular that the candidate is not permitted to leave the exam room until the nominated member of staff has arrived at the exam room to 'collect' them (which should be at the end of the scheduled exam time).
- B5.15 The responsibility for arranging supervision of the candidate lies with the Exams Officer (or equivalent) at the Centre where the candidate is sitting their exam. These arrangements can be made in line with local operational requirements providing the supervision period is unbroken.
- B5.16 During the supervision period exam conditions still apply therefore the candidate is not permitted to use their phone (unless previously arranged and approved or there is an emergency) is not permitted to access e-mail etc and may not interact with other students, unless the student(s) is in the same position as themselves, in which case they can be supervised together.
- B5.17 On the very rare occasion a clash of exams affects a large number of students it is possible that one of the exams may be moved. If this happens the Examinations Centre will notify all affected academic partners/host Centres and will issue a revised timetable.

On the Day of the Exam

- B5.18 Invigilator(s) have been asked to collect the pack for each exam they are overseeing from you – at least 30 minutes before the start of the exam. You are also asked to provide them with some spare blue and black pens.
- B5.19 Check the attendance register to ensure that for each exam taking place that day you have set aside sufficient copies of:
- o the exam paper
 - o answer books
 - o additional materials (if not supplied by the Examinations Centre)
 - o additional paper.
- B5.20 Remind Invigilators that all students must sign the Attendance Register, even if this has to be done as they leave the room at the end of the exam. This is important for two reasons:
- o they may be marked as absent for the exam
 - o if their completed script goes missing there is no way to confirm that they attended for the exam.
- B5.21 Draw the Invigilator's attention to any specific instructions pertaining to the exam(s) including whether or not the candidates are permitted to bring additional materials eg notes for use during the exam.

- B5.22 Remind Invigilators that if the candidate has any queries with regard to what is or is not permitted during the exam, and/or they have queries during 'reading time', and the answer is not available from either the information you have given them or the instructions on the exam rubric, then they must contact you as a matter of urgency. You in turn should contact the Examinations Centre for clarification/advice. Under **NO** circumstances must Invigilators decide what action should be taken themselves.
- B5.23 You should inform the Invigilator if any candidates require additional time and confirm the total duration of the exam for each student this affects.
- B5.24 If, exceptionally, a candidate has advised you that they may need to be contacted in an emergency, and you are happy to make the appropriate arrangements (with the approvals of the relevant PL) you should inform the Invigilator that you may have to disrupt the exam if a call comes through.
- B5.25 Invigilators should also be reminded that any additional materials pertaining to the examination must be collected from the candidates, along with the exam scripts, at the end of the examination, although the candidates may take the exam paper with them at the end of the exam.
- B5.26 Finally, if you have agreed that the relevant marker will collect the scripts directly from the exam room, inform the Invigilator and ask them to ensure that whoever collects these must sign the bottom of the Attendance Register to say that they have done so. The Invigilator will then return the Register to you.

DURING THE EXAM

Queries regarding the exam paper and/or instructions

- B5.27 If a student queries the content of the exam paper or the instructions contained in the rubric, you must contact the Examinations Centre in the first instance. **DO NOT** approach the Programme Leader/Module Leader/Lecturer otherwise it cannot be guaranteed that all students taking the exam will be given the same information.
- B5.28 You should remind Invigilators that they are not permitted to explain questions/words to the candidates and neither must they make decisions if there is a query regarding the content of the exam paper. Instead they must contact you immediately if this situation arises.

Late Admission of Candidates

- B5.29 If a candidate arrives late for an exam the Invigilator should admit them without question during the first 30 minutes.
- B5.30 If a candidate arrives for an exam after the first 30 minutes they may only be permitted to enter with your prior authorisation and only if there are extenuating circumstances, for example if there has been an accident or issues with traffic which has affected their travel; or if their transport has broken down and they have been unable to continue without assistance (both of these cases assume they have allowed ample time to reach the venue before the exam was due to begin); or if they have been delayed in leaving the house due to their own or a dependant's illness/sickness (you should use your own discretion to determine whether or not this is genuine)

- B5.31 If the student contacts you to let you know about their delay you should consider this as further support of their claim for extenuating circumstances in respect of their late arrival for the exam.
- B5.32 If you are not satisfied that the candidate's reason(s) for being late is/are as a result of factors out with their control you may refuse to admit them to the exam. If you take this course of action you should explain the reasons why to the candidate referring to the academic standards and quality regulations.
- B5.33 Extra time will not normally be allowed where a candidate arrives late for an exam, again unless there are extenuating circumstances. If you are happy that the reason for their delay is genuine you should inform the invigilator and the candidate that the candidate will be entitled to the full exam time. If the candidate arrives during the first 30 minutes and the Invigilator thinks that they may be entitled to the extra time, they have been advised to contact you immediately so that you may make a decision based on the reasons given by the candidate for their late arrival. Under no circumstances is the Invigilator permitted to make this decision themselves.
- B5.35 Under no circumstances should another member of staff permit a candidate to enter the exam room without having first discussed the matter with you (or another member of the exams office) and you have agreed that they may do so.
- B5.36 In all cases of late admission you must also ensure that you provide a report outlining the situation and include the reasons given by the student (where applicable) and the actions taken. This should be submitted to the relevant ML and PL.

Unforeseen Circumstances (including evacuation/illness)

- B5.37 **Evacuation:** If an exam room has to be evacuated for any reason (eg a fire alarm), the invigilator is responsible for ensuring the safety of the candidates and the integrity of the exam. However, if possible once you have left the building, you should attempt to locate the group to ascertain whether or not the invigilator requires any assistance.
- B5.38 **Illness:** If a candidate becomes ill during an exam the invigilator has been advised to take appropriate action including contacting you for assistance if they are unable to deal with the situation without disrupting and/or compromising the exam. If, for any reason, a student requires to leave the exam room they must be accompanied at all times if they are to return to complete the exam.
- B5.39 In all unforeseen circumstances ensure that the Invigilator has recorded the details on their Report Form. You should add any additional information you deem is important for the marker/Exam Board. It would also be helpful if you notified the PL as soon as possible. You should consider adding time on to the end of the exam to compensate either the candidates in the room and/or the candidate affected for any prolonged disruption. If any unforeseen circumstances arise and you are unsure how to deal with them, contact the Examinations Centre for advice.

Report of External Noise/Disturbance

- B5.40 Invigilators have been advised that if noise from external sources is disrupting the candidates during the exam, and is caused by something which can be easily resolved eg people standing outside the exam room talking, someone working nearby with a radio on etc, they should politely request that they move away/turn off the source of the noise as there is an exam in progress.
- B5.41 If, the disruption is caused by something which the Invigilator is unable to resolve themselves eg grass cutting etc, or if for any reason they cannot deal with the situation outlined above, they have been asked to contact you and advise you that the noise is disturbing the candidates and ask for the situation to be resolved.
- B5.42 If the length of the disruption is excessive you/the Invigilator may want to consider adding time on at the end of the exam to compensate the students.
- B5.43 In all instances, the Invigilator must record the details on their Report Form.

CANDIDATE MISCONDUCT

- B5.44 Anyone suspected of causing disruption during the exam may be asked to leave the room and will not be permitted to re-enter. Before taking this course of action Invigilators have been asked to contact you for advice/support. Invigilators have been told that if they suspect any candidate of cheating or other misconduct, they should proceed as follows:
- B5.45 In the first instance the candidate's examination answer book and any unauthorised materials should be removed and tagged securely together. The candidate should then be given a new answer book and instructed to continue the examination. The Invigilator should record in the book the date and time it was removed and the reason why making a note that a new answer book was issued to the candidate from the time the incident occurred. However, if the candidate refuses to submit the unauthorised materials or persists with their previous behaviour they should be expelled from the exam room. Invigilators have been advised to contact you if they require assistance.
- B5.46 If a candidate is causing a disturbance and/or is disrespectful to other Candidates and/or anyone else who has permission to be in the exam room, the Invigilator must advise them that they will be removed from the exam room if they continue to be disruptive. They should also be advised them that if this happens they will not be permitted to re-enter. Invigilators have been advised to contact you for advice/support if necessary.
- B5.47 Invigilators have been instructed to notify you of the incident and the action taken. You should ensure that the Invigilator's Report Form has been clearly annotated with the details
- B5.48 If an invigilator contacts you with regard to whether or not a Candidate should be ejected from the exam room, you should decide what would cause the least disruption to the other candidates. If you are unsure, contact the Examinations Centre for advice. In all cases of academic misconduct please make sure you notify the relevant Programme Leader as well as the Examinations Centre. Invigilators have been instructed to record the details of any incidents on their Report Form and to advise you of the incident at the end of the exam.

RECEIPT OF THE EXAM MATERIALS FROM THE INVIGILATOR AT THE END OF THE EXAM

B5.49 Unless arrangements have been made for the marker to collect scripts directly from the exam room, Invigilators must return all exam material to you as soon as the exam has finished. On receipt you should ensure that you have received the correct number of scripts by comparing candidate numbers on those who have signed the register against the scripts received. Then check the bottom of the (first page of the) Attendance Register where you will find details of the marker(s) responsible for the module. This is who the completed script(s) should be sent to. **Please note that you must not send scripts for different exams addressed to either the same marker and/or different markers at the same academic partner in one package. All envelopes containing exam scripts must be sent separately.**

If one marker is recorded on the Attendance Register:

B5.50 Check the exam pack for that day and you will find either an envelope with an address label or a set of labels showing the marker's name and address, an abbreviation of the exam title and the date of the exam. Use this to post the scripts to the marker(s). If the scripts are being marked by a member of staff at your College you may receive an address label only. The original exam scripts should be sent to the marker along with any associated material and a copy of the Invigilators report form.

B5.51 You must not send a copy of the attendance register to the marker but you can keep a copy for your own records if you wish.

B5.52 Scripts should be despatched on the day of the exam, however, if this is not possible please ensure that the scripts are held securely overnight. They **MUST** then be sent the following day. If you are likely to encounter any problems sending scripts within these timescales please contact the Examinations Centre as soon as possible. All scripts must be sent via Recorded Delivery.

B5.53 On the relevant part of the Attendance Register you should record the date the scripts were sent to the marker and who they were sent by. The original copy of the completed register along with the Invigilators report form should be sent to the Examinations Centre at the end of the week. There will be one addressed envelope in your pack for each week you are hosting exams. In cases where all students on a register are recorded as absent the register should still be returned to the Examinations Centre. You may retain the other materials for future use, other than the exam paper which should be destroyed. There is no need to return these to the Examinations Centre.

If two markers are recorded on the Attendance Register:

B5.54 Check the exam pack for that day where you will find either an envelope with an address label or a set of labels for each marker showing their name and address, an abbreviation of the exam title and the date of the exam. Use these to post the scripts to the marker(s). If either one or both markers are based at your College you may receive an address label only.

B5.55 Take a photocopy of the original script(s). The original exam scripts should then be sent to the 1st marker along with any associated material and a copy of the Invigilators report form. The photocopy of the scripts should be sent to the 2nd marker along with any associated material and a copy of the Invigilators report form.

- B5.56 You must not send a copy of the attendance register to either marker but you can keep a copy for your own records if you wish.
- B5.57 Scripts should be despatched on the day of the exam, however, if this is not possible please ensure that the scripts are held securely overnight. They **MUST** then be sent the following day. If you are likely to encounter any problems sending scripts within these timescales please contact the Examinations Centre as soon as possible. All scripts must be sent via Recorded Delivery.
- B5.59 The original copy of the completed register along with the Invigilators report form should be sent to the Examinations Centre at the end of the week. There will be one addressed envelope in your pack for each week you are hosting exams. In cases where all students on a register are recorded as absent the register should still be returned to the Examinations Centre. You may retain the other materials for future use, other than the exam paper which should be destroyed. There is no need to return these to the Examinations Centre.

If you have any queries regarding the contents of these instructions or the exams process please contact the Examinations Centre at examinations.centre.moray@uhi.ac.uk.