Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Additional Instructions for Invigilators in the Arts Block, South Leinster and PC labs

The following instructions should be read in conjunction with the general 'Instructions to Invigilators'.

1. General

1.1 Some Invigilators will be scheduled to work in venues to supervise an examination for candidates who are registered with the Disability Service. Such students sit their examinations in separate locations to the main examination venue and are accommodated in a venue with a designation of any one of the following:

- Group venue (GV)
- Individual venue (IV)
- Low distraction venue (LV)
- PC group venue (PCGV)
- PC individual venue (PCIV)
- PC low distraction venue (PCLV)

1.2 Most students are permitted additional time to complete their examinations. Additional time ranges from 10 to 20 extra minutes per hour. Each student's adjusted finish time will be provided to the Chief Invigilator for each examination session.

2. Before the Exam

2.1 Invigilation Allocations

Invigilation allocations will be available to view in the 'My Exams' option on your my.tcd.ie portal. An intray message will be sent to your portal ([my.tcd.ie](my.tcd.ie)) when allocations are available online. Details of the location of all examination venues will also be provided.

2.2 Reporting for Invigilation Duty

Invigilators must come to the Examinations Desk thirty minutes before the start time of the exam start time to collect a lanyard. Chief Invigilators must come to the Examinations Desk at least forty five minutes before the exam start time to collect the Invigilator Envelope and lanyard. Invigilators must report to their exam venue at least twenty minutes before the start time.

2.3   Invigilator Envelope

Chief Invigilators must come to the Examinations Desk at least 45 minutes before the exam start time to collect the Invigilator Envelope and lanyard.

3. At the Venue

3.1   Disclosure of Disability

Students with dyslexia and students who are deaf or have a hearing impairment may opt to disclose their disability on their examination scripts. Such students should ask for a 'sticker' for their booklets containing a reference to guidelines for examiners. All venues will be supplied with 'Stickers' for disclosure of disability. Please ensure sufficient stickers are provided to those students who request them.

PLEASE NOTE:
- The onus is on the students to request sufficient stickers for insertion on the front cover of their examination booklets prior to their submission.
- The students should request the stickers at the start of their examinations so they may be included on their booklets while they are completing the other required details and waiting for their exam to commence.
- Stickers should not be placed directly onto an MCQ form and should instead be placed on an accompanying booklet.
- The Invigilators should provide **these students only** with sufficient stickers for their booklets:

4. Specific Venue Practices: PCGC, PCIV & PCLV Venues

4.1 Authorised Electronic Equipment

In order to maintain the integrity of an examination where a computer (PC) or laptop is required the following guidelines must be observed:

- Invigilators should ensure there are no wireless or storage devices, no mobile phones, notes or other materials which are not permitted during an examination present in the venue prior to the start of the examination.
- Only PCs or laptops authorised for use by the Examinations Desk may be used for examinations. Invigilators will be provided with specific laptops for examinations for PCIV and PCLV students and only pre-organised PC labs venues may be used for examinations.
- All Laptops are PCS are disconnected from the network and should operate on a 'stand alone' basis. No student should have access to the internet or network.
- Only USB keys supplied by the Examinations Desk for use during examinations are permitted.
- Students must not be left unattended at any time with examination materials, including PCs or laptops.
- Invigilators should set up the PC for the student, that is switch it on and have everything ready before the examination commences.

4.2 Completion of an examination at a PC lab:

- On completion of an examination the candidate should copy their examination scripts from the PC to the USB key provided. For anonymous marking purposes the file name should be saved in the following format: Paper code, exam number, date (in the format ddmmyy). For non-anonymous exams the file name should be saved in the following format: Paper code, surname, student number, date (in the format ddmmyy).

- Once all candidates have saved their files on the USB key they should be printed from the Invigilators PC. It is important that files are named appropriately so the print job can be easily identified in the queue. The candidate is permitted to read over the printout(s) and confirm that they are satisfied with the presentation. Changes to the content are not permitted at this stage.

- The examination scripts should be transferred to the secure server which will be accessible in all PC Group Venues and **then cleared from the USB key** (PC notes will be included in your Invigilator Envelope).

- Invigilators should ensure that all user files have been deleted from the PC before shutdown.

- Unless stated otherwise the PC Lab should be locked after the end of the examination using the key provided in your Invigilator envelope.

4.3   Completion of an examination where a laptop is used <u>during</u> the formal annual examination session:

- On completion of an examination the candidate should copy their examination scripts from the PC or laptop to the USB key provided. For anonymous marking purposes the file name should be saved in the following format: Paper code, exam number, date (in the format ddmmyy). For non-anonymous exams the file name should be saved in the following format: Paper code, surname, student number, date (in the format ddmmyy).

- The Invigilators are responsible for printing examination materials from the USB. All examination scripts must be printed in the ==Arts Building Room 3162==. **The student should accompany the invigilator to the designated printing room.**

- The candidate is permitted to read over the printout(s) and confirm that they are satisfied with the presentation. Changes to the content are not permitted at this stage.

- The Invigilator/Scribe should clear all material from the PC or laptop immediately after the printing is completed and checked.

- The material should **NOT** be deleted from the USB. The Examinations Desk will transfer the data to a secure server.

- Students sitting examination in South Leinster may accompany the invigilator to the exams office and wait outside the door to review the material printing.

4.4 **Completion of an examination where a laptop is used <u>outside</u> of the formal annual examination session:**

- On completion of an examination the candidate should copy their examination scripts from the PC or laptop to the USB key provided. For anonymous marking purposes the file name should be saved in the following format: Paper code, exam number, date (in the format ddmmyy). For non-anonymous exams the file name should be saved in the following format: Paper code, surname, student number, date (in the format ddmmyy).

- The Invigilator/Scribe should clear all material from the PC or laptop immediately after the material has been transferred to the USB.

- The Invigilator/Scribe should return the laptop and USB directly to the Examinations Desk. **A member of the Examinations Desk will print the material. The student should not accompany the Invigilator/Scribe to the Examinations Desk.**