



Instructions for Invigilators

The main functions of an Invigilator are to ensure that an examination commences, continues and concludes in an orderly and timely manner, and that students are kept under constant and effective supervision throughout an examination.

1. General

Attendance at Invigilation Sessions

- 1.1** Invigilators assigned to a venue on campus are required to report to the Examinations Desk, Academic Registry, Ground Floor, Watts Building at least 30 minutes before the start of the examination (45 minutes in the case of Chief Invigilators¹). RDS Invigilators report to the Chief Invigilators in the RDS 45 minutes before the start of the examination.
- 1.2** Examination sessions commence at **9.30am, 2.00pm** and **6.00pm**.
- 1.3** Invigilators **must** wear a TCD Invigilator's lanyard which containing your current TCD ID card. Invigilator lanyards will identify you to students and examiners as a supervisor of examinations. Lanyards must be collected from and returned to the Examinations Desk immediately before and after your invigilation session. Invigilators based in the RDS may collect and return their lanyards in the RDS. Invigilator lanyards are the property of the Examinations and Assessment Team. A €10.00 fine will be applicable for the non-return or loss of a TCD Invigilator's lanyard.
- 1.4** Invigilators should present themselves in smart, casual attire which should not be distracting to examination students. Soft-soled shoes should be worn.
- 1.5** The Chief Invigilator is responsible for the running of examinations in their assigned venue. Standard Invigilators should follow the instructions of the Chief Invigilator, unless instructed otherwise. Chief Invigilators should ensure that all Invigilators are fully briefed on matters relating to the running of exams in their assigned venue.
- 1.6** Invigilators are expected to know the location of examination venues and the College Health Service before the examinations commence. A nurse will be available in the dedicated 'Health Centre' in the RDS.
- 1.7** Examination booklets are colour-coded according to Faculty: Blue - Faculty of Engineering, Mathematics and Science (EMS); Green - Faculty of Arts, Humanities and Social Sciences

¹ All references to Chief Invigilators include Senior Chiefs and Chiefs in Alternative Venues



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(AHSS); Pink - Faculty of Health Sciences (HS). There are 'Anonymous' booklets and 'Standard' booklets used.

- 1.8** A Paper Code appears on the top-right hand corner of each page of every examination paper. You will be required to quote this code in case of queries on a paper, eg. BU2401-1
- 1.9** Invigilators are reminded that mobile phones, or other electronic or communication devices, are not permitted for personal use in examination venues. If an Invigilator's phone rings during an examination session it will be confiscated. Venue phones, supplied by the Examinations and Assessment Team, are for official use only.
- 1.10** Smoking breaks are not permitted during an invigilation session. The use of e-cigarettes in examination venues is also prohibited.
- 1.11** You should not invigilate in the same venue where a member of your family or close friend is sitting an examination, or where you tutor a particular class of students.
- 1.12** Attendance at your allocated invigilation session is essential for the smooth running of the examinations. If you are unable to attend an invigilation session for which you have been scheduled, please try to swap your session with another Invigilator of the same grade. If you are unable to swap your session, please contact the Examinations Team (askexams@tcd.ie) to cancel the session with at least 24 hours notice, where possible.
- 1.13** All members of the College community, including Invigilators share the responsibility for ensuring an environment that protects the dignity and respect of its members. It is not the intention to prevent normal good-humored interaction between colleagues. However, care needs to be taken not to cross the line into unacceptable behavior, which is offensive, abusive, intimidating, malicious or insulting. In any case, such behavior should stop immediately when it is indicated to be unacceptable.

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) when allocations are available online. Details of the location of all examination venues will also be provided.



2.2 Reporting for Invigilation Duty

Standard Invigilators must arrive at the Examinations Desk **30 minutes** before the start time of the examination session to collect an invigilator's lanyard. Chief Invigilators must call to the Examinations Desk at least **45 minutes** before the examination start time to sign in, collect their Invigilator Envelope and an invigilator's lanyard. Standard Invigilators must report to their exam venue at least **20 minutes** before the start time, i.e. **9.10 am** for morning exams, **1.40 pm** for afternoon exams and **5.40 pm** for evening exams. Please ensure you bring a pen to the venue to complete official paperwork.

2.3 Three Strikes Policy

A 'Three Strikes Policy' has been introduced for Invigilators appointed to supervise examinations. If an Invigilator is running late to their session and does not inform the Examinations Team ahead of time, they will receive a strike. If an Invigilator has not reported to their **exam venue** at least 20 minutes before the start time of the exam they will receive a strike. Once an Invigilator has three strikes they will no longer be invited to invigilate at any further examination sessions. The 'Three Strikes Policy' may also be applied in other situations where an Invigilator does not perform their duties, or attend, as required.

New for 2017: In an extreme situation when an Invigilator does not show for a scheduled session, has not arranged suitable cover or notified the Assess, Progress and Graduation Team in advance of their inability to attend or arrange cover this Invigilator will then be removed from the list of available Invigilators.



3. At the Exam Venue

3.1 Invigilator Sign-in

All Invigilators must confirm their attendance by signing the Chief Invigilator Venue Form and including their arrival time at the venue. This is used to confirm payment for each examination session.

3.2 Venue Preparation

All Invigilators should assist in ensuring that the venue is ready for the examination session. Invigilators **must** help the Chief Invigilator to lay out the question papers and other materials provided for the examination. The exam papers should be placed face up on the desk so that the rubric is visible. Examination booklets should already have been placed on each student's desk (by attendant staff). Clocks should be visible to all students.



3.3 Authorised Examination Materials

Please check the details on the front page of the examination paper and ensure all permitted materials are available in the venue. If there are any queries or insufficient quantities, please contact the Examinations Team as soon as possible (the Paper Code will be required).

Materials which will be at the venue or provided by the Examinations Team before the exam include:

- Log Tables - Formulae and Tables only
- Cambridge Statistical Tables
- Graph Paper
- Handbook of Mathematics
- Law Materials (various)
- English Bibles
- Hebrew or Greek Bibles
- Music manuscript paper

Students are only permitted to use the above materials when it is clearly stated on their examination paper. Where extra materials are required or are not available in the venue, please phone the Examinations Team immediately.

3.4 Dictionaries

Dictionaries are **not** permitted at examinations.

3.5 Admitting Students into the Examination Venue

The Chief Invigilator will make the following announcements as the students enter the venue. Students should be admitted to venue approximately 15 minutes before the start of the examination. (In the absence of the Chief Invigilator, another Invigilator should make the announcements.) Invigilators should ensure that they can be clearly heard while making all announcements.

Students should be reminded:

- a) to check the seating list for their seat number before entering the venue - Invigilators should assist students who are having difficulty finding their seat;
- b) to read the notices beside the seating list;
- c) to leave their personal belongings, including bags, coats, hats, etc. in the designated area of the venue; and that property remains the sole responsibility of the student at all times;



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- d) that mobile phones, or other electronic or communication devices, are **not permitted** in examination venues – if a mobile phone is found on a desk or rings/emits noise during an examination, even if it is switched off, or if it is discovered in any other way in the venue, it will be confiscated. Students should be reminded that confiscated materials may only be retrieved from the Junior Dean's Office on payment of a €35 fine per item. This fine is non-negotiable, and no appeals will be accepted by the Junior Dean or any of his Assistants.
- e) to make sure there are no materials on their person which are not permitted in the examination venue;
- f) to make sure they have their current TCD student ID card with them and to place it on the right-hand side of their desk;
- g) that a '**clean-desk**' policy applies: no pencil cases, calculator cases, etc. should be brought to desks. Only pens, pencils, rulers, student ID card should be placed on their desk;
- h) to maintain silence once they have entered the venue;
- i) that they are not allowed to start an examination until instructed to do so by the Chief Invigilator;
- j) that they may not write in their examination booklets until the start of the examination has been announced, but they should be advised to start filling in the front covers of their answerbooks while they are waiting for the examination to commence.

4. Commencement of the Examination

4.1 Announcements

When students are seated, and before announcing the start of the examination, the Chief Invigilator should advise students of the following:

- a) that if they are still in possession of any non-permitted items, they should now place these items with their coat/bag etc. in the designated area of the venue;
- b) that if they have an alarm set to go off on their mobile phone during the examination session it should be de-activated even if the phone is switched off;
- c) that random pocket searches may be conducted during an examination session; on request, students should remove all items from their pockets for scrutiny by an Invigilator. Failure to empty pockets when requested is considered a disciplinary offence and will be referred to the Junior Dean;
- d) that they should make sure they have been given the correct examination paper;
- e) the duration of the examination session (3 hours, or 2 hours, etc.); but students should be advised to note the duration of their own examination paper;



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- f) that they may not leave the venue during the first 30 minutes or the last 30 minutes of the examination session;
- g) that they may not leave the venue at other times unless accompanied by an Invigilator.

As soon as the above announcements have been made the Chief Invigilator may announce the start of the examination.

4.2 Delay in Starting the Examination

If there is a delay in starting an examination session, or extra time is required at the end of an examination session, the Chief Invigilator should first seek approval from the Examinations Team before advising students of the late start/extra time/revised end time.

4.3 Late Arrivals

Students who arrive late into the examination venue, but within the first 30 minutes of the examination session, will be permitted to sit their examination and must complete at the normal end time. If a student arrives late the time of arrival should be noted on the Chief Invigilator's seating list. In extenuating circumstances students who arrive late may be given extra time upon prior approval by the Examinations Team. Any student who arrives later than the first 30 minutes of the examination session, who does not have approval to start their examination late, should be advised to immediately contact their College Tutor.

5. During the Examination

5.1 Confirming Student Attendance

The Chief Invigilator should ensure that all students present in the venue are accounted for by marking the Chief Invigilator's seating list. All TCD Student ID cards should be checked to verify the identity of students. Attendance should be marked with a ✓ and absence with an 'Abs'. Verification of alternative photo ID (in place of a TCD Student ID card) must be confirmed immediately by phoning the Examinations Team.

5.2 Exam Paper Queries

If a student has a question about their examination paper, the examiner should be contacted immediately. In the event that an examiner is not contactable, call the Examinations Team for advice. An Invigilator should never advise on the meaning or interpretation of a question



on an examination paper. The Chief Invigilator must be informed of any queries on examination papers raised by students.

5.3 Calculators

Programmable calculators are **not** allowed at examinations. The make and model number of any calculator used in an examination must be recorded by the student on each answer booklet.

5.4 Supervising Students

Invigilators should patrol the aisles regularly with spare answerbooks and report anything unusual to the Chief Invigilator. If you suspect a student is cheating during an examination report it immediately to your Chief Invigilator who will contact the Examinations Team for further instructions.

5.5 Bathroom Breaks

Students should be accompanied to the bathroom by an Invigilator of the same gender, where possible. All Students will be asked to empty their pockets prior to entering the bathroom and to confirm they have no materials on their person. They may also be asked to roll up their sleeves. Please complete the bathroom form (pink) with the required details. The record of bathroom visits is held by the Examinations Team in case of attendance queries.

5.6 Student leaves early

If a student chooses to leave the examination early, and the Invigilator has established that the student has fully completed their attendance at the examination and does not wish to remain until the end of the examination session, their answerbooks should be collected before they leave. The Invigilator should make a note of the time on the seating list. Students may leave after the first 30 minutes but not during the last 30 minutes of the examination.

5.7 Student is unwell

If a student feels unwell during the examination, they should be asked if they wish to go to the College Health Service (or if they wish to see the nurse in the RDS). If they choose to go, they must be accompanied by an Invigilator, preferably of the same gender, and the Chief Invigilator must be informed. In some cases, it may be possible for a student to continue their examination later in the same day (usually in an alternative venue) if recommended by



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the College Health Service. If the student is unable to continue their exam, they should be directed to their College Tutor.

The Chief Invigilator should hold the student's examination paper and script(s) separately. The Invigilator who escorts the student to the College Health Service must ensure the student does not use their phone or view any material related to the examination until it has been established if the student will continue the examination after visiting the College Health Service.

New for 2017: In extreme cases where a student needs urgent medical attention please contact the Exams office on 01-8964501 we will contact College Health Service to see if a medical professional is available to attend the venue.

During examinations the College Health Service provides an emergency service for those students who may need urgent medical attention. The general opening hours of the College Health Service are: Monday to Friday, 9.00am to 12.30pm, and 2.00 pm to 4.30pm. The contact details are: Tel. (01) 896 1556/896 1591.

5.8 Invigilation Report Forms

The occurrence of any unusual conduct (eg. suspected cheating), or issue arising during an examination session (eg. no heating, distracting noises etc.), should be immediately reported to the Examinations Team. A completed Invigilation Report Form must be signed by the Chief Invigilator and submitted to the Examinations Team at the end of the examination session. Please ensure your Invigilation Report Form contains all pertinent information, is clear and concise, and written legibly.

5.9 Confiscation of Prohibited Items

Items which need to be confiscated, eg. mobile phones or other electronic devices, programmable calculators, materials not permitted for the examination should be individually bagged with a completed Invigilation Report Form which includes the student's details and the reasons for the confiscation. If a mobile phone rings in a bag, **two Invigilators** must be present when the phone is removed from the bag, if required, or the bag is removed from the venue.

Confiscated items should be returned to the Examinations Team who then forward them to the Junior Dean for review. The confiscated materials cannot be retrieved by a student from the Examinations Team and may only be retrieved from the Junior Dean's Office, East Theatre (**Monday-Thursday, 9.00am -1.00pm only**) on payment of a **€35 fine** per item. This fine is non-negotiable, and no appeals will be accepted by the Junior Dean or any of his Assistants.



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5.10 Student Anxiety

In examination situations students may experience acute anxiety (panic) which will prevent them from performing to their ability. It may also be a distraction to other students. Acute anxiety can be recognized by the following signs:

- rapid shallow breathing;
- rapid heart rate or palpitations;
- missed or irregular heart beats;
- a feeling of being unable to take a deep breath;
- a feeling of anxiety;
- tightness across the chest;
- a lump in the throat;
- difficulty swallowing;
- feeling faint or fainting;
- blurred vision;
- tremor or shaking;
- headache.

For healthy students, these symptoms are generally a sign of acute anxiety and emergency medical attention may not be required.

Reassure the student that their experience is common in exam situations and that their symptoms are signs of anxiety. The symptoms are not life threatening and will not last. Encourage them to sit down and take deep breaths and let them out slowly. Allow the student time to relax and let the symptoms pass. Make a note of the time the student stopped their examination. If they wish to continue allow them the time they missed to complete their examination. Ensure the Examinations Team is advised.

Refer to points 5.6 to 5.7 above in relation to leaving the venue early or visiting the College Health Service as appropriate.

5.11 Fire Alarm / Emergency Evacuation Procedures

Invigilators should prioritise the safety of examination candidates in the event of an emergency during an examination session. If a fire alarm sounds in the venue, or if an emergency evacuation is required, students should be advised to immediately stop writing and to leave the venue in an orderly manner. Students should be advised that they are still under examination conditions. All examination answerbooks and materials must be left on the student's desk. Bags and coats should also be left in the venue.



Students evacuated during an examination session should be encouraged to assemble separately at the designated assembly point for the venue/building. Students and Invigilators may only return to their examination venue when the emergency has been cleared and approval to re-start the examination has been given by the Examinations Team.

6 Conclusion of the Examination

6.1 Conclusion of the Examination Session

Students should be informed of the time **40** minutes before the end of their examination, and again **15** minutes before the end of their examination. Where an exam is due to finish before the end of the full examination session, please ensure you remind these students quietly of their specific end time.

Five (5) minutes before the end of the examination, the Chief Invigilator should remind students to make sure that the cover pages of their answer booklets are correctly filled in, that the name flap on each anonymous booklet has been sealed, and that all answer booklets and any other materials which they wish to submit are fastened together with a treasury tag.

At the end of the examination, the Chief Invigilator should tell all students to stop writing and to wait in their seats for an Invigilator to collect their answerbooks.

If a student does not stop writing, report them to the Chief Invigilator.

6.2 Collection of Examination Scripts

Make sure that no student leaves the venue with an answerbook or any other materials provided for the examination. Where a question paper (in its entirety) must be handed up at the end of an examination, Invigilators should ensure that the question paper is collected with the examination scripts.

6.3 Administration of Completed Scripts

Invigilators should make sure that their bundles of scripts are sorted correctly – in seat number order – are counted, and are clearly and correctly labelled. Spare copies of the question paper should be included in the batch of scripts corresponding to that question paper. Bags should not be sealed until the scripts have been counted and the details included on the accompanying cover sheet.



6.4 Examiners Collecting Scripts

Examiners are **not** permitted to collect scripts from a venue.

6.5 Examination Rubbish

Answerbooks which have been used for rough work purposes by students should be returned to the examiner with the rest of the scripts.

6.6 Clearing the Venue

Invigilators should ensure that all unused materials are put back in the right boxes ready for the next examination session. Make sure that booklets or other examination materials are not left lying on the ground.

6.7 Returning Examination Scripts to the Examinations Desk

All Invigilators must stay in the venue until the Chief Invigilator has completed the script count. Invigilators should return directly and if required help to carry the scripts back to the Examinations Desk or to the collection points in the RDS. Invigilators should remember to return their Invigilator lanyards promptly to the Examinations Desk (or appropriate place in the RDS).

Confiscated materials should be returned to the Examinations Desk after each examination session.

7 Contact Details and Examination Venues

7.1 Examinations and Assessment Team

Location:
Academic Registry, Ground Floor,
Watts Building (previously Biotechnology
Building)

Telephone: +353 1 896 4501

Email: askexams@tcd.ie





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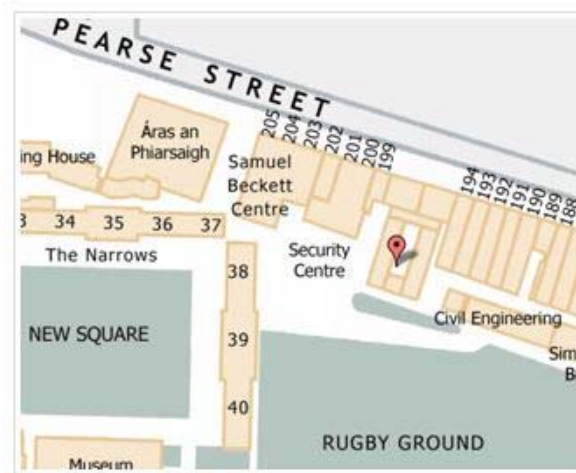
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College Health Service

Location: House 47, Trinity College

Telephone: +353 1 896 1591 or 1556

College Health Service





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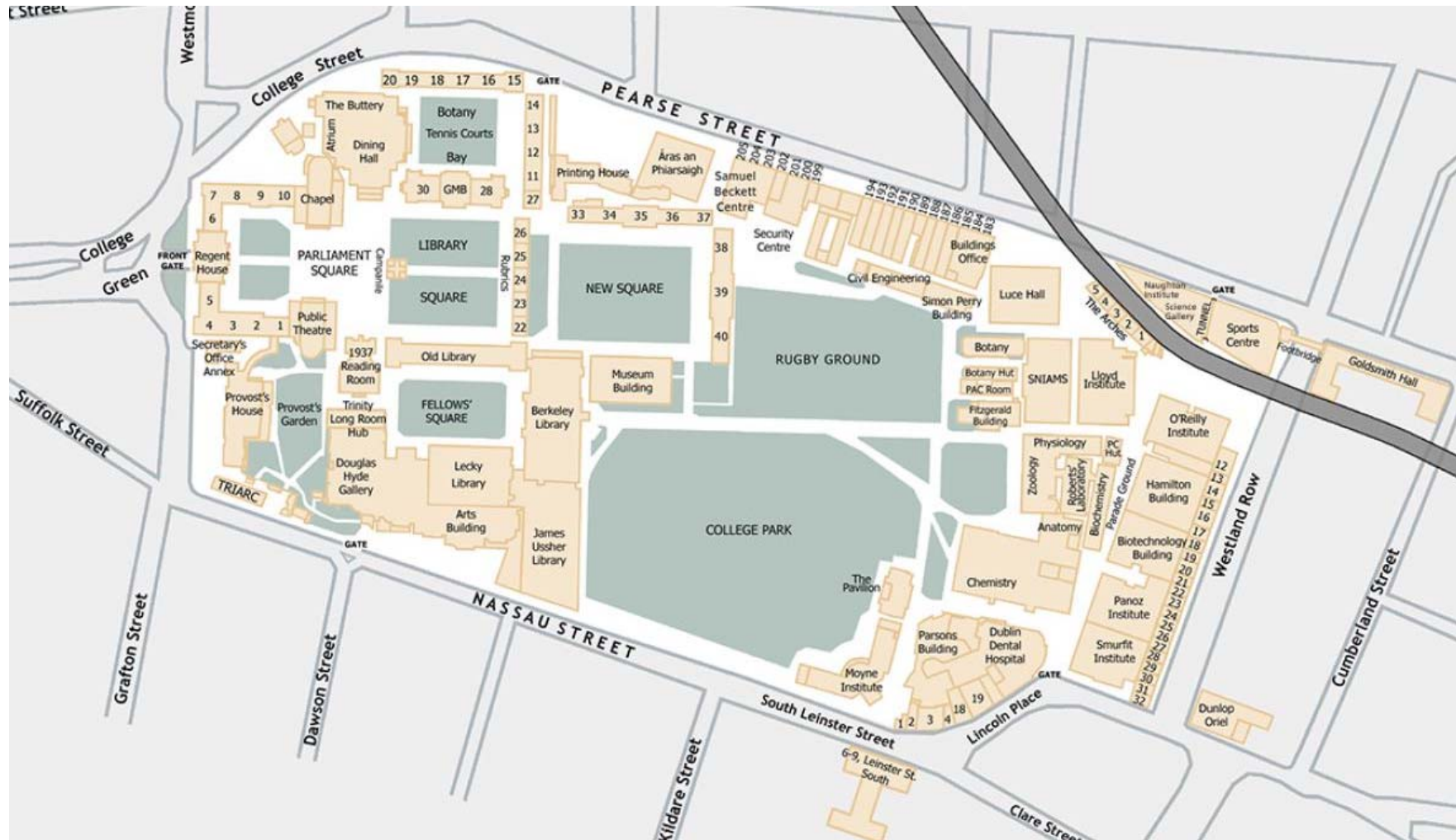
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Examination Venues

Exam Venue	Location
AB, RM	Arts Building
BIOLAB 1	Panoz Institute
DRAWING OFFICE	Museum Building
EE.PC1 /2 /3	Panoz Institute
EXAM HALL	Public Theatre, Front Square
GENETICS	Smurfit Institute
GEOLOGY	Museum Building
GMB	Graduates' Memorial Building
GOLDHALL	Goldsmith Hall
HAM LAB	Hamilton Building
ICT LAB 2	Computer Science PC Lab
M17	Museum Building
RDS-MAIN HALL	RDS, Ballsbridge
REGENT HOUSE	Regent House (Front Gate)
SNIAM CHEMISTRY	SNIAM Building
SNIAM PHYSICS	SNIAM Building
SPORTS CENTRE	Sports Centre



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