

Instructions for Faculty of Science invigilators

Version of 4 June 2018

The examiner (usually the course coordinator) assigned to a specific subject will be the main invigilator, and will also have final responsibility for content and implementation at all times. He/she may delegate his/her responsibilities to a course lecturer.

Beforehand

- The examiner will ensure the presence of sufficient invigilators; these may be fellow lecturers, seminar instructors and trainee research assistants, or externally hired invigilators. The Examinations Board has determined that a minimum of 1 invigilator must be present for every 50 students.
- The Faculty of Science Examinations Office provides examination support during written examinations and interim examinations for groups of 50 students or more enrolled in Faculty of Science Bachelor's programmes. Support is also available for all digital Faculty of Science examinations conducted within a UvA test application. In order to make use of this service, the examination must be uploaded to the course file in DataNose seven calendar days before the examination date and – in the case of digital exams – must be ready for use in the digital test application, along with the digital exam cover page.
- The examiner will ensure that the participants' list, scrap paper and any evaluation forms – and, in the case of paper exam sheets, the paper examination (and exam cover page) – are present at the examination location.

Prior to the start of the examination

- Make sure to be at the examination location on time, at least **half an hour** before the start of a paper examination and **one hour** before the start of a digital examination! Make sure to take account of the amount of materials to be distributed and – in the case of a digital examination – conduct a final test of the examination in the testing room.
- Make sure the tables and chairs are arranged in readiness for the exam and check whether the room is in an orderly state. In the case of a written exam, place the exam papers and the answer papers on the desks. In the case of a digital exam, the tables and chairs should already be positioned correctly. Students will place the keyboard and mouse on the table themselves.
- The examiner will brief the invigilators on:
 - who will be responsible for checking which part of the room;
 - the manner in which invigilators positioned at the door should instruct students regarding which table or part of the room they should go to (where applicable);
 - what to do in the event that a student cannot identify him/herself, has not registered (in the case of exact sciences and informatics programmes, students must be told to leave the examination if they cannot provide proof of identification) or cannot log in (in the case of a digital exam);
 - the procedure for checking students' identity on the computer in the case of a digital exam;
 - procedures for visits to the toilet (e.g. no more than one student at a time, switching off the computer screen during digital exams, etc.);
 - the items allowed during the examination.
- Make sure the candidates can start the examination on time (place the examination sheets and forms on the tables in advance where necessary, depending on the group size) by providing them timely access to the room (15 minutes before the start of the examination).
- In the case of digital testing rooms, make sure students store their mobile phones, coats and bags in the locker.
- In the case of a digital examination, have the students log in to the computers and the test application immediately after entering the room. The examiner will make sure all students are logged in and provide them with a password enabling them to start the examination at the exact moment it is scheduled to begin. Students' individual exams will start as soon as the password has been entered and confirmed by clicking on 'OK'.
- Make sure your own mobile devices are switched off or in silent mode.

Start of the examination

- Make sure everyone is seated, welcome the candidates and ask everyone to be quiet.

- Ask the students to place their student ID card and ID card in a visible place on the right-hand corner of the table, so that they can be checked.
- Inform the candidates about any applicable rules they should keep in mind during this examination:
 - Ask the students to turn off their mobile phones, or – in the case of a digital examination – to place their mobile phones in the locker.
 - Announce that no one will be allowed to leave the room during the first half hour. Students will also not be allowed to leave the room during the final 15 minutes of the examination.
 - Provide instructions about the duration of the examination, any approved aids (specified on the exam cover page) and what they may and may not have on the table (pens, food/drink, etc.).
 - In the case of a digital examination, make it clear that the exam will be automatically submitted as soon as the permitted amount of time has run out, and that the students' time will not start until they have activated the exam.
 - Explain the penalties for failure to heed any of these instructions, and warn students that they may be excluded from further participation in the examination.
 - Indicate that students must raise their hand to notify the 'responsible' invigilator if they wish to go to the toilet. Students are not permitted to talk whilst using the toilet and are not permitted to be in possession of unauthorised aids.
 - Students' coats and bags must be placed on the floor or in a location designated by the invigilator for the duration of the examination (e.g. in a locker, mandatory for IWO Blue and Red and REC M3.01).

Tasks during the examination

- Show latecomers to their seat. Latecomers will be admitted up to 30 minutes after the examination has started. If force majeure should prevent a student from arriving within this period, the examiner shall decide whether he or she can still be admitted to the examination. Once any examinee has left the room, no more latecomers will be admitted to the examination.
- Actively check students' attendance and identities. Mark all attending students on the attendance list. Students who cannot provide proof of identification or have not registered for the examination may be told to leave.
- Make sure students complete the entire examination on their own and exclusively make use of the permitted materials.
- If you see or suspect fraud/cheating/copying during an examination, make sure to address the student and inform them that your observation will be reported. The student will, however, be allowed to complete the examination. Fill out the 'Irregularities' form (enclosed) and submit this to the examiner after the examination has ended. The Examinations Board will make the final decision on whether sanctions should be imposed, based on the Regulations governing Fraud and Plagiarism for UvA Students.
- If a student asks any detailed questions concerning exam content, warn the examiner. In answering the question, the examiner will ensure that the student does not gain an advantage over the other students.
- In the event of any technical problems during a digital test, make sure to warn the workplace support staff member in the room.

Handing in examinations

- When handing in the examination, students must sign next to their names on the attendance list.
- Make sure the student's name is featured on the exam papers. In the case of a digital examination, make sure the exam has been received in the system.
- Ask students to hand in any completed evaluation forms.

After the examination

- Make sure all exam papers, attendance lists and evaluation forms are submitted to the examiner.
- Lock the room once all students have left. Following digital examinations, the workplace support staff member will ensure that all test places are shut down. The invigilator will help clear up the keyboards and mice.
- The examiner will send the evaluation forms to the examinations office. The examiner will also hold on to all attendance lists until the results have been announced and the inspection period for the examination has passed.