

Supervisor Training



Introduction



UCD Registry
Clárann UCD

A photograph showing an exam hall. Several students are seated at individual desks, some looking towards the front. A man in a white shirt and blue trousers is standing and talking to a student. The room is brightly lit with overhead lights.

What does a supervisor do?

Responsible for students sitting exams

Ensures students follow the UCD Exam Regulations

Alert to the needs of students at all times

Provides a calm environment

Professional and supportive at all times

Follows the guidance of the IIC or Team Leader

Exam Phrases

- *Exam Helper*: Supervisors in orange t-shirts who assist students
- *Exam Materials*: Anything given to students - question papers, MCQ answer sheets, answer booklets etc
- *Exam Office*: report here with your ID at the start of every assigned shift
- *IIC*: Invigilator-in-Charge: person who manages the exam venue
- *Invigilator*: Another word for supervisor
- *Team Leader*: supervisor who handles paperwork for the session, liaises with office staff and manages standard supervisors

Remember!

- Check your assigned hours carefully on your online roster
- Be on time - arrive at the time stated on your roster
- Attend all sessions that you have been assigned
- Report to the Exams Office at your designated venue
- Bring photo ID to every exam session – this cannot be an undergraduate ID
- Sign in and out for every exam session you attend

Equality Diversity Inclusion



UCD is a diverse and global university

We all help create an inclusive and respectful culture in UCD

As a supervisor this includes in examination environments

UCD commits to equality of opportunity for all and opposes discrimination or harassment across the University's 10 equality grounds:

Age, disability, gender identity, race or ethnicity, religion, sexual orientation, membership of the traveller community, civil status, family status, socio-economic status

Equality Diversity Inclusion



As a supervisor, you help create a respectful environment by making sure your own behaviour is in line with UCD EDI principles and Dignity and Respect policies

Report any incidents your Team Leader or IIC

Further support and info from the Dignity and Respect Support Service:

Respect@ucd.ie

<https://reportandsupport.ucd.ie/>

Important Reminders

- The time on your roster is your arrival time
- If you cannot attend a session, please email invigilation@ucd.ie ASAP
- Do not take photos/videos of the Exam Hall or of any students/staff
- Do not touch any student for any reason
- Do not question a student's gender identity on their ID/paperwork
- Do not use your mobile phone at all when in the exam hall
- Make sure to sign in and out each day at the Exams Office

Useful Links

<https://www.ucd.ie/students/exams/examregulations/>

<https://www.ucd.ie/equality/information/policies/>

<https://www.ucd.ie/dignityandrespect/supports/dignityrespectsupportservice/>



UCD Registry
Clárann UCD