Supervisor Training



Exam Hall Procedures

UCD Registry Clárlann UCD

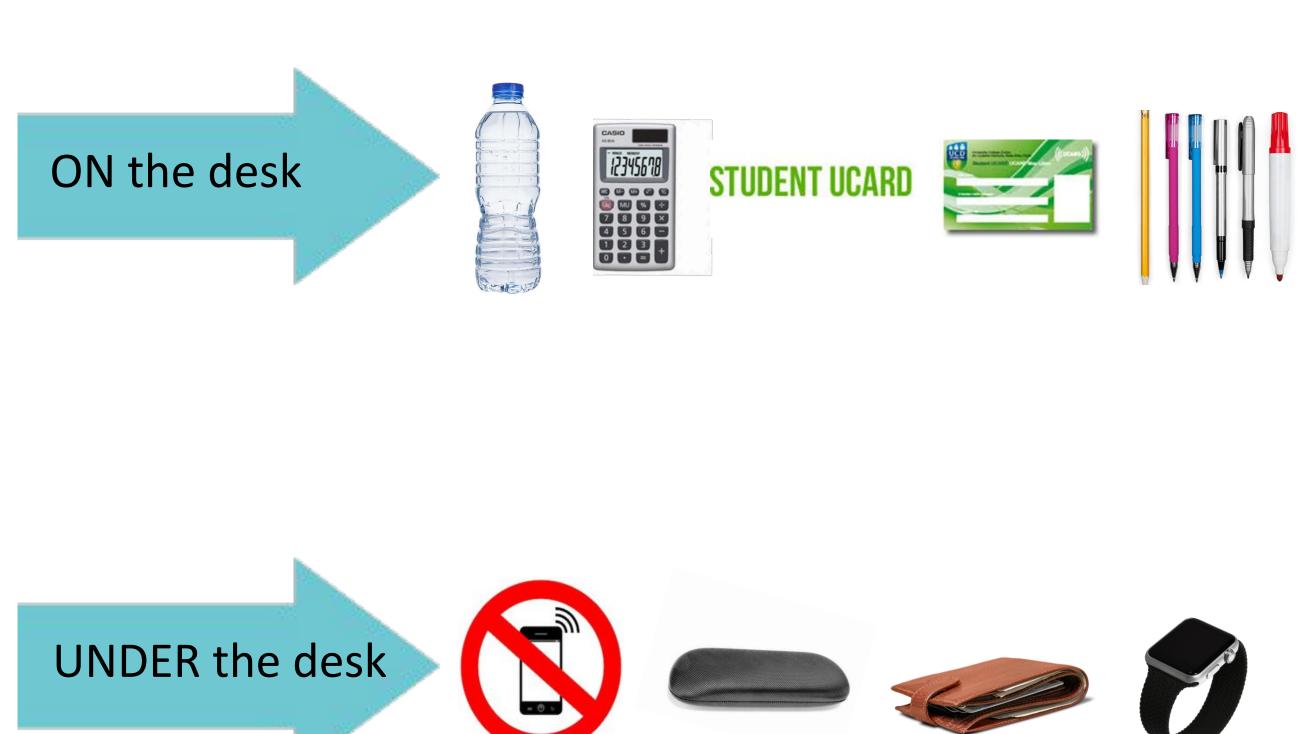
- Exams are stressful, beware of impact of stress on students
- This may be a student's first time doing an exam in this venue
- Be alert for any students who might need assistance
- If you see a student is distressed, ask if you can help them
- A reassuring word can help settle a student's nerves
- If you cannot deal with a situation, ask your Team Leader
- Medical assistance is available at the venue

ARRIVING AT THE EXAM HALL

- Report to the Exams Office in your designated venue, with your ID
- Here you will be assigned your section
- Sign in for your shift put down the time you arrived
- Collect your invigilator badge
- Be at your section top table 30 minutes before exam begins



What can students bring into the exam hall?





Exam Regulations

Be familiar with UCD Exam Regulations (https://www.ucd.ie/students/exams/examregulations/)

UCD Student Card (UCARD)

Students must have their UCARD in the exam hall

Mobile Phones/Electronic Devices

- No using a mobile phone/electronic device in the exam hall
- Phones must be off and on the floor, under the student's desk
- Phones/devices may not be brought into the toilet (even if powered off)

Examination Materials

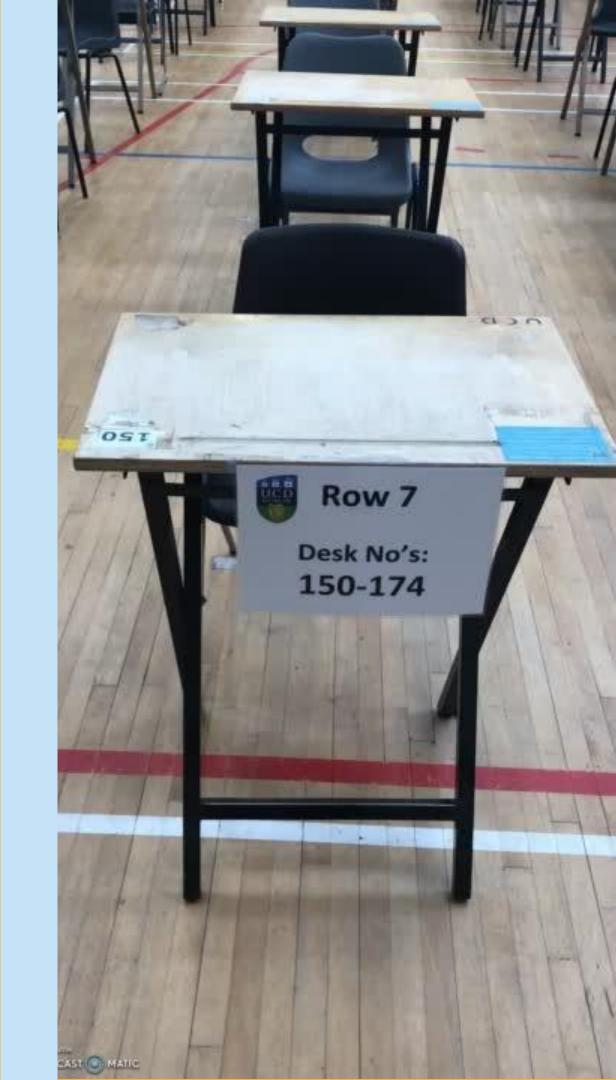
• Students must not remove any UCD exam materials (including the exam paper) from the exam hall

Unauthorised Materials

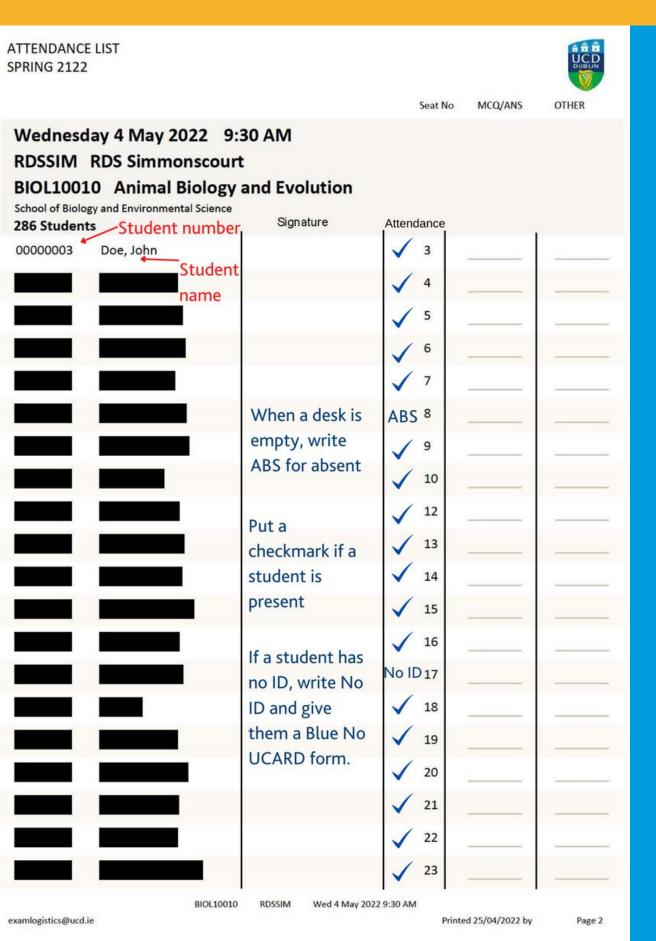
Sheets of paper, writing on their hands, notes etc

Distributing exam materials

- Only give out exam papers when instructed to do so
- Ensure all students receive the correct paper
- Hand out papers from the front of the hall to the back
- Distribute papers to all designated desks (including unoccupied)
- If you there is an issue, tell your Team Leader as soon as possible
- Issues Include:
 - Unclear instructions
 - Wrong MCQ sheet
 - Academic informing you there's an error on the paper
- Catch problems before they happen!



Attendance List



- Must be completed in the first 30 minutes of each exam
- Write ABS for any absent student
- Check student UCARD when checking attendance
- If UCARD is unavailable, give the student a 'No UCARD' form to fill out
- This must be done within the first 30 minutes
- If you are unsure of a student's identity, ask your Team Leader
- Return the sheet to your Team Leader at the top table

During the exam

- Actively supervise
- Carry extra answer booklets with you
- Carry post-it notes and a pen with you
- Follow your Team Leader's instructions
- Students may not leave within the first hour or the last ten minutes of the exam
- Be aware of students as they may raise their hands to indicate they:
 - need to use the toilet
 - need medical assistance
 - are finished and would like to be signed out





End of exam - 10 minutes remaining:

- No student is permitted to leave the exam hall
- No student is permitted to use the toilet
- Do not collect exam materials from students until the 'End of Exam' announcement
- If your workload is too much, inform your Team Leader

End of exam announcement

- Ask any student who is still writing to stop immediately
- Collect all exam materials from the front of the hall to the back
- Make sure students give you all exam materials
- This includes any unused materials
- Students CANNOT bring home the exam question paper
- If a student is filling out front cover of their answer book:
 - Move onto the next student
 - Students have a maximum of 2 minutes to do this
 - Return to student to collect exam materials

Collecting materials

- Put exam materials in numerical order by seat number
- Double check against the attendance list
- Bring organised exam materials to your section top table
- 2nd/3rd supervisors verify all collected exam material
- Sign attendance sheet
- Do not leave until all exam materials you collected are verified
- Write your name clearly on the attendance list

End of exam - final steps

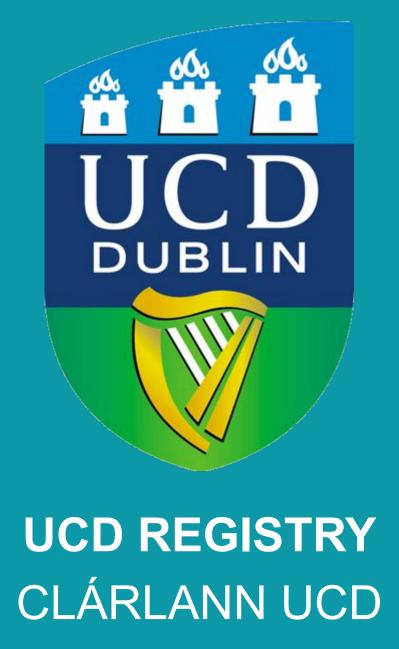
- Help set up for the next exam by clearing items from desks and distributing materials
- Go to Exams Office to check your next assigned section
- Be at section top table 30 mins before next exam
- If finished for the day, sign out at the office
- Return your supervisor badge
- Keep your lanyard until your last exam



- Inform your Team Leader immediately
- Keep student under surveillance, from a suitable distance
- Never approach a student alone, only with your Team Leader
- Note all details clearly and factually on an incident report form
- Write your name clearly follow up may be required

Tips

- Be vigilant at all times
- Do not chat with other Supervisors during exams
- Do not swap attendance/sign-up sheets, unless asked to do so
- Be professional in all student interactions
- Do not invade a student's personal space
- Do not ascertain students' names and use them for personal purposes
- Do not exchange email addresses or phone numbers with students
- Do not sit on empty exam chairs during the exams
- Ensure your phone is off during exams
- Wear soft, comfortable, quiet shoes



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If you have any questions please email:

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