

Instructions for invigilators at written examinations

1. The following individuals are permitted to invigilate at written examinations: the lecturer, fellow teaching staff, trainee research assistants and invigilators supplied by *Uitzendbureau 65+*, an employment agency for senior citizens.
2. The lecturer who sets the written examination has final responsibility for invigilation. The invigilators are required to follow the lecturer's instructions.
3. The invigilator is responsible for maintaining order in the examination room.
4. When maintaining order, the invigilator will act in accordance with the Guidelines for Written Examinations, more specifically the section headed 'During the written examination'.
5. In cases where a written examination takes place in a number of rooms, the invigilator will check the students' university registration card at the door to ensure that the first letter of each student's surname matches the room allocation and to make sure that there is actually a place in the room for the student.
6. During a written examination in a room with tiered seating, the invigilator will ensure that there is an empty row between each row of students and that there are two empty desks between students sitting on the same row. This allows invigilators to walk along the desks in the empty rows. Each student will have a separate desk in the examination hall. In level rooms seating up to 50 students, the invigilator will ensure that the students sit so that there is sufficient space between the occupied desks and enough room to walk past the desks.
7. The invigilator will ensure that latecomers are only admitted to the room within 30 minutes of the start of the written examination and that the students already in the room are not permitted to leave within the first 30 minutes.
8. At the start of the written examination, the invigilator will hand out the examination question paper, the evaluation form, blank sheets of notepaper and official examination stationery on which students should write their answers. Official examination stationery should not be handed out as notepaper in order to prevent fraud.
9. During a written examination, the invigilator will check every student in the hall at his or her desk to make sure that the student number on the list of examinees matches the student's university registration card and to get the student to sign the list of examinees. At a written examination in a room with tiered seating or a level room seating up to 50 students, this check and the signing of the list of examinees will take place when the student hands in his or her work.
10. During the written examination the invigilator will walk along the desks at regular intervals to check whether students are complying with the guidelines for written examinations.
11. If an invigilator observes fraudulent acts (or attempts to commit such acts), he or she will check whether the culprit's name and student number are written on the examination stationery and will write 'attempted fraud' on the student's stationery. The invigilator will report the nature of the fraud to the lecturer and will hand over the student's work to the lecturer once the written examination is over. The lecturer will take further action in accordance with the relevant article of the Academic and Examination Regulations.
12. When the students hand in their work, the invigilator will collect both the used and the unused examination stationery.
13. Once the students have completed the evaluation forms, they put them in the envelope supplied. The last student seals the envelope, writes his or her name on the back, signs it and gives the envelope to the invigilator.

Established by the Faculty Board in November 2003.

In force as of December 2003. Amended as of September 2004 and of September 2007.

