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 for Team Leader briefing 30 mins before exam begins
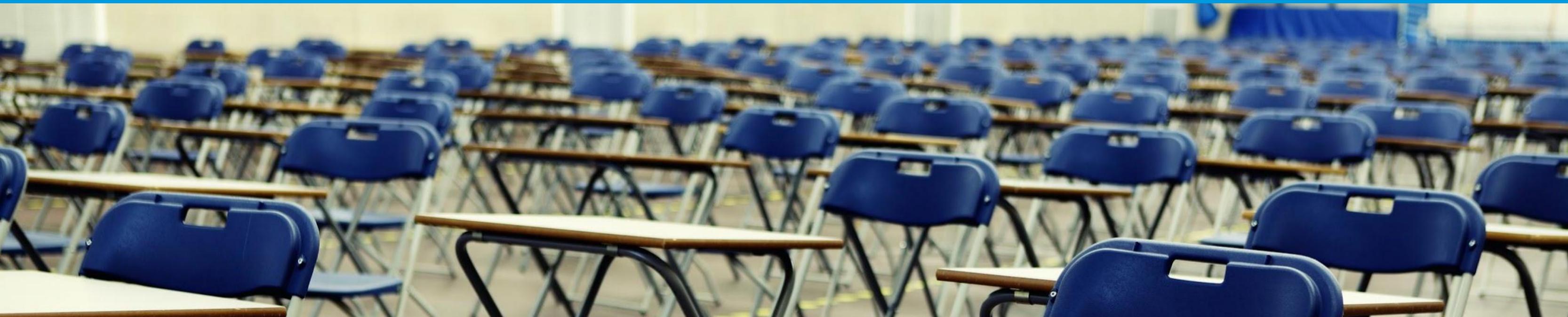
What can students bring into the exam hall?

ON the desk →
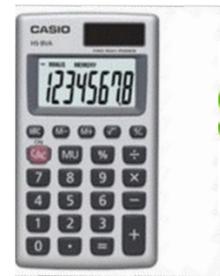
UNDER the desk →

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

Breach of Exam Regulations - what should you do?

- 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

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

- Write your name on the completed attendance sheets

- 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

- 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

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

UCD REGISTRY

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If you have any questions please email:

invigilation@ucd.ie