

Department of Computer Science

GENERAL GUIDELINES FOR THE BENEFIT OF SUPERVISORS¹ OF EXAMINATIONS

An up-to-date version is located at <http://www.cs.kuleuven.be/~btw> .

Being a supervisor is a duty with responsibilities. It is very important to know the guidelines. The following are general guidelines valid for all examinations. Examiners may still give separate guidelines for specific examinations.

1 BEFOREHAND

1. For every exam on your list, you get an envelope with
 - the examination questions,
 - the participation certificates (most often stapled together with the questions),
 - an attendance list.

You collect the envelopes **half a working day beforehand** at the secretariat. The secretariat is open on Monday, Tuesday and Wednesday from 8 am until 5:30 pm, and on Thursday and Friday from 8 am until 4:30 pm.

2. Take the guidelines for students in the secretariat. There is an English-language and a Dutch-language version of the guidelines for students. Check the language of the exam questions to ensure that you have the right version of the guidelines.
3. In the copy room you take the coloured paper. For each examination, a particular colour has been specified for the questions and the paper. Look at the envelope or at the overview list in the secretariat.
4. Specific guidelines will be provided by the examiner. At the start of an exam you should know the following:
 - the number of expected students (\approx the number of exam papers), also written on the schedule in the secretariat
 - whether there are any students with examination facilities that you must be aware of as supervisor (e.g., students who receive extra time for the examination, students who need to sit in a quiet corner, ...)
 - open book or closed book examination
 - for an open book examination: the texts that may be used
 - for a closed book examination: whether a formula book is allowed
 - the form of the examination: written, oral with preparation, ...
 - for a written examination: duration, where answers should go, whether answers should be collected per question or per student, ...

¹invigilators in proper English

- for an oral examination: when the questioning will begin
 - whether all students receive the same questions (this is important if someone returns a blank page)
 - whether or not a calculator may be used, and which models are permitted
5. **Be sure to bring** the following items:
- exam questions,
 - participation certificates for students, unless they are already stapled together with the exam questions,
 - attendance lists for the individual exams,
 - guidelines for students (in the correct language),
 - answering paper and note paper (number of different colours = number of different exams),
 - stapler (enough staples) and scissors.

2 START OF THE EXAMINATION

1. **Be present 10–15 minutes before the start of the examination, so that you can place the guidelines for students, the examination questions (with the blank side of the last page facing upwards) and paper on the desks. Students who have the same examinations should be seated as far apart as possible throughout the auditorium.**
2. Ensure that all students **leave their jackets, bags etc. at the front or rear of the examination room** (in principle, close to the exit door of the room). This is also the case for **mobile phones**, which must be turned off so that they cannot disturb the examinations. A mobile phone can thus not be used as a clock. The students may only keep a number of strictly necessary implements (pens, pencils, rulers etc.) and the materials that are explicitly stated on the examination instructions (calculators, formula books, etc.).
3. Students may **not** bring **note paper** to the examinations and any such paper in the students' possession should be confiscated immediately.
4. From the moment the students enter the examination room, supervisors must ensure that an **absolute silence** is maintained. If students do not maintain this silence, a first warning can be given as in point 5.
5. **Before the exam starts, you have to tell the students:**
 - that toilet breaks are normally not allowed during the examination,
 - that they should put their student card on the bench,
 - whether the examination is open book or closed book,
 - whether at any stage a formula book or other documentation may be used,
 - whether the exam is oral or written,
 - for written examinations you should clearly mention how long it lasts,
 - how students can return a blank copy.

3 DURING THE EXAMINATION

1. **Students who return a blank copy**, must sign the attendance list clearly indicating they return a blank copy. They must also complete the participation certificate (they hand in 0 pages). The supervisor signs the certificate and keeps the upper part together with the attendance list.

Students who return a blank copy without having seen the examination questions, may then leave the room. If they have seen the questions, they must wait until the last student has entered the room (to prevent the passing on of questions). This naturally depends on whether all students get the same questions or not, which you will find on the specific guidelines from the examiner. In any case, warn the students in a timely fashion of these two possibilities.

2. You should sit in the **back** of the room. **Walk around** the room regularly. Do not sit in the front of the room and avoid being distracted by your laptop and/or other reading material.
3. Supervisors must **check the student cards** (or ID cards) of the students present during the exam in a systematic way. To this end, make a list of all students present, with name, course, examination number, starting time of the exam, and possibly an indication of whether the student was late. (You get a preprinted form together with the examination questions. On this form is also written the phone number of the secretariat, in case of emergencies.) The students must put their signatures on the list, which must be given to the examiner. In case the participation certificates are not stapled together with the exam questions, you should give a participation certificate to the students at this moment.
4. For students who **cannot identify** themselves, the following **procedure** must be carried out.
 - Locally resident students who have forgotten their student cards or ID cards must identify themselves to the supervisor within an hour of the end of the exam. Commuting students must identify themselves on the same day to the relevant supervisor.
 - The supervisor can, with the approval of his or her superiors, come to an individual arrangement with the student so that the latter can identify him- or herself. The basic goal of such an arrangement must be to enable the identification to happen as quickly as possible.
 - If the student fails to identify him- or herself during the stated or agreed period, the supervisor must start the procedure for premeditated irregularities, described below.
5. **If irregularities are detected, it is the duty of the supervisor to carry out the following procedure.**
 - (a) For *what you regard as clearly premeditated* irregularities – such as the use by students of forbidden course material during the exam, in whatever form this happens (including through the use of programmable calculators or transmitters),

the passing or use of notes, or any act that enables the use of forbidden materials – the following procedure should be carried out.

- The material, possible proofs of irregularity, and the examination copy should be taken into your immediate possession.
- The student may continue sitting the examination with a new exam copy (since the definitive judgement on the irregularity ultimately rests with the examination committee), which must be delivered at the original planned ending time.
- The name(s) of the relevant student(s) should be noted down, and should be reported by the relevant supervisor as quickly as possible after the examination, firstly to the examiner, secondly to the ombudsman and thirdly to the president of the examination committee.
- If a telephone is available in the room, the supervisor should attempt to reach the examiner, possibly via the secretariat.
- The examiner, with the collaboration of the supervisor, must make a written report to the supervisor of the examination committee, containing the information about important details concerning time, circumstances, . . .
- Both the concerned student and supervisor must report to the supervisor of the examination committee before the deliberation is held.

(b) Irregularities that occur *without premeditation or sufficient proof of premeditation* – such as looking at the answer pages of other students, talking, or any act with irregular effect but no immediate proof – should be handled as follows.

The student(s) should receive a first warning, and their names should be noted and given to the examiner and the ombudsman. The supervisor should if possible seat the student in another area of the examination room. If a second warning occurs, this should be dealt with as a premeditated irregularity, as described above.

It is clearly evident that **a great deal of responsibility rests with the supervisor**. He or she should make a clear distinction between a sporadic action and an action that can clearly be classified as irregular. The supervisor should also be aware that the final decision rests with the examination jury.

6. **Sanitary breaks during examinations are in principle *not* allowed.**

Warn the students that they can go before the exam, because they may not leave the exam for the first two hours. Afterwards the supervisor may grant permission **only in exceptional cases and on an individual basis**. Only one student at a time may go to the toilet.

The copy should be kept closed during this period.

When observing irregularities during or after a toilet break, the supervisor should start the procedure for clearly premeditated irregularities.

7. **Questions** asked by the students regarding the **content or form of the examination questions** may only be answered by the examiner or by a member of the academic personnel designated by the examiner. Supervisors may therefore only answer such questions when given explicit permission by the examiner. Frequently occurring questions should be reported to the examiner or to the person designated by him or her. Answers

to such questions should be written on the blackboard, so as not to disturb the students who had not asked questions. In written examinations in which the students are spread throughout different auditoriums, it must be ensured that all students get the same information.

4 PARTICIPATION CERTIFICATES

The document serves as a proof of participation both for the student and for the examiner. As supervisor you give the certificate to the students when you check their student cards, unless it was stapled together with the exam questions.

1. **The student has to complete the certificate.** Make this very clear.
2. For the “number of pages” one has to count
 - all sheets of paper the student hands in at the end of the exam. Count the sheets with the answers as well as the scrap paper.
 - When computing the count, only include the sheets with the exam questions if answers are written on them.
3. For an **oral** exam, the examiner checks the participation certificate and signs the lower part that is given back to the student. The examiner collects the upper parts of the participation certificates.
4. When a student turns in a **written** exam, the supervisor checks and signs the participation certificate and gives back the lower part to the student. Be sure to staple the upper part of the participation certificate (most often already stapled together with the exam questions) together with the turned in papers (answers and scrap paper). For written exams with a large number of students, stamps can be used instead of a signature (available at the secretariat).

5 END OF THE EXAMINATION

1. Students must return the complete examination copy, the participation certificate (most often stapled together with the exam questions), together with any possible extra allocated paper.

Failure to return the examination copy at the previously agreed time should be regarded as an irregular act with premeditation.
2. **At oral examinations:**

A student who is finished with the written preparation must write his or her name (possibly with examination number) on the board. When he or she is summoned by the examiner, he or she should remove the name from the board (make sure this is done). Students who have been sent back are not necessary obliged to write their names on the board a second time – check with the examiner to determine what should happen.
3. Take note of where you should deliver the written exam copies (do not just leave them in the hallway!).

4. After the examination, collect the unused paper and guidelines and put them back in the right place. If there are unused exam questions or participation certificates, return them to the secretaries.

6 SPECIAL SUPERVISORS

1. If you are a **reserve supervisor**, give the (mobile) phone number where you can be reached that day, to the secretaries. You are expected to be able to be at the department within 15 minutes in case we call you.

If you are a reserve supervisor for a written exam, you have to help at the **end of this exam with the participation certificates**.

2. If you are a **flying supervisor**, it is for a written exam taking place in several rooms. You have the specific task to change rooms from time to time. While doing this you take care e.g. of the communication between the different rooms, the supply of paper, check the toilet rooms.

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