Guidelines for invigilators

Exams 2020-2021

General guidelines

- Please respect the social distancing guidelines. Make sure that students, teachers and invigilators keep the **1,5 m distance** at all times.
- Please make sure to follow the hygienic working practices. Always wear a **mouth mask** as an invigilator. **The wearing of a face mask is mandatory.** This grants extra protection in the event of short-term contact where 1.5m distance cannot be guaranteed.
- Students have to wear a mouth mask during the exam.

Before the examination

- Collect telephone numbers of all parties involved: lecturer, head and other invigilator(s), ombuds, ...
- Check the agreements within your faculty regarding the exam copies. Who will bring the copies to the examination room? How do they get to the teacher? This can be different for each faculty.
- Before the exam, consult the **circulation plans** for the relevant exam room.
- Be present in the examination room at least **half an hour before the start** of the examination. Run through the guidelines with the lecturer and/or head invigilator.
- Please place the (non-personalised) **exam copies** on the allocated seats to guarantee optimal distance between the students. Make sure that there is enough **draft paper** for each student so as to avoid the request for more draft paper during the examination can be avoided.
- Check whether the students may use **resources** such as a calculator. Do not allow the use of any other resources.
- **Let the students come in without taking attendance in order to prevent crowding.**
- The students go to the **marked places**. Make sure that they sit down in an orderly fashion without crossing other students. Start with filling the seats at the other side of the room (opposite to the entrance). Late arrivals may enter the exam up to half an hour after the examination starting time.
- Ask the students to store their personal belongings in a **closed backpack/ bag** and put them under their own seat or at another previously defined safe place (not together, not in the corridor).

During the examination

- ID, student card and writing materials must be placed visibly on the student's desk.
- Tell the students how much time they have for the exam. Make sure to mention that all electronic devices are prohibited and must remain in the backpack of the student.
- For **multiple choice exams**, distribute the personalised exams after the student is identified by means of their ID or student card. Disinfect your hands with alcogel before and after this process.
- Belongings and specific resources allowed that are on the desk of the student will be checked via random sampling. Ask the student to browse through or show the resources themselves. Observe from a distance.
- Do not answer **questions** about the exam itself. Contact the academic staff or head invigilator and check whether the question is permissible. If that is the case, extra information given by the academic staff should be coordinated so that all parallel exam rooms will receive this information.
- **Toilet breaks** are allowed. Only one student per classroom can leave the room for a toilet break to the nearest toilets.
- This examination period, a **written exam** will take between one and a half hour minimum and three hours maximum.
- Be **calm and authoritative**. Head supervisor should inform themselves on the actions to be taken in the event of irregularities through the **extensive invigilator guidelines**. In any case, let the student finish the exam, if necessary after seizure of disputed documents and the copy already made.

After the examination

- Students can hand in their exam when half of the total exam time is passed. Ask the students to raise their hand when they are ready and signal non-verbally when it is safe to come to the front.
- The students place their exam copy and draft paper in the appropriate boxes.
- **Check the student card or ID during or when handing in the exam** with special attention for social distancing. The student cannot sign personally for handing in the exam,. Please ask the student's permission to check his or her name instead. One invigilator per exam room will manage the attendance list. A certificate of participation or 'exam card' is best provided to the student in advance, so that this can be stamped when upon submission.
- When examinations are handed in, close the boxes, note the date, the time and the exam code on them. The head invigilator takes the boxes and brings them to a closed room as agreed with the examiner.
- After leaving the exam, the students must follow the circulation plan of the room. Meeting up after the exam is not allowed.
- **Disinfect** your hands with alcogel before leaving the room.

Questions? >>> 016 32 20 00
Emergency? >>> emergency number of your campus
(Leuven: 016 32 22 22)

KU LEUVEN