Imperial College London
Aeronautics

Aeronautics Exams, Academic Invigilators Instructions

Invigilators must read Registry's Regulations on the links below

- Duties of invigilators: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Duties-of-invigilators.pdf
- Health and Safety: https://www.imperial.ac.uk/aeronautics/local/health-and-safety/
- Fire evacuation: https://www.imperial.ac.uk/aeronautics/local/health-and-safety/fire-evacuation/

Department instructions below are in addition to the above guidelines issued by Registry

1. Start

1.1 You must arrive 30mins before the start of the exam at your allocated exam room (as per the invigilation timetable). You should help the administrator lay out papers using the seating plan in the invigilator folder ensuring you give the correct paper to each candidate as more than one exam may be taking place. The administrator will bring the exam question papers to the exam room. For Invigilators invigilating students with additional arrangements please arrive in the UG Office (CAGB 318B) 30min before the start of the exam to collect the exam paper, which you will need to lay out in the exam room.

1.2 When laying out the question papers, each student's desk should be arranged as below:

- Middle of desk – pile with blue formula booklet at bottom, graph paper (if required for exam) above, answer booklets and finally exam checklist on top.
- Right hand side of pile - Calculator with treasury tag next to it
- Left hand side – datasheet (if required for exam) at bottom, question paper on top

1.3 Let students in at least 15min before the exam start time, instructing them to put bags and coats under their desks or at the back of their chair, which they then cannot touch for duration of exam. Devices must remain in bags and away from the desk. Remind students to ensure their CID cards are placed at the top of the desk, clearly visible.

1.4 Students are permitted to fill in the cover sheet only prior to the exam commencing. They are not permitted to open the exam answer booklet and enter CIDs, page or question numbers prior to the exam starting.

1.5 The Invigilator will read out the instructions to start the exam. **Please use the loudspeaker provided in the larger exam rooms as required by students and the department**.

1.6 Students are NOT permitted to use their own calculators.

1.7 Students may not use phones or other devices to communicate with others. At the end of the exam, students are required to scan their exam answers and upload to the submission box in Black Board Learn using their tablet/phone, however, the devices should not be accessible until the end of the exam has been announced and the scanning period has been allowed to start. They are not allowed any notes or textbooks.

1.8 No food or drink is allowed except water in clear bottles.

1.9 The red Invigilation Folders in all rooms have instructions, exam timetable, seating lists, student photos, regulations and seating plan.

1.10 Each exam room has an Invigilation table with the Invigilation folder, absentee forms, invigilator report forms, toilet break register, spare answer booklets, spare graph paper (not laid out unless required for specific exam), spare calculators, spare exam scripts/data sheets, spare formula booklets, blue overlays (not laid out, students to request if needed) and pens.

1.11 There will be an Exam Assistant to assist you from the start of the exam unless you are invigilating just one student.
The main role of the Exam Assistant is to escort students to the toilet, provide additional exam materials to students, contact the Examinations Team when instructed by the Exam Invigilator and to assist administrative staff with setting up and setting down of the rooms – they are **not** present to invigilate.

1.12 You will need your mobile phone for all queries/issues during the exam are communicated via the 'Aeronautics Examination Invigilation Comms' chat in MS Teams (you will need to install MS Teams on your phone prior to the examinations period). Any queries must be raised via the chat function on the Team. Please ensure that your mobile is on silent.

1.13 Write the module code and exam title on the board in the room for students to refer to.

2. Attendance

2.1 Once the exam has started, you are required to do an attendance check. Go round the room and check CID cards against the student exam list in the Invigilation Folder. Also, count the number of students in your exam room and compare it with the student list in the Invigilation folder. If there are issues of identity, flag to the administrator at the end of exam.

2.2 If a student has forgotten their CID card you can check their photo in the Invigilation Folder for verification.

2.3 Fill in an Invigilator Report form for absent and late students. An Absentee Form is also required for each absent student. Place the Absentee Form on the empty desk of the student who has not attended the exam but do not remove any of the exam materials on the empty desk.

2.4 An Administrator will come approximately 30min after the start of the exam to double-check attendance and to get details on any students who have arrived late up to this point (students are allowed in up to 30 minutes late). For all students arriving late, you must record on the invigilator form time of arrival and reason for late arrival.

2.5 For students arriving more than 30 min late, in addition to the point directly above, you also need to advise them their work is at examiner's discretion. You must get an Exam Assistant to contact the Examinations Team via the 'Aeronautics Examination Invigilation Comms' chat in MS Teams, informing them of the late arrival reason as we will have to make a decision regarding extra time.

2.6 Students cannot leave the exam in the first half hour or in the last 15 min. Any candidate who leaves the Examination Hall without permission will not be re- admitted to the

examination. Note that students are required to scan their exam answers and upload to the submission box in Blackboard Learn before they leave the room.

2.7 Once a student leaves an exam early after the first half an hour, then a late student cannot be admitted to the exam.

2.8 If students leave the exam early, their answer booklets and exam materials should remain on their desk, as they will be collected at the end of the exam. The students must leave quietly after scanning and uploading their answer to Blackboard Learn.

2.9 Only enter in the Teams chat the CID of the first student who leaves the exam room early. Do not enter in the chat subsequent students that leave the exam early.

2.10 If invigilating in a room with students with additional exam arrangements note that students cannot leave 15 minutes before the earliest end time in the specific room rather than the main exam end time.

3. Invigilate

3.1 You are required to invigilate. Throughout the examination your first duty is to watch for any candidate who may attempt to commit Academic Misconduct, whether by consulting books, electronic devices or notes, or by communicating with or copying from another candidate, or by other means. Suspicious conduct of any sort must be immediately reported to the Department by following the procedure outlined here:

- Invigilator should send the Exam Assistant to notify the Aero Administrators/Exams Officer (CAGB 318).
- Invigilator immediately removes any offending item (phone, notes etc) from the student with minimum disturbance to the student and the exam room. The offending item should be maintained in the state in which it was found where possible.
- Invigilator marks the student's script to indicate the point they had written to when the issue was identified.

3.2 Invigilators should be fully focused on invigilating. Silence must be maintained throughout the examination. You should refrain from whispered conversations and although periodically in the course of your duties you must walk around, you should do this without disturbing the candidates.

3.3 You cannot ask an Exam Assistant to invigilate. Ask the Exam Assistant to message the Examinations Team if you need a toilet break and an Administrator will come to sit in.

4. Toilet Breaks

4.1 Exam Assistants will escort students to the nearest facilities, and they will also fill in the register for toilet breaks.

5. Queries in Exams/Dealing with Errors

If any errors are spotted during the examination, please do not make any announcements to students or allot extra time without following these steps:

5.1 If students raise any queries with exam questions, the invigilator must ask the Exam Assistant to contact the Examinations Team to inform them (a) the room query raised in

(b) exam module name and exam title and question number. All communications must be via the chat function on MS Teams, on 'Aeronautics Examination Invigilation Comms'

5.2 The Examinations Team will contact the relevant exam setter regarding the query.

5.3 A reply will be written in the Team. If it is a reply only for the student that raised the query, please quietly inform them of the reply. Alternatively, the invigilator should inform students of the error by making an announcement to the room and writing the revised information on the board if relevant (please make students aware of errors via an announcement, not just by writing on the board).

5.4 Invigilators are NOT permitted to give extra time under any circumstances without consulting the Examinations Team. (Exam space is shared with other departments and granting extra time will impact on other's exams and you may be forced to retract so please ensure the Examinations Team have been consulted).

5.5 Typically, exam errors should be considered when marking rather than granting extra time.

5.6 Students should do any rough working in their answer booklets and cross it out. Students have been instructed to submit the supplementary booklets at the end, even if they only contain rough work.

5.7 If a student has finished their exam before the official exam end time and wishes to leave the exam room, the student should raise their hand to alert the Invigilator or Exam Assistant. An Exam Assistant should then remove the question paper from the students' desk and stand by them while they scan and upload their answers. Ensure the student is not making any changes to the exam paper once they have accessed their device for scanning. The student is then free to leave after scanning and uploading is complete. They cannot return to the exam room for any reason.

6. End of Exam

6.1 The Administrator / Professional Invigilator will end the exam.

6.2 There will not be any announcements on time remaining.

6.3 Once the exam has ended students are not permitted to write anything in the answer booklets (for example missing CIDS or page numbers).

6.4 Exam papers and data sheets need to be collected by the exam assistant before asking students to scan their answers.

6.5 Candidates will be advised by the administrator to take their iPad or phone from their bag to start scanning their answer booklets and upload to the submission box in the module folder on Black Board Learn. Please be vigilant that students are not changing their answers on their answer papers during the scanning period.

6.6 Administrators will collect the answer booklets by row as soon as students complete scanning/uploading. (**Exam Assistants are not permitted to collect answer booklets**). Administrators will give students permission to leave one at a time once their answer booklets have been picked up.

6.7 As students leave, Invigilator to check they do not take exam materials (not permitted to take any exam scripts, answer booklets, data sheets, formula booklets etc. or calculators from desks).

6.8 Ensure students remain silent and take all their belongings.

6.9 Exam set-up and set-down is done by Aeronautics Administrators and Exam Assistants.

7. Fire Alarm Procedure

7.1 Please read the Health and Safety Guidelines at the top of this document before your first exam takes place and ensure you are familiar with fire exits and procedures prior to your exam.

7.2 The link to the full Fire Evacuation Procedure is above and will also be included in your Invigilation Folder.

8. Important things to note

8.1 As invigilator you cannot leave the exam room until after the exam is over and all students have left the room. An Exam Assistant **cannot** invigilate. Should you need to leave the exam room to use the toilet or for any other reason, the Exam Assistant should message the Examinations Team to come and invigilate in your absence.

8.2 **All issues** must be reported.

8.3 Complete two forms (Invigilator Report and Absentee form if any students absent). Absentee forms should be placed on the desks of those absent in the first half hour of the exam. Pass to Administrator at the end of the exam the Invigilator Report along with the completed Toilet Break Register from the Exams Assistant.

8.4 If a student is unwell, the Exam Assistant should message the Examinations Team, as Emergency Staff will also be monitoring messages.

Aeronautics Exam Planning Team
13th March 2024