

Exam Assistant Instructions

The main roles of the Exam Assistant are to escort students to the toilet, assist students if they are unwell, provide additional exam materials to students, contact the Exams Team when instructed by the Exam Invigilator, and to assist administrative staff with setting up/setting down of exam rooms.

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

1. Start

- i) Arrive 20 minutes before the start of the exam at your allocated exam room to help with set up.
- ii) You must bring your mobile phone and ensure you have MS Teams on your phone. All communications during the exams will be done 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. Staff on the Teams chat for each exam will consist of administrative staff, exam setter(s), exam invigilators, UG Exams Officer and/or relevant Course Director as well as emergency duty staff in case students need to be escorted to the health centre.
- iii) Within the first 30 minutes of the exam commencing, one assistant should check nearby toilets for any bags or notes that may be left in there (students are not permitted to leave the exam room within the first 30 minutes of the exam except to be escorted to the lavatory or for first aid).

2. Toilet Break

Escort students to the toilet. This should be to the nearest toilet on the floor. For restrooms with more than one cubicle (e.g. 3rd floor ladies), only one student is permitted to enter at one time. Toilets are located near the lifts on each floor. Please ensure that the Toilet Register is completed each time a student is taken for a toilet break; the Toilet Register can be found on the invigilation desk.

3. During the exam

- i) Do not attempt to answer or clarify any questions from a student. If asked a question by a student, you must either communicate the question to the academic in charge via Teams as per 3(ii) or the invigilator in the room.
- ii) If there is a technical question, the invigilator may ask you to contact the exam setter via the 'Aeronautics Examination Invigilation Comms' chat in MS Teams. Please note the exam module number, name and question for which the query has arisen. Please type the full details of the query in the chat, which will be monitored by the Examinations Team.

- iii) Once a reply has been received, the invigilator can reply to the student that raised the query, or make an announcement to the room if required. You must then inform the Team that the reply has been relayed, so we know it has been actioned.
- iv) Please check your phone periodically (every 5 minutes or so) to see if there are any new messages that require your attention.
- v) If the invigilator needs to use the bathroom, please message the Team so that administrative staff will come to invigilate. You are **not** permitted to sit in for the invigilator so if you are asked to, please refuse and say you will message the Examinations Team to provide cover.
- vi) If a student is unwell, either at the start of or during the exam, please send a message on the Team that assistance is required, so that emergency duty staff can attend to the student.
- vii) Students should do all rough work in the answer books and cross it through. They have been told to submit supplementary answer books, even if they contain rough work only.
- viii) Students are NOT permitted to use their own calculators.
- ix) 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.
- x) If you notice a student acting suspiciously, please flag to the invigilator.

4. End of Exam

- i) Immediately go to each desk and remove the question paper and any data sheets, which can be disposed of in the recycling bins in the room (this must be done prior to point ii) below as students are not permitted to obtain a copy of the examination paper or any data sheets).
- ii) Note that students are not permitted to write once the exam has ended. This includes writing CIDs, page or question numbers.
- iii) Students will be asked to scan their answers with their phone or tablet, so please stay vigilant that students are not changing answers in their answer booklets at this stage.
- iv) The invigilator or administrative staff will collect answer booklets including unused booklets and give students permission to leave one at a time. You must check as students leave that they do not take exam materials with them (only their own belongings). **Please do not collect the answer booklets yourself.**
- v) Please do not leave at the end of the exam until the administrator has said it is okay to do so, as your help is still required as per section 5 below.
- vi) Please do not start to set down or set up after an exam until advised by the administrator.

5. Clearing Up and Setting Up

- i) Clear room and set up for the next exam; Administrator will advise on number of students and answer booklets required.
- ii) Dispose of all documentation on the desk except the blue formula booklets, which are reused for all exams, and any unused answer booklets, which must be kept with the students' completed answer booklets. Collect any student belongings left behind e.g. CID cards/rulers/calculators and pass to administrator, making a note of the room and seat number.
- iii) Lay out in following order, keeping everything in a neat pile in the middle of the desk
 - Bottom: Blue Formula booklet
 - Middle bottom: graph paper (only if required)
 - Middle top: Answer booklets
 - Top: Checklist
 - Right Side of pile: Calculator and Treasury tag
- iv) Assist administrator in carrying materials back to Office.

6. Things to note

- i) Please ensure you read the Health and Safety Guidelines below before your first exam takes place and be familiar with fire exits and procedures.
<https://www.imperial.ac.uk/aeronautics/local/health-and-safety/fire-evacuation/>
- ii) If the fire alarm rings the invigilator will inform students to leave everything in the room and vacate to Assembly Point (Car Park of Queens Tower) in absolute silence. The evacuation procedure is here
<https://www.imperial.ac.uk/aeronautics/local/health-and-safety/fire-evacuation/>
- iii) Use of mobile/electronic devices is prohibited by students and silence must be maintained *en route* and at Assembly Point. You will have to accompany the group of students and help the invigilator keep an eye on them. You need to be aware that administrators will not be coming to exam rooms to assist if the fire alarm goes off. Invigilator will lock the room.
- iv) If you have not already done so you will need to complete your Right to Work check with the Finance Team (aero.finance@imperial.ac.uk) and register as a casual worker before any work can be undertaken:

For new casual workers:

All new casual workers must have a Right to Work Check before they start work. Please contact aero.finance@imperial.ac.uk if you wish to be a Casual Worker within the Department. Registration will be organised by the Casual Worker Team. All new casual workers will be issued with a Casual Hours Agreement, which details their first work assignment. This must have been issued before the casual worker may start work.

Please note, you cannot undertake any casual work if a Right to Work Check has not been conducted and you have not received a Casual Hours Agreement.

For existing casual workers:

Please confirm if you have received the Casual Hours Agreement / Assignment Letter for this Academic Year.

Timesheet Submission:

All timesheets must be submitted on the Timesheet Management Application.

[Access the Timesheet Management App](#)

[Timesheet Management App User Guide](#)

There is also information online [Casual workers | Faculty of Engineering | Imperial College London](#)

Aeronautics Exam Planning Team
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