



INVIGILATION GUIDELINES FOR CENTRALLY ADMINISTERED, WRITTEN EXAMINATIONS AT THE NORWEGIAN UNIVERSITY OF LIFE SCIENCES

Established by the Committee for Course Programmes of the Agricultural University of Norway (NLH) on 22 October 2003. Revised 11.07.07

I. Examination invigilators are obliged to become thoroughly acquainted with UMB's *Regulations for Examinations with Supplementary Provisions* and the *Examinee Guidelines for Centrally Administered, Written Examinations*, and also, when applicable, the *Guidelines for the Use of Personal Computers in Centrally Administered, Written Examinations*.

II. A chief invigilator shall be appointed in each examination hall. The chief invigilator is responsible for maintaining peace and order in the examination premises. The chief invigilator and the other invigilators shall arrive at the examination premises no later than 30 minutes before the examination is scheduled to begin.

III. Before handing out examination papers, questions and any other accompanying material, the chief invigilator shall announce:

- which examination(s) is (are) being held in the hall.
- which aids are permitted for use. Non-permissible aids, mobile phones, handbags, jackets and other outer clothing, backpacks, etc. shall be placed at a designated spot, which is at a safe distance from the examinee. When stated that no aids are permitted, this also implies that no electronic aids are permitted.
- that it is assumed that the examinees are familiar with *Regulations for Examinations with Supplementary Provisions*, the *Examinee Guidelines for Centrally Administered, Written Examinations*, and also, when applicable, the *Guidelines for the Use of Personal Computers in Centrally Administered, Written Examinations*. It should also be announced that violation of these regulations and guidelines can result in expulsion from the examination.
- that the examination answers must be written with a ballpoint pen.
- that the examination papers shall not be used as a desk pad, since they include carbon paper.

IV. When the examination questions have been handed out, the chief invigilator shall ask if all examinees have received the correct set of examination questions, and if these are legible. Thereafter, the begin of the examination is proclaimed. The exact hand-in time is announced, and written on the blackboard.

All permissible aids are to be checked as soon as possible after the examination has commenced. Any reference books, tables and other written material shall be controlled, in order to make sure they comply with the title and issue stated on the examination papers. Furthermore, each book, pamphlet, etc. shall be checked for enclosures or any additionally entered text.

V. The examination invigilator shall circulate an examination list, on which all examinees must enter their names. The examinee is assigned an examinee number, which shall be written on the examination answer sheets.

The examination invigilator counterchecks the examinee's signature with his/her valid proof of identity/student ID. Examinees without a valid proof of identity/student ID must fill out a form, on which two other examinees, to be appointed by the invigilator, must confirm the identity of the person in question.

VI. The examination invigilator shall notify the examinees of the remaining examination time, when ½ hour is remaining. When the time is up, the examinees shall immediately mark and prepare their examination papers for handing in.

VII. The examinee shall number all answer sheets, enter the assigned examinee number and put all papers in the supplied cover sheet, which also has to be filled out. The original papers shall be placed in one of the cover sheets, the carbon copy in the other.

The examinee must remain seated until she / he has signed out and the invigilator has checked the number of pages in the answers handed in by the examinee. Unused examination paper must be returned together with the examination answer.

The examinee is only permitted to take the set of examination questions and the pink copy of his / her answers out of the hall after completion of the examination. Unused examination paper may not be taken out of the hall by the examinee.

The examination invigilator staples the examinee's answer sheets together, and signs with his or her initials.

Examinees who withdraw from an ongoing examination, must nevertheless hand in a completed cover sheet. Written answers can not be handed in until at least ½ hour has passed since the examination started. Examinees that arrive too late cannot be admitted to the examination if another examinee has already left the examination premises.

VIII. If examinations are being held in different courses in the same examination hall, the invigilator must keep the submitted answers from the different courses clearly apart.

The invigilator shall sort the examination answers by the examinee number, and then count them. If necessary, the number of examinees that have attended the examination must be corrected on the student sign-out list and the examination

envelope. This figure must comply with the actual number of handed-in examination answers.

The examination answers must be delivered to the Department of Academic Affairs as soon as possible, together with the student sign-out lists and lists of students that have taken temporary breaks during the examination.

IX. In connection with the actual invigilation, the following must be observed:

- The examination invigilators shall maintain peace and order in the examination premises.
- The examinees requirements must be met immediately, or as soon as possible.
- The invigilator shall immediately contact the responsible instructor or the Department of Academic Affairs if there is something unclear regarding the set of examination questions.
- Cheating or attempted cheating will be immediately reported to the Department of Academic Affairs.
- The examination invigilators must not lead unnecessary conversations with each other, and unnecessary movement around the examination premises must be avoided.
- The examination invigilators must not carry out any activities that could disturb the examinees, such as knitting, reading, etc.
- The examination invigilators must keep lists noting those examinees who leave the premises for temporary breaks during the examination. These lists must contain the examinee's name, and the exact exit/return times.
- Such temporary breaks must be kept as short as possible, and conversations about the ongoing examination are not permitted.
- Toilets must be checked prior to the examination, and before each use. The examinee must at all times be within "hearing range".
- The examination invigilators must be careful when interpreting any provisions which may be unclear in UMB's *Regulations for Examinations with Supplementary Provisions and the Examinee Guidelines for Centrally Administered, Written Examinations*.