**UNIVERSITY OF ST ANDREWS**

**POLICY ON EXAMINATION DUTIES OF SCHOOL REPRESENTATIVES**

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Examination Duties of School Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope</strong></td>
<td>Applies to all Schools</td>
</tr>
<tr>
<td><strong>Relationship with other policies</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Owners</strong></td>
<td>Proctor’s Office/University Examinations Officer</td>
</tr>
<tr>
<td><strong>Approving Committee</strong></td>
<td>Learning &amp; Teaching Committee</td>
</tr>
<tr>
<td><strong>Policy approved date</strong></td>
<td>May 2015</td>
</tr>
<tr>
<td><strong>Policy effective from date</strong></td>
<td>May 2015</td>
</tr>
</tbody>
</table>
POLICY ON EXAMINATION DUTIES OF SCHOOL REPRESENTATIVES

Role of School Representatives

Start of Examination

School Representatives are not required to attend at the start of the examination. Where it is necessary for a School Representative to attend it will be for the following reasons only:

- to check additional materials which students are permitted to bring to the exam;
- to manage audio-visual equipment if required;
- to deliver additional materials (e.g., multiple choice cards, calculators, dictionaries, tables, etc) not already provided to the Examinations Officer. If additional materials are provided by School Representatives on the day of the exam then these must also be provided to any special venues where the exam is being held.

If the School Representative attends at the start of the examination, then they:

- must not discuss the content or clarify the rubrics in exams papers with students;
- should co-operate with the Chief Invigilator and other invigilation staff to ensure the smooth running of the examinations;
- should carry out their duties in such a way as to cause minimum disturbance to examination candidates;
- should bring their University ID to show to the venue’s Chief Invigilator.

During the Examination

In exceptional circumstances, the University Examinations Officer may request that the School Examinations Officer or a designated Representative attend during an examination to consult on a major disruption or in an emergency situation.

At the end of the Examination

Schools Representatives are no longer required to attend at the end of each examination. However, in exceptional circumstances, the University Examinations Officer may request that the School Examinations Officer or a designated Representative be present at the end of an examination to secure a solution following a major disruption or an emergency situation.

Schools will no longer collect exam scripts from venues or from Registry. All exam scripts (both from main venues and special venues) will be returned to a central point managed by Registry staff at the end of each exam session. Following collation of the exam scripts, these will be delivered to School/Department offices by Registry staff. Each delivery of scripts will need to be signed for by School administrative staff.

Role of the Chief Invigilator

---

1 Such provision should normally be stated in the examination paper rubric. In the event of any change to the provision, the Examinations Office in Registry should be advised at least one week before the start of the examination diet in order that the Chief Invigilator may be made aware prior to the examination in question.
Invigilation duties in the main examination halls are carried out by a team of externally recruited staff. The Chief Invigilator at each venue has the following responsibilities:

- ensuring that the Examination Regulations are adhered to in all respects;
- the secure collection and delivery of papers to the examination venue;
- the confirmation of those candidates who are present at the examination;
- the collection of completed examination scripts from all candidates at the end of the examination and the handover of the appropriate number of scripts to designated staff, and;
- co-ordinating the work of other staff in the Chief Invigilator’s team.