

Guidelines for invigilators, in connection with COVID-19 Version 2 (25 June 2020)

1. Background

The employer shall ensure that invigilators comply with the provisions laid down by the authorities on infection control and prevention.

2. Purpose

The purpose of these guidelines is to explain the infection control provisions that invigilators must comply with.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for these guidelines. The guidelines apply to and must be complied with by all invigilators.

4. The following applies to invigilators:

- You can only be an invigilator if you do not have any symptoms of respiratory infection. Report your absence to the Examination Officer if you feel unwell on the day of the examination.
- If you have to use public transport to get to the campus, you must decide whether or not it is safe to do so and comply with the relevant infection control rules.
- For your information, examination rooms will be cleaned and prepared before the examination.
- Keep at least one metre apart from each other and from the students.
- Wash and/or disinfect your hands when you arrive and leave the campus and examination room.
- Observe good cough hygiene.
- During the examination you should keep an eye on the students as usual, but keep your distance. Wash or disinfect your hands each time you return to the room.
- Anyone who is in [high-risk group](#) ought not to be an invigilator.

Checking in

- Ask students to show their ID when entering the examination room.
- Tick them off on your list (students should not sign the list).

Digital examinations

- Draft paper, information sheets about Wiseflow and the infection control rules shall be placed on the desks before the examination.

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- Printed examination papers will not be distributed. Students will access the examination papers in Wiseflow.
- When submitting work in Wiseflow, the invigilator shall show the student a note containing the password so that the student can key it in himself/herself.
- Write down the time of submission on the receipt list.

Examinations where pen and paper are used

- Place draft paper, introduction sheets and covers on the desks before the candidates enter the examination room.
- Distribute the examination papers at the start of the examination.
- When submitting their papers, candidates shall sort through them themselves and count through the answer sheets while the invigilator stands next to their desk. Candidates shall place their answers in the cover and then place this in a box.
- Write down the time of submission on the receipt list.
- The box containing all the answers shall remain untouched for 24 hours, before it is sorted by candidate number and passed on to the examiner. This box can be stored in the examination office as usual. If possible, just one of the invigilators should handle this box.

5. Updates

These guidelines will be updated as and when any amendments are made by the national authorities.

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