

Instructions for invigilators

The regulations for conducting examinations and grading are laid down in the Regulations relating to Examinations and Studies at USN, in particular Chapters 6, 7 and 8. These instructions contain specifications of relevant provisions issued pursuant to the regulations, as well as practical arrangements for conducting examinations and grading.

1. The invigilators must familiarise themselves with these instructions, as well as instructions for examination candidates.
2. Regarding written examinations, the invigilators are responsible for ensuring that the examination takes place in a satisfactory manner.
3. The invigilators have a duty of confidentiality regarding everything that takes place in connection with examinations.
4. One or more main invigilators are appointed per examination room.
5. Invigilators who are unable to attend the scheduled examination must notify the Examinations Office.
6. Invigilators normally meet 1 hour before the start of an examination. Invigilators check that the examination room has the correct number of tables and chairs. If there aren't enough tables and chairs, they must contact the Examinations Office.
7. The main invigilator is responsible for ensuring peace and quiet in the examination room.
8. The main invigilator or other invigilators who have been assigned this role must check that the candidates have valid identification and that they sign the candidate list. Students must register by showing valid photo ID before entering the examination room. A driver's license, passport or national ID card are valid forms of identification. Bank cards without a photo are not classed as valid identification. A valid bank card with a photo can still be used as an approved form of identification. Digital student ID and a digital driver's license are not valid forms of identification. Students without valid ID must meet up at the Examinations Office.
9. The invigilators must check that the candidates do not have examination support materials at their disposal other than those permitted, and that permitted examination support materials do not contain prohibited notes or similar. The permitted examination support materials are stated on the front page of each examination question paper.
10. Candidates are not permitted to wear a watch/wristwatch in the examination room. Mobile phones must be turned off completely (not just put on flight mode). Mobile phones and watches must be placed in the candidate's bag or at another designated place.
11. Bags, jackets, etc. must be placed at the front or back of the examination room, or another place designated by the invigilator, so that they are out of reach of the candidates.
12. Once the candidates have found their desks, and logged in to the countdown timer on digital examinations, they may leave the examination room if they so wish. Candidates must be back at their desk in the examination room no later than 10 minutes before the start of the examination.
13. Written examinations are conducted as digital examinations or traditional examinations involving the submission of paper answers.
14. In traditional paper examinations, examination question papers and examination papers (introductory sheets, sheets of rough paper, cover sheets) are handed out when the examination starts. Candidates are not permitted to start writing until the examination question papers have been handed out.
15. On digital examinations, candidates use their own computer to complete the examination. Firstly, candidates must immediately log in to the digital examination system until the countdown timer is displayed on the screen.

Determined by the Director of Academic Affairs with

The countdown timer should remain on the screen until the examination starts.
Just before the examination starts, the main invigilator will provide a student password.

16. Candidates are not permitted to leave the examination room during the first 30 minutes of the examination. Candidates who arrive after the examination has started are referred to the Examinations Office. The Examinations Office decides whether the candidate should be allowed access to the examination within these 30 minutes.
17. The invigilators must refrain from unnecessary conversations with each other. Reading and other activities that do not relate to invigilator duties are not permitted. Candidates must not be disturbed during the examination. Cleaning/tidying the examination room must not take place until *all* candidates have completed the examination. Any difficult situations that arise must not be discussed with the candidates in the examination room. Immediately contact the Examinations Office.
18. Invigilators are not permitted to take more than 1 candidate out of the examination room at a time. Candidates are not permitted to visit the cafeteria, library or bookstore after the examination has started (vending machines can be used). In addition, candidates are not permitted to talk to each other after the examination has started. This is to avoid suspicion of cheating.
If candidates talk to each other, the examination coordinator must be notified and decide on further action.
19. If candidates have questions related to the examination question paper, the question must be forwarded to the Examinations Office which will clarify this.
20. The main invigilator notifies the candidates when there is 1 hour left and 15 minutes left of the examination.
21. Regarding written examinations on paper, the main invigilator informs the candidates that they have 15 minutes to prepare and sort their paperwork regarding submission of their examination answer papers. Candidates are not permitted to continue writing their answers. They are only permitted to fill out and organise the examination papers (page number, candidate number, number of pages, etc.). The room must remain calm and quite until all candidates have submitted their answer.
22. When candidates submit their answers on paper, the invigilators must ensure that the answer contains the same number of sheets/pages that the candidate has stated. Page numbers, candidate numbers, course codes and course names must be written on each introductory sheet. Submitted answers must under no circumstances be handed out to the candidate again. The invigilator must sign the cover sheet after the answer has been checked.
23. Candidates who leave/withdraw from an examination that is conducted on paper without submitting their answer must hand in cover sheets with their candidate number, course code and course name written on them.
24. Candidates who fall ill during an examination must be asked whether they wish to submit their answer for assessment, or submit a medical certificate within the stated deadline, which is 1 week after the examination date cf. Section 7-12 (5) of the Regulations. Candidates who choose to submit a medical certificate are registered on the attendance list/receipt list as 'sick'. The invigilators must notify that 'sick' has been registered when submitting paper examination answers to the Examinations Office.
25. Candidates must remain in their seat until their answer is checked and collected, and the invigilator informs them that they may leave the examination room.
26. After an examination involving paper answers has finished, the main invigilator or another invigilator must deliver the examination answer papers (sorted according to subject/course and in ascending candidate number) to the Examinations Office. The same applies to candidate lists, examination question papers and other materials left in the examination room.
27. If computers have been borrowed from the university and used during a digital examination, one of the invigilators usually has to deliver the computers and chargers to the Examinations Office.
28. If cheating is suspected to have taken place during an examination, the main invigilator must summon the Examinations Office. The main invigilator or another invigilator must secure any
Determined by the Director of Academic Affairs with

evidence. The candidate is not permitted to leave the examination room until the examination coordinator is present.

29. In the event of a fire alarm sounding, see the instructions for each campus.