

Supervisor Training



Exam Hall Procedures



UCD Registry
Clárann UCD

ARRIVING AT THE EXAM HALL

- Report to the Exams Office in your designated venue, with your ID
- Here you will be assigned your section
- Sign in for your shift – put down the time you arrived
- Collect your invigilator badge
- Be at your section top table 30 minutes before exam begins



What can students bring into the exam hall?

ON the desk



STUDENT UCARD



UNDER the desk



Exam Regulations

Be familiar with UCD Exam Regulations

(<https://www.ucd.ie/students/exams/examregulations/>)

UCD Student Card (UCARD)

- Students must have their UCARD in the exam hall

Mobile Phones/Electronic Devices

- No using a mobile phone/electronic device in the exam hall
- Phones must be off and on the floor, under the student's desk
- Phones/devices may not be brought into the toilet (even if powered off)

Examination Materials

- Students must not remove any UCD exam materials (including the exam paper) from the exam hall

Unauthorised Materials

- Sheets of paper, writing on their hands, notes etc


Distributing exam materials

- Only give out exam papers when instructed to do so
- Ensure all students receive the correct paper
- Hand out papers from the front of the hall to the back
- Distribute papers to all designated desks (including unoccupied)
- If you there is an issue, tell your Team Leader as soon as possible
- Issues Include:
 - Unclear instructions
 - Wrong MCQ sheet
 - Academic informing you there's an error on the paper
- Catch problems before they happen!



Attendance List

ATTENDANCE LIST
SPRING 2122



Seat No MCQ/ANS OTHER

Wednesday 4 May 2022 9:30 AM
RDSSIM RDS Simmonscourt
BIOL10010 Animal Biology and Evolution
 School of Biology and Environmental Science
 286 Students

Student number	Signature	Attendance	MCQ/ANS	OTHER
00000003 Doe, John		✓ 3	_____	_____
██████████		✓ 4	_____	_____
██████████		✓ 5	_____	_____
██████████		✓ 6	_____	_____
██████████		✓ 7	_____	_____
██████████	When a desk is empty, write ABS for absent	ABS 8	_____	_____
██████████		✓ 9	_____	_____
██████████		✓ 10	_____	_____
██████████		✓ 12	_____	_____
██████████	Put a checkmark if a student is present	✓ 13	_____	_____
██████████		✓ 14	_____	_____
██████████		✓ 15	_____	_____
██████████		✓ 16	_____	_____
██████████	If a student has no ID, write No ID and give them a Blue No UCARD form.	No ID 17	_____	_____
██████████		✓ 18	_____	_____
██████████		✓ 19	_____	_____
██████████		✓ 20	_____	_____
██████████		✓ 21	_____	_____
██████████		✓ 22	_____	_____
██████████		✓ 23	_____	_____

BIOL10010 RDSSIM Wed 4 May 2022 9:30 AM

examlogistics@ucd.ie Printed 25/04/2022 by Page 2

- Must be completed in the first 30 minutes of each exam
- Write ABS for any absent student
- Check student UCARD when checking attendance
- If UCARD is unavailable, give the student a 'No UCARD' form to fill out
- This must be done within the first 30 minutes
- If you are unsure of a student's identity, ask your Team Leader
- Return the sheet to your Team Leader at the top table

During the exam

- Actively supervise
- Carry extra answer booklets with you
- Carry post-it notes and a pen with you
- Follow your Team Leader's instructions
- Students may not leave within the first hour or the last ten minutes of the exam
- Be aware of students as they may raise their hands to indicate they:
 - need to use the toilet
 - need medical assistance
 - are finished and would like to be signed out





End of exam - 10 minutes remaining:

- No student is permitted to leave the exam hall
- No student is permitted to use the toilet
- Do not collect exam materials from students until the 'End of Exam' announcement
- If your workload is too much, inform your Team Leader

End of exam announcement

- Ask any student who is still writing to stop immediately
- Collect all exam materials from the front of the hall to the back
- Make sure students give you all exam materials
- This includes any unused materials
- Students CANNOT bring home the exam question paper
- If a student is filling out front cover of their answer book:
 - Move onto the next student
 - Students have a maximum of 2 minutes to do this
 - Return to student to collect exam materials

Collecting materials



- Put exam materials in numerical order by seat number
- Double check against the attendance list
- Bring organised exam materials to your section top table
- 2nd/3rd supervisors verify all collected exam material
- Sign attendance sheet
- Do not leave until all exam materials you collected are verified
- Write your name clearly on the attendance list

End of exam - final steps

- Help set up for the next exam by clearing items from desks and distributing materials
- Go to Exams Office to check your next assigned section
- Be at section top table 30 mins before next exam
- If finished for the day, sign out at the office
- Return your supervisor badge
- Keep your lanyard until your last exam



Tips

- Be vigilant at all times
- Do not chat with other Supervisors during exams
- Do not swap attendance/sign-up sheets, unless asked to do so
- Be professional in all student interactions
- Do not invade a student's personal space
- Do not ascertain students' names and use them for personal purposes
- Do not exchange email addresses or phone numbers with students
- Do not sit on empty exam chairs during the exams
- Ensure your phone is off during exams
- Wear soft, comfortable, quiet shoes



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If you have any questions please email:

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