THE GUIDELINES OF A UNIVERSITY EXAM INVIGILATOR
Concerns Faculties SCI, OBS, OMS, TECH, ITEE and BMM (Linnanmaa campus)

GUARD / SERVICES OFFICER ON DUTY: 0294 48 3007

1. University Exams in the University of Oulu are held between Mon to Thu at 2.30 p.m. – 5.30 p.m. in lecture rooms L1, L3, L4 and L5. The exam time and room information is posted in WebOodi. The University Exams are organized by the Academic Affairs, who takes care of the invigilation schedules, the exam division by room and seating orders.

2. The invigilators pick up the brown exam envelopes (for their own exam room) from KE-1137, 30 minutes prior to their invigilation starts. The invigilators take a needed amount of answer sheets from the same room.

3. Each exam room has a head invigilator, who will be given a key to the exam room (KE1137). Key card is given to the head invigilator when he/she enters room KE1137 for his invigilation time. The key cards must be returned to the room after the exam. The head invigilator is in charge of the organization and helping of other invigilators of his/her exam room. The head invigilator delivers the seating order of his/her exam room to the door of the room no later than 1.30 p.m.

4. The invigilators show from the exam room computer and projector ”Examination Rules for Students” and add the following times to that:
   1. The exam started at
   2. A student may leave at (30 minutes after the exam started)
   3. The exam ends at (generally three hours from the starting time)

5. The invigilators open the exam envelopes before the students arrive. The invigilators take the envelopes and student lists for their own use to the front table. A needed amount of question papers (facing down) and answer sheets are placed at the beginning of each row (according to the seating order). Invigilators follow that the students get their exam papers smoothly. The students can only turn papers when the invigilators give permission to do so.

   The exam starts from then on (invigilator writes this time to the board) and lasts three (3) hours. Note. there might be a student participating in the exam who has a written recommendation from the student counselling psychologist that they can have additional time in exam. This means that such student may have started the exam elsewhere and is escorted to the exam room by someone from the personnel to continue the exam normally to the end.

6. The invigilators inform the students at the beginning of the exam that if a student has not registered to the exam in WebOodi, the exam is left ungraded. The invigilators also remind the students that all communication devises have to be turned off and left in the bag or in their coat pocket. Wrist watches are not allowed. Personal notes or scribble papers are not allowed in the exam room.

7. The invigilators monitor that students leave bags, coats and all other extra items at the side steps of the room. A student can only have a student card (or identity card), writing tools and other tools that are allowed in their specific exam with them. Pencil cases or boxes are not allowed. If students are allowed to have a calculator, the memory has to be cleared (the invigilators check this with random tests). Snacks are not allowed in the exam room. This rule can differ for a student with a health
condition (e.g. diabetes). In such a case, there should be information about this written in the student’s exam. Student can have a clear, unmarked bottle of water with him/her during the exam.

8. The invigilators take care to remind students that the exam papers should remain facing down until they announce that the exam has started.

9. The tools allowed in a specific exam (e.g. a calculator) are mentioned in the exam paper. The invigilators check these in beforehand so that they can advise the students. If an invigilator notices a suspicious or unclear incident (e.g. a wrong kind of calculator) during the exam, they register that (with the time when it happened) on to the student’s exam paper and to the student list. The invigilator should give the student a new answer sheet and ask him/her to continue to a new answer sheet.

10. Seats in the exam room are reserved only for those students who have registered for the exam during registration period in WebOodi. Students sit in every other seat. The seat should be chosen according to the seating order by rows. The seating order is posted on the exam room doors and is shown in the exam room board.

11. At least two invigilators are present during the entire exam time and concentrate on the supervision. One invigilator circles around the lecture room at the same time keeping an eye on the calculators or possible suspicious occurrence. One invigilator sits in front and signs out those students who have finished the exam.

12. Students have a restricted right to visit the toilet during examination. The invigilator is obligated to accompany them to the toilet and guide them back to their seat. The invigilator in the exam room is not signing anyone out during a toilet visit. The students are not allowed to visit the toilet during the last hour of the exam. The toilet visits are not allowed if there is only one invigilator.

13. As a rule, suspected cheating or a student violating against the guidelines of the invigilator, leads to the exam being left ungraded. All conversation during exam is forbidden and can be considered as a misconduct.

14. The invigilators fill in the student list (minutes of the exam); they register the names of the invigilators, the starting and ending time of the exam and mark the students that have participated in the exam by circling out the number in front of the student’s name. The invigilators sign all the student list in the end of the invigilation.

15. The invigilators check the student card or identity card (picture id, electric student card (on mobile phone), KELA card with a picture or a passport) of each student who leaves the exam. If a student cannot prove their identity, the invigilator marks the student list that this identity is not verified. The invigilator guides the student to contact their teacher to clarify the matter.

16. Every student **must return an answer sheet even if they have not answered to the exam**. The student should fill in their personal information and student number, the course name and code in to the answer sheets. All unused (clean) answer sheets should be collected and taken back to the Services Officers’ Service point.

17. The invigilators notify the students 30 minutes and 10 minutes prior the exam ends.

18. The invigilators return the exam papers in the envelopes to room KE1137. The room has “outgoing mail” boxes, where the exam envelopes are put. The head invigilator leaves the key card to the exam room and checks that the door is properly locked.