



Instructions for invigilators

Invigilators

- An invigilator shall monitor and keep track of students to ensure that the examination is carried out in a legally secured way and that KI's examination rules are complied with.
- The number of invigilators shall be based on the number of students and the design of the examination room. At least two invigilators shall be present. Exceptions may be made if there are only a few students and circumstances are such that one invigilator may fulfil their duties by themselves.
- Invigilators shall be familiar with KI's rules for examinations in examination rooms, including digital examinations and instructions for invigilators, and shall have completed invigilator training. For digital examinations, at least one invigilator shall have completed training for invigilators in digital examinations in an examination room.

Emergencies

- The invigilator shall orientate themselves in the room and familiarise themselves with emergency exits, meeting points used during evacuations, fire alarms, extinguishers.
- The invigilator is responsible for the evacuation of the room in case of an alarm.
- The invigilator shall be familiar with the telephone numbers of SOS Alarm (112), KI Larm (08-524 80 100), and telephone number of the examiner or person appointed by the examiner in emergency situations.
- The invigilator shall carry a mobile phone.

Examiner's attendance during examination

- The examiner or a person appointed by the examiner shall be available to the invigilators by telephone during the examination.

Seating

- Students shall sit in designated seats. Free seating is not allowed.
- Seating lists with students' names and seat numbers shall be posted.
- If a student is not on the placement list, the invigilator shall contact the examiner or person appointed by the examiner to check if a mistake has been made.

Instructions for students

Before the examination begins, invigilators shall inform the students of

- permitted equipment at a student's seat, the fact that they may not talk to each other, and the procedure for going to the bathroom and for checking identities (see below),

- exits and meeting points in case of an evacuation,
- the cover page of the examination assignment with information about the rules, which the students are asked to sign and hand in along with their examination answers. This is also true for digital examinations in an examination room, where the cover page can be approved digitally instead of being signed on paper.

Permitted equipment at a student's seat

- Only pens, erasers, pencil sharpeners, food and drink, and any specifically permitted aids, books, or other equipment as specified by the examiner may be brought along to a student's seat.
- Any permitted aids and books shall be checked by the invigilator.
- Pencil cases, eyeglass cases, or food and drink wrappers may not be brought along to the seat.
- Outerwear and bags shall be left in the designated spot.
- Mobiles phones and other prohibited electronic equipment shall be turned off and left in the designated spot.
- Wrist watches and other clocks shall be left in the designated spot.
- Students may not borrow equipment and aids from other students during the examination.
- Only papers handed out by the invigilator may be used.

Times

- To avoid disruptions and ensure that everyone gets the right information, the following rules apply:
- Students who are late, have to wait outside the examination room and are let in once 30 minutes of the examination time has passed. Before being let in, students shall have received instructions outside the examination room.
- Students that are more than 30 minutes late are not admitted to the examination room.
- A student may not leave the room in the first 30 minutes of the examination.

Discussion

- Students may not discuss or communicate with each other after the examination has started.
- The invigilator monitors this and will give a warning if a discussion is noticed, reporting this as a suspected attempt to cheat (see below).

Bathroom visits

- Invigilators will check that there are no cheat sheet, mobile phones, or other materials which can be used to cheat in the bathrooms. The checks are done before examination begins and multiple times during the examination.
- When going to the bathroom, students write their name and seat code on a "bathroom visit list" and also specify the time when they enter and leave the bathroom.
- If the bathroom is in the corridor, the invigilator will come along to the bathroom and check it.
- The invigilator also checks that there are no discussions during bathroom visits.

Identity check

- Students shall prove their identity with a valid ID document.
- Students shall keep their ID visible by their seat.
- The invigilator cross-references the ID with the seating list and seat code during the examination.
- The invigilator checks the student's ID when they hand in their answers, except in digital examinations where the check is only made during the examination.
- If a student is unable to present valid ID, the invigilator shall collect a signature and note down the name and seat code. The student shall, before a grading decision is made, provide valid ID, or otherwise prove their identity, to the person appointed by the examiner.

Submission

- When a student is done writing or when the examination time expires, the examination answers shall be submitted and an invigilator shall check the student's identity, except in digital examinations where the check is performed only during the examination.
- Students shall also submit a signed cover page with information about the rules. The invigilator can note if a student has not signed the page, but cannot force them to sign it.
- Even if the student has not written anything, they must submit their examination answers as a blank examination still counts as an examination session.
- The invigilator checks that name, personal ID number, and code are correctly specified.
- Loose notepaper should be left by the seat and may not be brought back out from the examination room.

Suspected cheating

- The invigilators actively monitor the students and regularly walk around the room.
- If an invigilator notices a student having a mobile phone, cheat sheet or other illegal aid, they will ask the student to hand over it.
- Body searches, searching of bags, or other coercive measures are not allowed.
- A student suspected to attempted cheating may complete the examination.
- The invigilator reports the suspected attempt at cheating. The report shall state the following: the student's name, personal ID number and code, description of the events, names of any witnesses, name and signature of the invigilator. The report is given to the examiner or person appointed by the examiner.
- The student's examination answers are placed in a sealed envelope and given to the examiner or person appointed by the examiner. In digital examinations, the answers are flagged up in the system.
- The examination answers are not evaluated until a decision has been made in the disciplinary matter.

Disruptive behaviour

- If a student is clearly disruptive or prevents the examination from being carried out, or refuses to follow instructions, the invigilator shall ask them to

leave the room. The invigilator may also summon a security guard from KI Larm.

- The invigilator shall report disruptive behaviour in the same way as suspected cheating.

In the event of an evacuation of the examination room

- If the examination room needs to be evacuated, all examination answers shall be left in the examination room.
- Once it is clear to return to the room, the examination answers and loose note papers shall be collected by the invigilator.
- If the examination has been interrupted and the students have left the room, the examination may not be resumed unless the examiner finds that any attempts at cheating have been prevented.