



# **SUPERVISOR INSTRUCTIONS MANUAL**

## **OFF CAMPUS EXAMINATIONS**

March 2009

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Please contact the Examinations Office for assistance, if required.

Phone (08) 8303 5209 Fax (08) 8303 5550

Email – [examinations@adelaide.edu.au](mailto:examinations@adelaide.edu.au)

## **Introduction**

These instructions are intended as a guide for supervisors of examinations conducted on behalf of The University of Adelaide. These procedures are consistent with exam conditions for 'on campus' students and are necessary to ensure that no student obtains an unfair advantage or is disadvantaged. Your assistance is important in ensuring that students are treated equitably and fairly.

## **Duty Statement for Supervisors**

1. Ensure that the instructions from the University of Adelaide are followed.
2. Check fax machine for any corrections or amendments prior to commencement of examinations.
3. Advise students of location of emergency exits.
4. Read the instructions on the examination paper ensuring that:
  - the instructions are understood,
  - all pages are accounted for,
  - all attachments are included, and
  - any other special instructions are followed.
5. Set up desks and chairs. Open Book exams will require two desks or a large one.
6. Distribute exam paper, scribble paper, answer books and other required materials.
7. Collect and check attendance slips (torn from front of answer book)..
8. Collect completed scripts (answer books), and all exam materials. Return them to the University of Adelaide as soon as possible.
9. Respond to students' needs.
10. Liaise with the lecturer(s) as required.

## **The position requires:**

- a high level of accuracy and detail,
- the ability to maintain confidentiality,
- alertness, and
- the ability to relate well to students.

## **Off Campus Exam Package**

Please check the contents of your exam package:

- exam papers
- scribble paper
- other materials required
- Announcement sheet
- Exam books
- Supervisor Instructions Manual
- Incident Report forms
- Illness Advice forms
- Student declarations
- Return addressed Express Post envelope

It is your responsibility to secure the exam papers in a safe location whilst in your care.

## **Date/Time of Exam**

The examination **must** be conducted at the agreed time and date. If, due to exceptional circumstances, this is not possible, it is to be conducted as soon as possible thereafter and an incident report provided to the lecturer(s) with the returning script. The student must also complete a student declaration asserting that the integrity of the exam paper was not compromised.

## **Exam Venue**

Students should be seated at a single desk in a quiet room, away from through traffic and obvious distractions. Where possible, a clock should be provided. Students sitting Open Book exams may require two desks. If more than one student is sitting the exam, the desks should be sufficiently spaced so that answers cannot be copied from each other.

Place the answer book, scribble paper, attachments and the exam paper (face down) on the students' desks.

## **Candidate Identification**

Students must present photographic ID (eg. student card, driver's licence). Please annotate on their attendance slip that you have sighted the photo ID.

## **Candidate Attendance Slip**

The attendance slip is contained in the top right corner of the exam book. Students must complete only one attendance slip in full. Check that the personal details match the student's ID. The correct course name & ID should appear in the summary of exam arrangements in the covering letter to the Supervisor. Each student's details must appear on every answer book handed up at the end of the exam.

## **Materials Allowed in Exams**

Students are required to bring their own writing instruments and permitted materials. Supervisors must strictly ensure that only authorised materials are used in the exam. Please refer to the summary of exam arrangements in the covering letter and the front page of the exam paper for materials allowed in the exam.

The following items are not normally permitted:

- writing or other paper
- dictionary
- calculator
- electronic devices such as diary, laptop or Ipad, MP3, palm computer
- textbooks, notes or other reference material
- library books
- mobile phones or other communication devices

Any unauthorised materials should be removed from the student and returned after the exam.

An additional answer book may be provided to the students on request. Please write the date on the cover of the extra book.

Supervisors are not permitted to provide assistance with materials such as providing new batteries or instructions on how to use calculators, etc. Where a calculator is permitted, please check that it does not have text saving capabilities.

## **Announcements during exam**

The enclosed Announcements (blue sheet) will guide you through the verbal instructions that you are required to give the student at different stages of the exam.

## **Reading Time**

Students may make notes during the ten minute reading time on their scribble paper but must not write in the answer book or on the exam paper until after the announcement to begin writing (9:30am or 2:00pm).

## **Questions from Candidates**

If a student asks a question about the content of the exam paper or any other matter which the supervisor cannot answer, advise them to state their assumptions and continue with the answer. The Exams Office can be contacted on 8303 5209 during office hours for further clarification. .

## **Candidates who leave early**

Under the Rules of The University of Adelaide: no candidate will be allowed to leave the examination before forty minutes have elapsed from the beginning of the examination reading time:

Morning exams: entry to 10.00am only

Afternoon exams: entry to 2.30pm only

If the candidate has not answered any questions, the front cover of the answer book (bearing the candidate's name) must be marked 'Blank' and handed in.

## **Candidates who arrive late**

No candidate will be allowed to enter the examination room during any examination more than forty minutes after the beginning of the reading time, unless special permission is obtained from the lecturer(s).

## **Cheating & Incident Reports**

If you suspect a student is cheating, discreetly observe the situation without alerting them. If it is blatantly obvious that a student is cheating (e.g. using unauthorised notes), approach the student and advise them of the alleged misconduct situation and the course of action to be taken (refer below). Confiscate any suspect material and allow them to continue their exam.

Course of action involves:

- advising the student of the alleged misconduct,
- confiscating any materials,
- allowing the student to continue with their examination,
- completing an incident report (included in package),
- Issuing student with a Code of Conduct form.

The incident report can also be used to bring other matters to the attention of the lecturer(s), for example, if a student takes ill or has problems with the exam paper or equipment.

## **Unwell Candidates**

If a student advises that they are ill, please record details and the time on the exam answer book and give the student an Illness Advice form (included in package). Provide or refer student to first aid treatment if required. If the student elects to rest or continue with the exam, they must remain under exam conditions and are not granted any additional time. Please complete an Incident report if a student reports ill.

## **Returning Exam Scripts**

At the end of the exam, collect the exam papers, answer books, the scribble paper and all other exam materials, reports and declarations. Students are not permitted to remove any exam materials from the venue.

Take care when handling OPSCAN (computer marking) sheets that are used for some multiple-choice answers. Do not damage or fold the OPSCAN sheets.

Exam materials must be returned by Express Post to The University of Adelaide in the envelope provided either on the same day of the exam or the next working day.