

## **RULES OF INVIGILATION – European College of Veterinary Neurology (ECVN)**

### **1. Appointment of Invigilators**

The head of the examination committee shall appoint invigilators and provide them with timetables giving the days, hours and place of the ECVN Diploma examination and lists of the candidates enrolled for examination. One invigilator is required for every 10 candidates, but there should be never less than two invigilators in the examination room at any stage of the examination procedure.

The head of examination committee shall ensure that each invigilator has a copy of the Rules of Invigilation, including the Instructions to Candidates, and carries out his or her duties in accordance with the rules.

### **2. Attendance and Distribution of Papers**

Each Invigilator must be present in the examination room at least 5 minutes before the examination begins and during the whole examination except for any period for which he or she has arranged relief. Before the examination commences, Invigilators must check that all the examination papers are in order and any supplementary material required are in place.

### **3. Duties During the Examination**

A template of examination positions has to be used for each room and each part of the written examination. Once the examination has started the invigilators have to write down the names of the candidates at the respective seating positions.

Invigilators, while on duty, must give their whole attention to watching the candidates, and must on no account read or engage in any occupation which would distract their attention from their proper duty. Invigilators are not to answer inquiries by candidates regarding the meaning of examination questions: the candidate is simply to be told to take a reasonable view of the meaning of the question, and in cases where there is any doubt, to note in his or her answer what view of the meaning he or she does take; but an Invigilator or other member of the examination procedure may remedy defects in the form of the printed examination papers, such as a defective scoring rubric or a serious misprint, by announcement.

### **4. Improper Behaviour of Candidates**

If an Invigilator has reason to suspect a candidate of giving or receiving information in the examination room, the candidate's name should be noted and the invigilator incident report form (Appendix 1) should be completed. The examination guidelines and academic misconduct procedure should be followed.

- Invigilators retain the right to eventually remove candidates who are found to be causing a continuous disturbance to other candidates (see also further details below).
- If an Invigilator has reason to suspect a candidate of giving or receiving information in the examination room, the candidate's name and table number

or location should be noted and the circumstances reported on an invigilator incident report form.

- If copying or other improper behaviour can be clearly established, the Invigilator may eventually require the candidate(s) concerned to leave the examination room (see also further details below). To report improper behaviour, Invigilators should complete an invigilator incident report form. These should be handed to the chair of the examination.
- If the invigilator **suspects** that improper behaviour has occurred, first:
  - He or she should observe carefully and discreetly the candidate(s) concerned,
  - discuss the matter quietly with a fellow invigilator for corroboration and
  - reach a clear decision before taking any action.
- If the invigilator is **convinced** that improper behaviour has occurred:
  - The invigilator should consult with a fellow invigilator for corroboration; an invigilator should then:
    - Speak to the candidate in a calm manner, pointing out the behaviour observed.
    - Warn the candidate involved that a report will be made regarding the suspected improper behaviour.
    - Confiscate any unauthorised material.
    - Permit the candidate to complete the examination. Instructing them to come and see you at the end of the examination.
    - If the candidate comes to see you at the end of the examination, explain to them that you have reported the incident to the chair of the examination, who will in turn contact the president of the ECVN. If a direct conflict of interest of the president is identified by the chair of the examination, the president will authorise a member of the college to conduct the investigation on his or her behalf who states to not have a direct conflict of interest.
    - Complete an invigilator incident report form immediately after the examination or during the examination if it is appropriate to do so.

Improper behaviour can be:

- Disobeying the instructions of an invigilator.
- Using a mobile phone or other electronic device, whether to gain an unfair advantage or not.
- Using unauthorised materials. This includes any kind of unauthorised material used either in the exam room or referred to outside the room, once the exam has started.
- Communicating with another candidate using any means.
- Copying from another candidate.
- Writing before or after the invigilator has instructed them to start or stop respectively.
- Removing papers, script books or other material that has been written on, or

that are prohibited from being removed, from the examination room.

- Leaving or entering the exam room at any time, without the permission of an invigilator.
- Constant or prolonged trips to the toilet, without sufficient explanation, could be seen as suspicious behaviour. The invigilator should ask another invigilator --- of the appropriate gender --- to inspect the toilet area after the candidate has returned to their desk, to look for any suspicious material that may have been left there. If one finds any unauthorised material, report it and the name of any suspected candidates on the invigilator incident report form

The previous list is not an exhaustive list of scenarios. If an Invigilator sees any behaviour they think is designed to gain an unfair advantage or is deemed intentionally disruptive to other candidates, they should complete an invigilator incident report form.

An invigilator's main concern should be to minimise disruption to other candidates. If the invigilator decides that the best course of action, to minimize disruption, is to leave the disruptive candidate to carry on with their exam and deal with the incident by report after the exam, then they should do so. Invigilators should make note of this course of action in their Reports.

The invigilators need to keep a log (time and activity) of any activity other than standard writing answers to the exam; e.g. if someone asks a question (note nature of the question), needs to leave the room (e.g. toilet), leaves the examination room abnormally early, or if another invigilator leaves the room or is replaced.

### **3. Instructions to Candidates**

The Instructions to Candidates on their Conduct in Examinations form part of the Rules for Invigilators and invigilators must ensure that they are followed.

Start of the examination: The chair of the examination or a from him or her authorised person should start each examination with the following:

One should get the attention of candidates and insist on silence and say the following:

1. You are now under exam conditions.
2. You must not talk or communicate with anyone other than an invigilator
3. You must not begin writing before I announce the start of the exam.
4. Check that the question paper on your desk is for the correct exam.
5. Switch off all mobile phones and other electronic devices, including headphones, prior to the start of the examination and please give them to the invigilator.
6. If you have any unauthorised materials such as revision notes and books on your person please hand them now to an invigilator.
7. Write all of your work on the examination sheets and do not remove any pages of the examination.
8. Do not mark the paper with any identifying marks apart from your candidate number
9. Leave all papers on your desk at the end of the exam.
10. During the exam if you require assistance or additional paper please raise

your hand and continue your work until an invigilator can assist you.

11. If you need to leave this exam to go to the toilet, or for any other reason, please raise your hand to notify an invigilator.
12. In the event of a fire alarm, you must leave all exam materials and personal belongings behind and proceed to the Fire Exit.
  
13. This exam is ..... hours long
14. (For exams lasting two hours or more only, read the following:  
Candidates may not leave this exam during the first hour or last thirty minutes unless in a case of an emergency.)
15. The time now is..... This exam will end at..... I will inform you when you are half way through the exam and again, when you have 15 minutes time remaining (announce appropriate times)
16. You may begin writing. Good luck.

**Appendix 1:**  
**ECVN --- EXAM INCIDENT REPORT FORM**

Invigilator's Details:

Invigilator's name:

Other people involved:

Candidate's Details:

Candidate's name:

Exam table number or location:

**Examination Details**

Date and exam start and finish time:

Time of incident (as noted on script):

Exam Room:

Exam title:

**Details of incident**

What happened? What made you suspect the candidate of using unfair means? What was the candidate observed doing or how was s/he behaving? Were any other candidates involved (please provide details if possible)?

**Communication**

Please summarise what you said to the candidate and anything that s/he stated to you.

**Evidence**

Please describe (briefly) any items that were confiscated from the candidate and return them with this report.

Signature of invigilator:

Countersignature of second invigilator (if applicable)

Date of completion:

Please return this form, along with the relevant examination script(s) and any confiscated evidence, to the chair of the examination.