Instruction invigilator off-campus exams BSc Mechanical Engineering University of Twente

August 2023

This instruction is in place for invigilators who are in charge of written exams that are scheduled on campus. The student does have permission of the examination board of Mechanical Engineering to do the exam at the exact same day and time but at another physical location provided a qualified and instructed invigilators is available. The execution of this regulation is delegated to the study advisers of the programme.

Before the exam

- The invigilator will receive the exam via email
- The invigilator should print the exam
- In case of questions the invigilator can send a message to the <u>sender </u>of the exam (Mia Lucas, e.j.m.lucas@utwente.nl) and/or to the study adviser (Dominique Paquaij, d.a.c.paquaij@utwente.nl or Jet van der Werf, j.e.vanderwerf@utwente.nl)
- The candidate should provide blank exam paper himself/herself and make sure to write name and student number on each page
- If the candidate wants to eat/drink during the exam, he should take food/drinks with him

Start of the exam

- The invigilator should be available at the same physical location as the candidate
- The invigilator should check whether the candidate has access to only the materials mentioned on the first page of the exam. Any other materials/devices related to the subject should be stored by the invigilator for the duration of the exam in case the invigilator is not in the same room as the candidate during the exam
- The invigilator should hand the exam to the candidate

During the exam

- The invigilator should check the candidate regularly in case the invigilator is not in the same room during the exam
- The candidate can use the bathroom but should notify the invigilator. There will be no extra time allowed due to visit(s) to the bathroom

After the exam

- The invigilator should take both the exam and the answers from the candidate
- The invigilator should destroy the copy of the exam
- The invigilator should scan the answers from the candidate and send them by email to the sender of the exam as soon as possible after the exam has been finished