

1 Introduction

- 2 Roles and Responsibilities
- 2.1 Departmental Examinations Officer

3.3 Copyright

| 5 | Examination Timetable |
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| 5.1 | Creation of the timetable |
| 5.2 | Publication of the timetable |
| 6 | Invigilation and Conduct of Examinations |
| 6.1 | General |
| 6.2 | Numbers of Invigilators and attendants |

6.4 Use of source materials and calculators

6.5 Setting up the Examination Room

6.7 Late Arrivals

6.8 Finishing the Examination

6.9 Suspected cheating during written examinations

6.10 Emergencies/Fire Alarms

| 6.11 | Invigilation for students with Reasonable Adjustment Support Agreements (RASA) |
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