

## LANCASTER UNIVERSITY STUDENT REGISTRY

### **EXAMINATION ACADEMIC SUPERVISOR GUIDELINES**

Members of academic staff who are responsible for a course need to be present before the examination. You are not required to remain in the examination room during the entire examination.

Staff organised from the Registry, who will be at the venue approximately forty-five minutes prior to the examination commencing, will prepare the examination venue. **As an academic supervisor, you are required to:**

- **Arrive 20 minutes before the start of the examination to check the exam materials.**
- Check the examination question paper to make sure that all the pages and questions have been printed correctly. (If there is a problem and it is discovered in good time, the staff on hand can usually rectify the mistake without delaying the start of the examination).
- Ensure that special requirements, i.e. statistical tables, graph paper, etc. are being adhered correctly.
- Make any special announcements relevant to your examination paper known to the senior invigilator.
- Respond to any student queries at the outset of the examination.
- Resolve or assist to resolve any issues to avoid a delay in starting the examination.
- Leave your contact number with the invigilators should any queries arise.
- Arrange to visit students with alternative arrangements who are taking their examination elsewhere, only if you feel this is necessary, as they are invigilated separately.

#### **Contact Names**

Dawn Phazey	Exams Co-ordinator	92141
Claire Duff	Head of Assessment and Awards	93730
Steve Mack	Student Registry	94864
Mark Hnatiw	Student Registry	92152
Heather Harrington	Student Registry	92134