

Protocol for exam room supervisors during exams

1. Supervisors must be present at least 15 minutes before the exam starts. The coordinator in charge will give out the various tasks to the supervisors. The supervisor goes to the exam room where the exam takes place. The supervisor takes care of projection of the time in the exam room (<https://hzklok.nl>).
2. The supervisor makes sure that the students are seated with the correct space between them.
3. Each student must place their legal identification document –such as a passport, driving license or ID Card- on the desk - students with a functional impairment should show their HZ facility pass.
4. The supervisor can inform the students of the following immediately before the exam begins:
 - Copying and all other forms of cheating are forbidden.
 - Coats, jackets and bags must be placed at the front of the exam room, as well as all other items including mobile phones / smart phones watches and smart watches. These are all forbidden during the exam. Having any one of the above devices on your person is considered cheating, whether or not the student has it switched on. Medicine, glasses and bottled water are allowed on the table during the exam.
 - Exam duration.
 - Each student must place their legal identification document and HZ facility pass on the desk.
 - Once the student signs the attendance list they are considered to have taken part in the exam (therefore had an opportunity to sit the exam). The supervisor is authorised to write down a student's name if they refuse to sign the attendance list.
 - If an exam lasts for 90 / 120 or 180 minutes, nobody can leave the exam room during the first 30 minutes. Nobody can leave the exam room during the first 20 minutes where exams last for 45 or 60 minutes.
 - The student will raise their hand when they require another sheet of paper - they are not allowed to pick it up themselves.
 - Only devices that have been outlined on the exam details are allowed on the table.
 - Mobile telephones may not be used instead of pocket calculators.
5. If a student has been allowed to use a 'laptop with Kurzweil software', then they should:
 - Fully understand the software programme before using it during the exam.
 - Arrive in the exam room 15 minutes before the start of the exam and report to the supervisor so you can install the software.
 - The individual student must then install the software on the laptop they will use and check whether the logbook is activated and make sure the glossary and all other Internet services are turned off.
 - During the exam the students must save the completed parts of the exam twice - once on the laptop and once onto a USB stick.
 - At the end of the exam the student should hand in the USB stick, the laptop and the headphones to the supervisor.
6. Before the exam starts students must leave their coats and bags in the area provided at the front of the room, away from their table. No exam papers will be handed out until this has been done. Also all other items not mentioned on the exam paper must be left at the front of the room. this includes phones, smartphones watches and smart watches. The only items allowed to be present on the table are described in the exam details.
7. The supervisor carefully follows any instructions shown on the exam envelope. If there are two versions of the same exam, then version A must be handed out to the students seated in rows 1, 3, 5, etc., and version B to the students seated in rows 2, 4, etc.
8. Students must show their legal identification document -such as a passport, driving license or ID card- and the HZ facility pass (for students with a functional impairment) when signing the attendance sheet. If a student's name does not appear on the attendance sheet, it should be

added along with their student number at the bottom of the attendance sheet and then signed by the student in question.

9. When an exam lasts 45 or 60 minutes, students arriving late through no fault of their own may still be allowed into the exam room during the first 20 minutes, but nobody already present can leave. For an exam lasting 90, 120 or 180 minutes, late arrivals may be allowed into the exam room during the first 30 minutes. Once again nobody already present can leave the exam room during the first 30 minutes.
10. The supervisor may only leave the room (temporarily) if another supervisor takes their place.
11. The supervisor hands out the exam paper - the students cannot use their own paper or help themselves to blank sheets. No blank exam papers may be taken out of the room at the end of the exam.
12. During the exam, students are not allowed to use mobile phones, or any other kind of electronic device, with the exception of pocket calculators, and these, only when it is permitted for the exam in question.
13. Mobile telephones may not be used in place of pocket calculators.
14. If a student is unable to access the network because of a mistake they have made, they will be excluded from the rest of the exam.
15. At a reasonable point before the end of the exam the supervisor will announce the amount of time remaining.
16. The supervisor collects all paperwork used during the exam. This includes scrap paper, exam questions, and paper used for exam calculations. If a student has not answered the questions the blank sheets containing the name and student number will be collected. This must be done to comply fully with the exam protocol. The assignment and question papers must also be handed in. When the supervisor receives a completed exam paper from a student they clearly place a tick next to the name of the student on the attendance sheet. This should be marked behind the signature or initials of the student. The supervisor also writes down the number of answer sheets that have been submitted.
17. If a student has not answered any questions, a blank sheet including the name and student number should be attached to the exam paper.
18. No more work can be accepted from a student once they have left the exam room.
19. The assignments/questions, the workings, the signed attendance sheets and the protocol are put into the envelope and handed into the academy office (do not give any of the exam papers to the teachers!).
20. Where cheating is suspected, the student in question should be placed at a table at the front of the exam room.
21. Where cheating, or attempted cheating has been proven, the supervisor must inform the student or students involved.
22. Students taking part in a written exam are always given the opportunity to complete the exam.
23. The supervisor describes the possible cheating incident as accurately as possible in writing, including the student's actions in a report on the back of the exam protocol. Evidence will be collected by the supervisor and reported on the exam protocol and attached to the protocol.
24. The exam protocol, the exam paper of the student and possible items collected will be handed in separately to the exam coordinator. The coordinator reports this to DEX (departmental Examination Board) and hands it over to the examination board secretary within five working days.
25. This regulation must be strictly followed. In the case of doubt, talk to the coordinator who is on duty, they will advise you what to do. They will discuss the issue with the chairman of the modular examination board regarding the course of action to be taken.
26. These instructions are based on the Examinations Code of Conduct and also the Regulations covering Cheating. Supervisor should know these regulations prior to the start of the exam period.
27. IF ANYTHING REMAINS UNCLEAR PLEASE MAKE IMMEDIATE CONTACT WITH THE COORDINATOR (telephone number is given on the envelope).

Vlissingen, November, 14th 2018,
HZ Examination Board
M.J.J. Janssens MAC, chairman