

## Instructions for MISU Invigilators (Exam Supervisors)

### GENERAL

*The exam and exam codes:*

- The exam is brought to the examination room by the student administrator.
- The student administrator also gives the students their anonymous exam codes.

*To deposit the exam answers after the exam:*

- After the examination all exams (students' answers) are put in an envelope which is sealed. The envelope with the examinations is deposited in the mail box used for this purpose. If there is more than one examination written, one envelope for each examination will be used and they are marked with course code.
- The student administrator is responsible for handing the examinations to the responsible course teacher.

*To prepare and put the examination room in order for the exam:*

- The exam supervisor is responsible for putting the examination room in order before the exam starts, checking that there are enough chairs, scratch paper etc, and has to be there at least 15 minutes before the examination starts.

### RULES

*Entering and leaving the examination room:*

- An examinee who turns up after 30 minutes of the allocated time has passed may only participate in the written examination on condition that none of the examinees in the examination room have been outside or left the examination room.
- Any examinee who does not wish to complete the examination may leave the examination room no sooner than after 30 minutes of the allocated time has passed.

*Exam codes are stated on all submitted sheets:*

- The students have to make sure the anonymous exam code is stated on all submitted sheets.

*Electronic devices and bags:*

- When writing the exam no mobile phones are allowed and they should be put at the entrance together with bags and other personal belongings.

*Responsibility to check that the rules are complied with:*

- It is the responsibility of the exam supervisor to make sure that the regulations are complied with and the exam supervisor shall engage in supervision and checking of the examinees during the entire time of examination. Also read [Rules for written exams at Stockholm University](#)

### OTHER

*Students with special needs:*

- If there are students with special needs they will have extra care according to their needs. The student administrator is responsible to inform the exam supervisors about the needs.