



# AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

## GUIDE FOR INVIGILATORS - FELLOWSHIP

### CONTENTS

IMPORTANT CONTACTS .....	1
ROLE OF THE INVIGILATOR .....	2
CONFLICT OF INTEREST .....	2
INVIGILATOR COORDINATOR RESPONSIBILITIES AT THE EXAMINATION VENUE .....	2
THE EXAMINATION SESSION .....	3
INCIDENTS AND REPORTING .....	4
AT THE END OF EACH EXAMINATION .....	5
ANZCVS COLLEGE OFFICE INFORMATION.....	5
Appendix 1: Procedure for invigilators.....	6
Appendix 2: Invigilator's incident report form.....	8
Appendix 3: Additional equipment permissible in examinations.....	9
Appendix 4: Invigilator invoice form .....	11

### IMPORTANT CONTACTS

The Fellowship examinations are coordinated by the College Examinations Officer, Robyn Pettigrew and all invigilation related inquiries should be directed by email to [examinations@anzcvs.org.au](mailto:examinations@anzcvs.org.au) or by phone to 07 3423 2016.

The examination team is responsible for the organisation of invigilators, with the allocation of 1 invigilator per 15-20 candidates. This invigilator will function both as the coordinator and invigilator. Where there are larger number of candidates and multiple invigilators, one person will be nominated as the Coordinator. The contact details of the invigilator Coordinator will be provided and this individual should be referred to directly for inquiries prior to and during the examination period.

**Emergency contact during an exam: 07 3423 2016**  
**International: +61 7 3423 2016**

## **ROLE OF THE INVIGILATOR**

The Invigilator plays an important role during examinations by providing candidates with the opportunity to demonstrate their knowledge under fair and uniform testing conditions, and to ensure the integrity of the examination process.

The key roles of the invigilator are to:

- start and finish the examinations on time;
- ensure that the examination is conducted in a fair and transparent manner and that no candidate is unfairly disadvantaged or advantaged in the written examinations;
- make sure candidates are well supervised during the examination;
- be vigilant for inappropriate behaviour of candidates in the examination;
- avoid any disturbance during the administration of the examination;
- inform the ANZCVS immediately if the examination may have been compromised.

The invigilator must:

- not be biased, or be seen to be biased, towards candidates;
- not discuss the meaning of questions with candidates; and
- have no other work commitments during the examination.

## **CONFLICT OF INTEREST**

The invigilator should not be related through work or family to any of the candidates that he or she may be supervising. Should any conflict arise the College office should immediately be notified.

## **INVIGILATOR COORDINATOR RESPONSIBILITIES AT THE EXAMINATION VENUE**

1. The invigilator Coordinator should arrive well before the scheduled examination commencement time to ensure that the examination room is suitable for the written examinations.
2. Examination room setup:
  - A clock with the correct time should be displayed
  - There should be suitable lighting, environmental conditions e.g. temperature & humidity
  - The room should be free from any distractions
  - The candidates must have sufficient working area that is separated from other candidates
  - Examination in Progress - signage should be displayed outside of the room when door closed
3. Written examination paperwork:
  - Examination envelopes are clearly identified for each candidate. On receipt check against the Examination Paper Checklist.

## THE EXAMINATION SESSION

1. All invigilators should arrive promptly and with enough time to fully prepare and carry out their role.
2. Prior to the commencement of the written examination, the invigilator should:
  - Require each candidate to provide proof of identity (a driver's licence or similar document with photograph is acceptable). Candidates should have notified the College office if their photo ID does not match their current surname (e.g. recent marriage name change), in this case you will be informed before the candidate's arrival. However, if you have not been informed, you should contact the College office to confirm once the examination has commenced. It may be necessary for a photo of candidate and candidate ID number to be forwarded to the College office to enable contact with candidate for further verification of identity after the exam
  - Require that all electronic devices are turned off and are not accessible to the candidate at any time;
  - Distribute 4 booklets per candidate; Candidates can be supplied additional booklets on request; Candidates have pre-printed labels included in their examination envelope to affix to each answer booklet as they commence during the examination. Candidates are advised not to affix all labels prior to the examination as labels should not be affixed to unused answer booklets. Candidates are provided with sufficient labels for up to 5 answer booklets. Should a Candidate require further answer booklets they must write their Candidate ID number and subject into the space assigned to the label (a candidate's name must not be included on an answer booklet).
  - Ensure that the candidates have writing materials and supplementary paper to make notes on, if required;
  - Ensure that all candidates are ready to commence the examination at the scheduled time. The invigilator may admit latecomers but no later than 45 minutes after the commencement of the examination, that is 25 minutes for Fellowship, after the perusal time has finished. The invigilator can contact the College office should any issues arise.
  - Ensure that the correct examination envelope is given to each candidate;
  - Not permit any person other than the bona fide candidate(s) to peruse or read any examination paper or part of an examination paper;
  - Instruct the candidates that there is perusal time - 20 minutes for Fellowship. During this time notes can be made on note paper and/or the examination paper. No writing is allowed in the examination answer booklet.
3. During the examination, the invigilator should:
  - Not permit conversation between a candidate and another candidate, or between a candidate and any other person;
  - Not permit candidate to use any personal communication devices, which includes wired and wireless headphones with or without an integrated microphone.
  - Not provide guidance or enter into discussion with any candidate concerning any examination question or answer. If there is a valid concern the invigilator should email or phone the Examinations Officer at the College Office.
4. Bathroom breaks for candidates
  - Confirm with the candidate that they do not have a phone or electronic device on them before leaving the venue;
  - Ideally, an escort of the same gender should guide the candidate to the toilet entrance, however, this is not mandatory;

- Only one candidate can be allowed to leave at a time;
  - It may be necessary to check the toilet area for prohibited material once the candidate has returned if you have concerns.
5. Use of Additional Equipment in Exams: Some exams may require the use of additional materials, for example a calculator; please see Appendix 3.
  6. Food and Drink: Candidates are permitted to eat or drink during an exam (disability requirement) but they must not disturb other candidates (food is not noisy to open or eat i.e. crisps) or have food which is excessively malodorous. If a candidate causes a disturbance by eating/drinking or complaints are made by other candidates they must be advised to stop.
  7. It is expected that at least one invigilator stay in the room for the entire duration of the written examinations.
  8. Invigilators may undertake other work during the examination session provided that it does not detract from their function as an invigilator or interfere with the examination e.g. the noise of a computer keyboard may be distracting for candidates.

## **INCIDENTS AND REPORTING**

1. Any incidents should be documented by the invigilator on an Incident Report Form (Appendix 2).
2. Remember: All action should be taken in a way that minimises disruption to other candidates.
3. Excessive noise from adjoining rooms or outside area may require your intervention.
4. If you suspect improper behaviour:
  - Alert another invigilator to confirm what you suspect (if possible);
  - Observe the candidate(s) carefully and discreetly;
  - Once you are certain improper behaviour has occurred you must advise the candidate calmly and discreetly that they are suspected of improper behaviour and describe what you have observed (concealed notes, communicating with others etc.);
  - Confiscate all unauthorised material;
  - If a candidate has written on a part of their body that you are able to photograph (e.g. their arm) then take a photo on your phone and accompany the candidate to wash off any writing;
  - If a candidate is in possession of a phone, smartwatch remove it and take a photo.
  - Inform the candidate that a report will be submitted to the College;
  - The Invigilator should draw a line under the last item written by the candidate;
  - Record the time, sign it and return the examination answer booklets to the candidate;
  - Permit the candidate to complete the examination;
  - Record the incident promptly (during the exam) - keep your report specific, factual and concise;
  - Do not allow the candidate to read the report;
  - Submit the report to the College as soon as the examination has been completed.

## 5. Fire Alarm

- In case of a fire alarm, you must start the evacuation procedure;
- Note the time and guide the candidates out of the emergency exit;
- Advise candidates that exam conditions remain in place for the duration of the evacuation;
- Instruct candidates that the exam may continue after the alarm if the disruption is short, with the lost time added at the end of the exam;
- When it is safe to do so, alert the College office that there has been an evacuation;
- Once the Fire Officer has declared the venue safe to re-enter, instruct candidates to return to their desks and calculate the time lost, including re-entering & seating candidates;
- Restart the exam, adding the time lost onto the original end time;
- Do not abandon the exam unless instructed to do so by the College office.

## 6. Candidate Illness

- If a candidate becomes ill during an examination, ask if they would like to leave the venue or require medical assistance;
- If the candidate decides to leave the examination venue retain the candidate's examination papers to send back to the College with the other candidates' papers and inform the College office of the incident;
- Advise the candidate to contact the College office. Applications for Extenuating Circumstances require certification by an appropriate registered health professional.

## **AT THE END OF EACH EXAMINATION**

The invigilator will:

- a) Ensure all candidates stop writing as soon as the exam has ended;
- b) Ask the candidates to check that they have included **all** answer booklets, label sheet, examination written papers and any supplementary note paper used by the candidate back **into their examination envelope**;
- c) Scan all completed answer booklets for each candidate and email to the College office;
- d) Ensure that the answers booklets, label sheet, supplementary note paper and exam papers and any other paper used is **returned immediately** after scanning (scanning referred to examination answer booklets only), to the College Office by Express Post, in the Express post or bags supplied by the College. In overseas venues, Couriers of the invigilators choice should be used and papers returned immediately. **For Fellowship examinations over two days**, please forward back all papers after completion of the second day's examination.
- e) Not discuss any aspect of the examination with any candidate or any other person

## **ANZCVS COLLEGE OFFICE INFORMATION**

If you have any other issues or concerns, please do not hesitate to contact the College Office:

Australian and New Zealand College of Veterinary Scientists

Building 3, Garden City Office Park

2404 Logan Road

EIGHT MILE PLAINS QLD 4113

Telephone: 07 3423 2016

Fax: 07 3423 2977

Email [cm@anzcvs.org.au](mailto:cm@anzcvs.org.au)

Web [www.anzcvs.org.au](http://www.anzcvs.org.au)



- Ask the candidates if they have any questions.
- At the end of the examination ensure all candidate answer booklets, label sheet, written examination papers and any scrap note paper used **are placed back into the examination envelope**;
- For large candidate numbers it may be easier for invigilators to collect the examination envelopes containing all examination material from the candidates' desks prior to dismissing them. No examination paper or scrap paper is to leave the room;
- Repeat procedure for Paper 2 the following day.

After the examinations:

- Scan all completed answer booklets for each candidate and email them to the College office: [examinations@anzcvs.org.au](mailto:examinations@anzcvs.org.au);
- Return the examination envelopes Paper 1 and Paper 2 together (after last day of written exams) back to the College Office via postal bags supplied by the College or by an international courier of your choice if overseas;
- Record of return of scripts form: use this form to record the date the examination scripts were sent, the number of scripts and record or attach any registration documentation. Keep this form; the recorded information will be requested if the scripts do not reach the College office;
- Forward invoice to College Office for payment: [cm@anzcvs.org.au](mailto:cm@anzcvs.org.au).

**Appendix 2: Invigilator's incident report form**



**ANZCVS Written Examinations  
INVIGILATOR'S INCIDENT REPORT**

Candidate Name: \_\_\_\_\_

Subject: \_\_\_\_\_

**Summary of Incident:**

**Declaration:**

I confirm that the information provided is accurate.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Exam location: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to the Examinations Officer by email [examinations@anzcvs.org.au](mailto:examinations@anzcvs.org.au)**

### Appendix 3: Additional equipment permissible in examinations

1. Examination Candidates may take a non-programmable calculator into any component of the examination for their personal use.
2. Instruction booklets or cards (eg reference cards) on the operation of calculators are **NOT** permitted in the examination room. Candidates are expected to familiarise themselves with the calculator's operation beforehand.
3. Calculators must have been switched off for entry into the examination room.
4. Calculators will be checked for compliance with this policy by the examination invigilator or observer.
5. Features of approved calculators:
  - 5.1. In addition to the features of a basic (four operation) calculator, a scientific calculator typically includes the following:
    - 5.1.1. fraction keys (for fraction arithmetic)
    - 5.1.2. a percentage key
    - 5.1.3. a  $\pi$  key
    - 5.1.4. memory access keys
    - 5.1.5. an EXP key and a sign change (+/-) key
    - 5.1.6. square ( $x^2$ ) and square root ( $\sqrt{\quad}$ ) keys
    - 5.1.7. logarithm and exponential keys (base 10 and base e)
    - 5.1.8. a power key ( $ax$ ,  $xy$  or similar)
    - 5.1.9. trigonometrical function keys with an INVERSE key for the inverse functions
    - 5.1.10. a capacity to work in both degree and radian mode
    - 5.1.11. a reciprocal key ( $1/x$ )
    - 5.1.12. permutation and/or combination keys ( $nPr$ ,  $nCr$ )
    - 5.1.13. cube and/or cube root keys
    - 5.1.14. parentheses keys
    - 5.1.15. statistical operations such as mean and standard deviation
    - 5.1.16. metric or currency conversion
6. Features of calculators that are **NOT** permitted include:
  - 6.1. programmable (any calculator that can have a sequence of operations stored and then executed automatically is considered programmable and hence not allowed)
  - 6.2. capable of storing text or alphanumeric data input by a user (this does not exclude calculators with memories that are used to store intermediate numerical results obtained during calculations and required later)
  - 6.3. capable of storing, manipulating or graphing functions entered in symbolic form (this includes calculators with a graphic display capacity)
  - 6.4. capable of performing 'hard-wired' numerical routines for operations such as differentiation and definite integration, and the solution of equations
  - 6.5. capable of performing 'hard-wired' symbolic manipulations such as addition of algebraic expressions, binomial expansion and symbolic differentiation
  - 6.6. capable of performing 'hard-wired' numerical routines for operations such as differentiation and definite integration, and the solution of equations
  - 6.7. capable of external communication or web connectivity.

7. Examples of approved calculators:

CASI		SHARP	OTHER BRANDS	
fx-82 AU	fx-100 AU	EL-506H	ABACUS	SX-II MATRIX
fx-82 AU PLUS	fx-100 AU PLUS	EL-509L	CANON	F717SGA
fx-82 AU PLUS II	fx-100 D	EL-509R		F720
fx-82 D	fx-100 S	EL-509VM		F720i
fx-82 ES	fx-115 S	EL-509W	CITIZEN	SR-135
fx-82 ES PLUS	fx-115 WA	EL-509WS		SR-260
fx-82 ES PLUS A	fx-122 S	EL-509X		SR-270
fx-82 L	fx-220	EL-510R	HEWLETT PACKARD	HP 8S
fx-82 LB	fx-220 PLUS	EL-520VA		HP 9S
fx-82 MS	fx-270 MS	EL-520WG		HP 10S
fx-82 NASER	fx-270 W PLUS	EL-531GH		HP 10S+
fx-82 PLUS	fx-300 ES	EL-531LH		HP 300S
fx-82 SX	fx-300 MS	EL-531RH	INSYSTEM	IN-82SC
fx-82 SUPER	fx-300 W	EL-531V	JASTEK	JasCS1
fx-83 ES	fx-350 ES	EL-531VH	KENKO	KK 82-TL
fx-83 ES PLUS	fx-350 ES PLUS	EL-531W		KK 87-MS
fx-83 GT PLUS	fx-350 HB	EL-531WH		KK 350-TL
fx-83 MS	fx-350 MS	EL-531XH	RADIOSHACK	EC-4032
fx-83 WA	fx-350 TL	EL-533X	RSB	FB 82 ES PLUS
fx-85 ES	fx-550	EL-546VA		FB-350MS
fx-85 ES PLUS	fx-550 S	EL-W531	SCHOLAR	KD-350MS
fx-85 GT PLUS	fx-570 AD	EL-W531G	TANDY	EC-4032
fx-85 MS	fx-570 S	EL-W531H	TEXAS INSTRUMENTS	TI 30ECO RS
fx-85 SA	fx-580	EL-W531HAB		TI 30SLR
fx-85 WA	fx-820 MS	EL-W531XH		TI 30XA
fx-95 ES PLUS	fx-901	EL-W532XH		TI 30X IIB
fx-95 MS	fx-911 W			TI 30X IIS
fx-96 SG PLUS	fx-911 WA			TI-34 MultiView
	fx-911 Z			TI 36X Solar
	fx-992 S			TI 40 College II
	HL4		Albert2 (TX-842)	
			TEXET	Albert3 (TX-890)
				Albert5 (TX-895)
			XINNUO	FN 350TL

Appendix 4: Invigilator invoice form



**AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

**INVIGILATOR REIMBURSEMENT FORM**

Name:

Address:

Venue:

Particulars of Claim and Payment - a copy of all receipts in the form of a tax invoice is to be attached - failure to comply will result in the document being returned to you for re-submission. Payment is either by cheque or direct debit to your nominated bank account. For payment to your bank account please complete the following details:

BSB number:  Account number:

Bank Account Name:

Swift or IBAN number (Non-Australian Bank Accounts)

DETAILS		
Invigilation	_____ hours	
Sundries	Description	Amount \$ \$
Total		\$

Signature of Claimant ..... Date: / /

Submit claim (with receipts to): Honorary Treasurer  
**Receipt must be a tax invoice:** Australian & New Zealand College of Veterinary Scientists  
 Building 3, Garden City Office Park  
 2404 Logan Road, Eight Mile Plains, Qld 4113

**For office use only**

Cheque No. .... Date / /  
 Direct debit ..... Authorised by: .....