

EXAMINATIONS AND ASSESSMENTS

Examination Schools, High Street, Oxford OX1 4BG

Email: eap@admin.ox.ac.uk

Tel: (01865) 276302 / (01865) 276317



Considerations when choosing Examination Rooms in College

When hosting University examinations in College, the following considerations may influence the choice of room. The Proctors are aware that sometimes there is limited choice due to space constraints, particularly in urgent cases.¹ Nonetheless the following factors are important to consider as far as possible.

- Essential equipment:
 - Adequately sized desk for the candidate
 - Comfortable chair for the candidate – consider providing an adjustable office style chair
 - Clearly visible clock
 - If the candidate has permission to type, a word processor or laptop with spell-checks enabled or disabled as appropriate, and a printer.
 - For the invigilator: chair (and table if possible) positioned with easy sight of the candidate's desk/screen, pens to complete the invigilator log sheet
 - Telephone and note of the College Office number – to enable the invigilator to call for assistance if necessary – but the telephone must be unplugged, switched off, or on silent during the examination.
- As quiet a location as possible. Consider people traffic outside the room. (Is it on a busy corridor? Do students congregate nearby to celebrate finishing examinations? Is it near to the dining hall/bike racks/bar/other areas of high footfall?) Consider how you might control external noise, if possible. If there are factors you cannot control (e.g. traffic on cobbled streets) then please pre-warn the candidate.
- Consider any specific accessibility or location requirements for your candidates' medical condition or disability, such as level access, lighting, space to lie down.
- Consider privacy for the candidate – can the candidate be seen through the window?
- Situated close to a toilet if possible. Ensure the door can be locked if the invigilator is required to escort the candidate to the toilet.²
- Ensure a comfortable working environment - adequate heating and well ventilated. Opening windows will help with temperature regulation but may exacerbate noise issues.

¹ Some colleges find it helpful to book spare rooms for examination emergencies, where this is possible.

² If the room cannot be locked, the invigilator should keep exam materials in sight at all times, or call for assistance from the College Office to escort the candidate to the toilet.



- The room should be well lit, with natural light if possible - consider window blinds to control screen glare and assist with temperature regulation.
- Drinking water should be available to the candidate (candidates can bring in drinks in a spill proof bottle but may forget due to stress or anxiety).
- Remove or cover all study related materials in the room, e.g. books, charts, posters. The room should be secured before examinations to ensure no unauthorised material can be introduced, and should be checked before the examination starts.
- Consider providing a box of tissues.
- Remove or cover any distracting items in the room – e.g. noisy items such as a ticking clock, or equipment with flashing lights such as a computer server, etc. It would be helpful to discuss with the candidate beforehand what items might be particularly distracting.
- Ensure adequate signage to make others aware of the need for silence due to examination – signs on the door of the room, outside the room and in the corridors.
- Please ensure all relevant colleagues in College are aware of the location of the examinations taking place – in particular, anyone covering the College Office (who may need to transmit a paper correction to the examination room) and the Porters' Lodge staff.
- It is often helpful to alert non-academic teams with College so that Fire Alarm tests, lawn-mowing, wood-chipping, noisy maintenance work etc might be rescheduled. Other factors to consider where possible include conference bookings, bell ringing in college or nearby towers.