

Guidelines for supervisors, examination period January 2021

General guidelines

- Use common sense and let the safety of students, your colleagues and yourself prevail at all times. As a supervisor, you can take the necessary general or general measures to guarantee the safe course of the exam.
- Observe the *hygiene precautions* at all times. Make sure that supervisors and students keep sufficient distance (1.5m). Both supervisors and students should wear a mouth mask during the exam (mouth masks will be provided). Wash and/or disinfect your hands regularly (disinfectant gel is provided).
- As a supervisor, you are responsible to ensure that everything in the exam rooms runs smoothly.
- You will find only the most important guidelines below. The University provides more information about exam supervision, especially about the specific formats ([on this page](#)) and about the circulation on the campuses and the exam locations ([on this page](#)). More information can also be found on the [Faculty page for examination supervision](#). Please also read this carefully.

Before the examination

- The main supervisor should ensure that all supervisors are aware of the guidelines for supervisors for the January 2021 examination period (in particular for the specific examination format).
- The main supervisor should ensure that one supervisor has been appointed per room as a contact person and that contact details are exchanged between supervisors for the same exam.
- The main supervisor ensures that the exams are collected in the Faculty reprography (see 'contact' at the end) and that they arrive in the correct rooms. He/she can divide this work among the other supervisors.
- Each supervisor is also provided with gloves and alcohol gel for checking the codices. You can also collect these in the Faculty reprography, together with the exams.
- Many auditoriums are not located in the city centre (exams also take place in campus Arenberg and campus Gasthuisberg), so be sure to take sufficient time to plan your route in advance and to find out how you will get there. Check the [circulation plans](#) for the location where you will be supervised.
- Pick up the card readers for electronic registration in advance from the Student Administration Office. This is possible every working day from 7.30 am till 4 pm.. If your exam is not in the city centre or if it falls during the weekend, you will have to pick up the card reader beforehand.
- Supervisors in a room with students entitled to facilities also have to pick up a key of the room. They will receive a separate e-mail with instructions.
- Come to the exam room on time (at least 30min in advance).
- Disinfect your hands before distributing the exams across the room, and wear a mouth mask while doing so.
- Only distribute exams at the marked seats.
- Distribute sufficient scrap paper among the seats in advance.
- If you have an exam with multiple-choice questions: do not distribute personalised multiple-choice sheets in advance, but rather the (non-personalised) exam questions, and let students start with the exam questions. Ask them to put down their student

cards on the corner of the table, and go around the table to hand out the personalised exam sheets.

- Familiarise yourself with the specific (written) guidelines for the relevant exam (e.g. allowed materials) and exam format (oral, written, etc.), and make sure that (additional) information is always equally provided in all rooms where the exam takes place. To this end, communicate with supervisors in other rooms.
- If you have symptoms that may indicate an infection, do not come to the supervision. Report this to the main supervisor. Contact your general practitioner.
- If you are on standby, make sure that you are in Leuven for the duration of your standby. Be available on your mobile phone.

During the examination

- Let students enter one by one. Make sure there is a supervisor for each entrance door through which you let students in - so if there is only one supervisor at one door, students can only enter through that door.
- When students enter, ask them to put their belongings under their own chairs and to close all bags and backpacks. Accompany the students to their seats, filling the places furthest from the entrance door(s) first, and working towards the entrance door(s).
- Communicate the duration of the exam. An exam never lasts more than 3 hours. Students with facilities are in separate exam rooms - these supervisors will receive a separate email with instructions. Inform students that they should not submit their exam until half of the total exam time has elapsed – this is to avoid intersecting different student streams. Ask them to raise hands when they are ready, and tell them to come forward only when you have given your (non-verbal) permission.
- Communicate that the student puts the exam and scrap paper into the boxes provided for this exam and that it is therefore important that they themselves check that they are submitting all sheets of their exam and that they have written their name on each sheet. Be sure to check that the students actually put their exam in the box before they register. Ask them to show the exam from a distance to allow you to check this.
- These exam boxes will be present in the classroom and will come with instructions. They must however be folded by the supervisor. Tape will be provided but you will need to bring your own scissors to cut the tape. If you do not have scissors, the head supervisor can pick up scissors at the Student Administration Office, together with the card readers. More information is provided on the [Faculty page for examination supervision](#).
- Please inform the students that they can only register *electronically*. The proof of participation is the e-mail that students receive after their registration with their student card. Therefore, no paper attendance forms are signed off. After using the card reader, make sure that students disinfect their hands and that they do not touch the card reader with their hands. Disinfect the card reader if a student has touched it and in any case do so before and after the exam.
- Based on the relevant circulation plan, indicate the exit where students should leave the classroom.
- Always check auxiliary materials such as codices with the necessary physical distance. Plastic gloves are available to check codices. It is important that you also disinfect the gloves yourself between the checks of different codices. It is safe to check the codices with your hands, as long as you disinfect your hands after each check.
- If a great number of students are still present at the end of the exam, strictly follow that they all 'put their pens down', and let them come forward one by one. Please strictly

make sure that no student continues writing; as registering all students can take some time, this would create an unfair advantage. Make clear in advance that their names should also be on the sheet before the end of the exam. Do not under any circumstances write the student's name on the exam yourself.

- Students who are late can be admitted until half an hour after the start of the exam. Make sure that latecomers can safely sit behind their exam copy, without crossing other students. To do so, leave the queue closest to the entrance door used as long as possible.
- Once all exams have been submitted, the main supervisor makes sure that the name of the exam and the date are written on the box. Supervisors do not touch the exams, and therefore do not have to arrange them alphabetically. The main supervisor takes the boxes containing the exams and places them in the place agreed beforehand with the lecturer of the course. Do not remove the exams from the boxes, not even to distribute the exams more efficiently over the boxes, for example. Plan in advance how you will bring the boxes from the auditorium to the agreed place. If necessary, call in the help of the other supervisors.
- After the exam, open the windows if possible, and disinfect your hands.

Contact details

- If a student falls ill during the exam (persistent coughing, nausea...), call the central emergency number: 016 32 22 22. You can also make other emergency calls at this number. For general problems that do not constitute an emergency, you can call the Central Dispatching: 016 32 20 00.
- In case of fraud or irregularities, identify them, take away any forbidden aids from the student, as well as the exam copy, give the student a new copy and let him/her continue his/her exam. Make sure you disinfect your hands every time, even if you work with gloves. Also contact the Faculty's ombuds service immediately:
 - o By phone:
 - Melissa Brys (Ombudsperson for Law and Tax): 016 32 52 26 or 0479 57 34 66.
 - Katrien Breuls (ombudsperson for Criminology) : 016 32 65 30 of 0479 21 27 76
 - Liesbet Smedts (Ombudsperson facilities): 016 32 87 16
- For practical problems related to the Faculty, you can contact the Student Administration Office : 016 32 52 00.
- The Faculty reprography is staffed by Jo Vermeulen. The reprography is open on Monday, Tuesday, Wednesday and Thursday from 8.30 a.m. to 4 p.m. He can be reached at 016/ 32 71 18 or via mail : johan.vermeulen@kuleuven.be .