Information to the exam invigilator about the structure of the examination

Below is information for the invigilators to enable them to carry out their assignment. In summary, the invigilator basically needs the same information that is sent to the students prior to the exam. See information recommended ror students: <https://intra.kth.se/en/utbildning/e-larande/examination-pa-dista/tentamedovervakning/examinator/information-att-delge-tentander-1.973739>

Please fill in the table below or use it as a checklist for information for the invigilator.

|  |  |
| --- | --- |
| Examiner’s name, phone number and email |  |
| Rounding teacher’s name, phone number and email |  |
| Course code, course name, exam date, standard writing time |  |
| What aids are allowed |  |
| How will examiner’s rounds be done?* At what times?
 |  |
| Is the exam in several parts?* How long is the writing time for each part?
* How long is the break between the parts?
* Shall each part be handed in directly or will all parts be handed in together at the end?
 |  |
| Which format shall be used for the answers?* Directly on the computer?
* Hand written on paper and scanned/photographed?
* Other?
 |  |
| Clarify if the students can leave the Zoom session when they have handed in their answers or if they will have to remain seated. What is the earliest time for handling in the answers? |  |
| Recommendations for compensational support during remote exam can be found on the intranet <https://intra.kth.se/en/utbildning/e-larande/examination-pa-dista/tips-om-examination/2-1-funkas-rekommendationer-kring-hantering-av-stod-under-digital-examination-1.984859>If the recommendations by FUNKA are not followed please state how it is done here: |
| Any additional information for the invigilator, please state here: |