



DUTIES AND RESPONSIBILITIES OF CHIEF INVIGILATOR AND INVIGILATOR

1.0 GENERAL

- 1.1 The Chief Invigilator and Invigilators assigned to the Examination Hall are accountable to the Vice-Chancellor and are entrusted with the responsibility of ensuring that all examinations within the examination halls are conducted smoothly and efficiently at all times.
- 1.2 The Chief Invigilator and Invigilators must ensure that candidates are properly proctored throughout the examination. They must submit a comprehensive report if any unexpected incident occurs in the Examination Hall.
- 1.3 The Registrar and team are available to provide assistance; however, the primary responsibility rests with the Chief Invigilator and Invigilators on duty at the Examination Hall.

2.0 DUTIES AND RESPONSIBILITIES OF THE CHIEF INVIGILATOR

- 2.1 Responsible for overseeing the overall invigilation process in the Examination Hall.
- 2.2 Receive a sealed envelope containing the relevant question paper from the Director (Academic Affairs) or the designated representative.
- 2.3 Present a copy of the question paper to the relevant examiner for review and address any corrections (if any). If there are any corrections, then all corrections must be announced within the first ten (10) minutes of the examination. No corrections will be allowed beyond this period.
- 2.4 Hand over the question papers to the Invigilators/ Examination Assistants and also instruct them to place the question papers, attendance forms, answer sheets and other stationery (if any) on the candidates' desks,
- 2.5 Seek confirmation from the Director (HEA) or the designated representative regarding the eligibility of a candidate who does not possess an examination slip, and take the necessary actions accordingly.
- 2.6 Instruct the candidates, once they have taken their designated seats, to:
 - a) fill in and sign the attendance form, then place it at the top right corner of their respective desks;
 - b) place their examination slip, identification card, and matric card on top of the completed attendance form;

- c) complete the front page of the answer sheet/booklet with the required information;
 - d) read carefully and adhere to the instructions printed on the answer sheet/ booklet;
 - e) ensure that candidates have been provided with the correct question paper before they begin to answer the questions.
- 2.7 Read the Chief Invigilator's Announcement Text to the candidates in the Examination Hall. The Announcement Text is provided in each examination hall.
- 2.8 Stop the examination and immediately collect the completed answer sheets / booklets, should any circumstances arise that require correction or suspension of the examination, and promptly report to the Vice-Chancellor.
- 2.9 Report to the Vice-Chancellor should any situation arise, that may render the examination unfair to any candidate.
- 2.10 Manage any incidents that occur during the examination.
- 2.11 Instruct all invigilators to:
- a) refrain from standing behind candidates or walking excessively during the examination, as such actions may disturb the candidates;
 - b) avoid engaging in other tasks such as reading, writing, discussing, or similar activities, ensuring full attention is given to the invigilation duties;
 - c) refrain from speaking loudly, as this may disrupt the concentration of the candidates;
 - d) ensure that students leaving for the restroom are escorted and that their movements are recorded in the designated logbook.
- 2.12 Receive the completed attendance forms and attendance list from the invigilators, and submit them to the Director (Academic) or the designated representative.
- 2.13 Inform the candidates when there are only fifteen (15) minutes remaining before the examination concludes.
- 2.14 Notify the candidates when the allotted time has concluded and instruct them to;
- a) cease writing immediately;
 - b) secure the answer sheets by tying them with the provided string;
 - c) collect back their examination slip, matric card, and identification card

- 2.15 Handover all answer sheets to the examiner or to the authorised individual bearing the Dean's authorisation letter (HEA/PEP-4) after verifying and confirming that the number of answer sheets / booklets corresponds with the count recorded on the attendance form.
- 2.16 Submit the authorisation letter (HEA/PEP-4) and the acknowledgment of receipt forms of the answer sheets (HEA/PEP-5), duly completed, to the Director (Academic) or the designated representative.
- 2.17 Complete the report form (HEA/PEP-7) to be submitted to the Vice-Chancellor through the Registrar or Director (Academic) or the designated representative.
- 2.18 Carry out any duties assigned by the Vice-Chancellor.

3.0 DUTIES AND RESPONSIBILITIES OF INVIGILATOR

- 3.1 Report for duty to the Chief Invigilator and receive instructions from him.
- 3.2 Receive the question papers and the list of candidates from the Chief Invigilator, then distribute and place the question papers to the desks of the respective candidates.
- 3.3 Supervise the Examination Assistants in their duties of organising the examination materials which have been provided for the examination papers concerned.
- 3.4 Guard the entrance to the Examination Hall to ensure that candidates:
 - a) bring their examination slips, matric cards and identity cards with them;
 - b) do not bring in with them books, papers, pictures, etc., which are not permitted;
 - c) do not bring any food and drinks;
 - d) direct candidates to exit through the main entrance only, to prevent the removal of any unauthorised materials.
- 3.5 Verify the identification (identity) of each candidate by;
 - a) ensuring the candidates match the photographs on their identity card or passport;
 - b) verifying the identity card/passport number on the examination slip matches the number on the actual identity card/passport;
 - c) verifying the candidate's eligibility to sit for the examination for the relevant course, as indicated on the examination slip.
- 3.6 Collect the attendance form, mark the candidate's attendance on the candidate's attendance list and report any absences to the Chief Invigilator.
- 3.7 Submit the attendance form and the marked attendance list to the Chief Invigilator for subsequent delivery to the Director (Academic) or the designated representative.

- 3.8 Proctor the candidates during the examination and provide assistance as needed.
- 3.9 Proctor the candidates permitted by the Chief Invigilator to use the toilet.
- 3.10 Maintain order in the Examination Hall.
- 3.11 Report to the Chief Invigilator any incident of impersonation, imitation, cheating, illness or other violation of examination regulations.
- 3.12 Report to the Chief Invigilator any circumstances that could render the examination unfair to any candidate.
- 3.13 Guard the exit of the Examination Hall to ensure that candidates do not remove question papers, answer papers/booklets (used or unused), or other materials from the Examination Hall.
- 3.14 Assist the Chief Invigilator or the relevant Examiner in counting answer sheets/booklets
- 3.15 Perform any additional tasks assigned by the Chief Invigilator.

NOTE:

1. The Chief Invigilators or Invigilators who are unable to fulfil their duty at the appointed time must provide a valid reason to the Dean. If the reason is approved, they are required to nominate a suitable replacement to the Director of the Academic Affairs Department or the designated representative.
2. The Chief Invigilator or Invigilator is **not permitted to allow** candidates to sit for the examination under the following circumstances:
 - i. **The candidate is marked with a status of "X".**
 - ii. **The candidate arrives late, exceeding 30 minutes after the examination has commenced.**
 - iii. **The candidate has outstanding debts with the institution.**