

## **UNIVERSITI UTARA MALAYSIA**

### **DUTIES AND RESPONSIBILITIES OF THE CHIEF INVIGILATOR AND THE INVIGILATOR**

#### **1.0 GENERAL**

- 1.1 The Chief Invigilator and the Invigilator who is in charge of the Examination Hall shall be responsible to the Vice Chancellor to ensure that the examination in the Examinations Hall is conducted in an orderly and perfect manner at all times.
- 1.2 The Chief Invigilator and the Invigilator shall determine that the candidate is adequately supervised during the examination. They must submit a complete report if there is any undesirable event in the Examination Hall.
- 1.3 The registrar with his staff is always ready to provide assistance, but the primary responsibility lies with the Chief Invigilator and the Invigilator who is in charge of the Examination Hall.

#### **2.0 DUTIES AND RESPONSIBILITIES OF THE CHIEF INVIGILATOR AND THE INVIGILATOR**

- 2.1 Responsible for the overall supervision of the Examination Hall.
- 2.2 Receive a sealed envelope containing the relevant question paper from the Director of the Academic Affairs Department (HEA) or his representative at least thirty (30) minutes before the exam is scheduled to begin and ensure that before the opening of the seal on the envelope has not yet been broken or affected.
- 2.3 Submit a copy of the question paper to the appropriate lecturers for review and correction (if any). In the event of any correction, the announcement of the correction shall be made within the first five (5) minutes after the examination has commenced. After 1/2 hour (30 minutes) the exam begins, any correction is not allowed.
- 2.4 Submit question papers to the Assistant Invigilator and also instruct them to place question papers, attendance forms, answer papers

and other stationery (if available) on the candidate's table, at least twenty (20) minutes before the examination begins.

- 2.5 Get a confirmation from the Director (Academic) or his representative about the qualification of a candidate without an examination slip and take appropriate action.
- 2.6 Directing candidates when they have taken their place;
  - a) fill and sign the attendance form and place it in the right corner of the table;
  - b) **place their examination slip, identity card and matric card on the completed attendance form;**
  - c) **fill in the required information on the front page of the distributed answer sheet;**
  - d) **read carefully and adhere to printed instructions on the answer sheet;**
  - e) Ensure that they have been given the correct question paper before starting to answer it.
- 2.7 Read the "Announcement from the Chief Invigilator" to the candidate in the Examination Hall before the examination begins:

"If a candidate enters the examination with a instrument or document, either printed or written or unverified, the candidate shall stand at his place and deliver it to the Invigilator.

Candidates are reminded not to violate any Examination Rules. **If the candidate is suspected of violating the Examination Rules such as bringing in notes, attempting to imitate, imitating, disabling cell phones and communicating with each other in any way whatsoever during the examination, candidates will be faced with the Disciplinary Authority and if found guilty will be charged maximum sentence in accordance with the 1971 AUKU (Rules of UUM - Discipline of Students) 1999 which is EXPELLED FROM THE UNIVERSITY. "**

- 2.8 Terminate the examination and immediately pick up written papers, in the event of a situation requiring correction or

postponement of the examination, and shall immediately report to the Vice-Chancellor.

- 2.9 Reporting to the Vice Chancellor in the event of any circumstances which may be deemed to cause the examination to be unfair to a candidate.
- 2.10 Manage any events that occur during the examination.
- 2.11 Notify the Invigilator/Assistant Invigilator to:
  - a) do not stand behind a candidate or too often doing a check up during an examination because this act will interfere with the candidate;
  - b) do not perform other tasks such as reading the newspaper and so forth so that the focus is entirely on supervision work;
  - c) do not speak too loud because it interferes with the concentration of candidates;
  - d) Ensure that students who want to go to the restroom, record and sign in the prescribed books.
- 2.12 Receive from the Invigilator attendance form and attendance list to be submitted to the Director (Academic) or his representative.
- 2.13 Inform all candidates when it is fifteen (15) minutes before the relevant examination ends.
- 2.14 Inform all candidates when the time has ended and direct them to:
  - a) stop writing immediately;
  - b) bind together their answer sheets with threads provided;
  - c) take back the examination slip, matric card and identification card respectively.
- 2.15 Submit all answer papers to the Assistant Invigilator or to anyone who carries the Dean's authorization letter (HEA / PEP-4) after calculating and verifying that the answer sheet is the same as the total attendance form.

- 2.16 Submit the authorization form (HEA / PEP-4) and the receipt of the answer papers (HEA / PEP-5) that have been fulfilled to the Director (Academic) or his representative.
- 2.17 Complete the report form (HEA / PEP-7) to be served to the Vice Chancellor through the Registrar or the Director (Academic) or his representative.
- 2.18 Perform other tasks directed by the Vice-Chancellor.

### **3.0 DUTIES AND RESPONSIBILITIES OF INVIGILATOR**

- 3.1 **Report to the Chief Invigilator at least thirty (30) minutes prior to the examination** and receive instructions from him.
- 3.2 Receive question papers and list of candidates from the Chief Observer and put the question paper on the table of each candidate in question.
- 3.3 Supervise Assistant Invigilator in their task of organizing the examination apparatus as provided for the examination papers.
- 3.4 Control the entrance of the Examination Hall to ensure that candidates;
  - a) bring their examination slip, matric card and identity card;
  - b) did not bring along with them the unauthorized books, papers, pictures, etc.;
  - c) do not bring any food and drink;
  - d) instructing candidates to go through the main entrance only so that candidates do not carry out unauthorized materials.
- 3.5 Check the identity of each candidate and;
  - a) ensure that it appears to be the same as the picture on the identity card/passport;
  - b) specify that the identity card number written on the examination slip is identical to the number on the identity card;

- c) ensure that the signature on the attendance form is the same as the signature on the student's matric card;
  - d) determine that the candidate is eligible for the examination for the course as stated on the examination slip.
- 3.6 Pick up the attendance form, mark the candidate's attendance on the list of attendees' candidates and report to the Chief Invigilator if any candidate is absent.
  - 3.7 Submit the attendance form and list of attendance of the nominated candidate to the Chief Invigilator for further communication to the Director (Academic) or his representative.
  - 3.8 Monitor all candidates and serve their needs.
  - 3.9 Monitor candidates who have been authorized by the Chief Invigilator to go to the restroom.
  - 3.10 Ensuring a quiet atmosphere in the Examination Hall
  - 3.11 Report to the Chief Invigilator any incident such as conduct of disguised, imitated, dodged, ill or colluded with other examination regulations.
  - 3.12 Report to the Chief Invigilator if there is a situation which makes the examination unfair to any candidate.
  - 3.13 Controls exit door to ensure that candidates do not bring out question papers and answer sheets whether or not they have been used and other materials available at the Examination Hall.
  - 3.14 Assisting the Assistant Invigilator to calculate the answer sheet.
  - 3.15 Carry out other duties directed by the Chief Invigilator.