

A. Responsibilities of the Chief Invigilator (CI)

Chief invigilator being the key person in the examination conduct process. Below is the list of his/her responsibilities:

Before the examination starts

- A.1 Communicate with Exam unit to ensure the examinable paper is already on campus to conduct the exam on set time as per exam timetable;
- A.2 Ensure the examination date, time and location/venue and classroom tally with the exam timetable;
- A.3 Ensure readiness of examination room to accommodate the planned exam in terms of:
 - infrastructure/ classroom is adequate to accommodate the number of students sitting for the exam;
 - AC or fan is working and the environment is suitable to welcome the students;
 - Number of tables and chairs tally with number of students registered for the exam;
 - Clock affixed in each classroom;
 - Additional chairs are available for the invigilators.
- A.4 Inspect the exam room to ensure no unauthorised material are present
- A.5 Ensure that proper signage has been placed to direct the student towards their examination classroom;
- A.6 Ensure all invigilators assigned are present forty-five (45mins) before exam start and proceed for briefing before exam starts to ensure all invigilators are aware of all rules pertaining to examination;
- A.7 Record the attendance of all invigilators;
- A.8 Ensure that list of student and index numbers are affixed outside the exam classroom to guide students towards their respective seats;
- A.9 Ensure that instruction pertaining to the exam such as exam module name, exam start time and end, etc. are well written inside the exam classroom;
- A.10 Ensure all Index Numbers have been properly placed on the tables by the invigilators aligning with the seating plan;

- A.11 Ensure that clear instruction is affixed inside the examination hall on the use of unauthorized materials;
- A.12 Ensure that memo is affixed nearby the examination hall to alert other users to remain silent due to the conduct of examination;
- A.13 Ensure all documentations for e.g., student attendance with index numbers, invigilation attendance, cheating form, etc. pertaining to running of exam is already in his/her possession and handed over to invigilators;
- A.14 Instruct the invigilators to read the rules pertaining to examination to students and inform the students to direct their queries if any;
- A.15 Ensure all student belongings for e.g., bags and other item are placed in front of the classroom;
- A.16 Hand over the exam questionnaire envelope(s) is/are to the invigilators to conduct exam;
- A.17 Ensure the amount of exam papers received tally with the examination to be conducted on that day. In case of any discrepancy same is communicated immediately to the Exam Unit/Cluster;
- A.18 Ensure invigilators have circulated the attendance and presences duly recorded;
- A.19 Ensure the number of presences tally with the attendance list. In case any discrepancy is noted, communicate the same to the concerned cluster;
- A.20 Ensure that any case absences are duly recorded on the attendance list and is communicated to concerned cluster;

During the examination:

- A.21 Visit the different exam classrooms to ensure good running of the exam;
- A.22 Take note after 45 mins of the number of students present and same is match with the expected list of students. In case of absences, inform the PC and Exam Unit;
- A.23 Intervene in case of cheating and inform invigilators to keep a proper record in the Examination documents;
- A.24 Intervene in case there is any major lateness from students as informed by the invigilators and take appropriate action as per the rules of exam set; The rule of the *early departure time* is to be followed: The *early departure time* is taken as the time at half of the exam. If at least one student has already left at or after the *early departure time*, then any late arriving student is not allowed to take the exam. The CI is to inform the PC of the concerned cluster and the Exam Unit accordingly;

- A.25 Inform PC of the cluster and the Exam Unit in the event there is a sudden illness of student of a student. The PC and Exam Unit directs the CI the course of action;

After the examination:

- A.26 Collect the exam scripts and any other materials (unused answer booklets if any, formula sheets and graph papers) left with the Invigilators at the end of the examination;
- A.27 Match the number of scripts collected with the number of student present;
- A.28 Ensure that the examination documents are properly filled and are submitted to the Exam Unit once the examination is over;
- A.29 Record the time-out of each invigilator;
- A.30 Ensure that the students' scripts are conveniently stored and they are subsequently dispatched to the concerned Cluster or to the Examination Unit as appropriate;
- A.31 Advise the Invigilators as and when needed in case of unforeseen circumstances or force majeure.