

B. Responsibilities of the Invigilator (I)

Before examination starts

- B.1 Enter the examination hall at least forty-five (45) minutes, in case of any lateness inform the CI, PC or Exam Unit;
- B.2 Ensure the readiness of the examination classroom along with the CI;
- B.3 Ensure with CI the number of tables and chairs tally with the number of students registered for the exam. In case of missing furniture, inform Facilities team or Cluster;
- B.4 Ensure clock is functioning in the exam classroom. If not then inform CI;
- B.5 Inspect the exam room with the CI to ensure no unauthorised materials are present in the exam classroom;
- B.6 Sign the invigilator attendance;
- B.7 Attend briefing session with CI;
- B.8 Affix list of students and index outside examination hall;
- B.9 Affix signage outside the examination hall to guide students towards the examination classroom;
- B.10 Write on whiteboard the day, date, programme, cohort, module name, time of exam;
- B.11 Place the Index Numbers on the tables according to the attendance list or as per the instructions of the CI;
- B.12 Record the Index Numbers on the seating plan. At the end of the exam, circle the numbers of absent students in red.
- B.13 Place the answer booklets if part of the examination on the tables having an Index Number;
- B.14 Allow students to enter the classroom fifteen (15) minutes before the exam starts. Invigilators should maintain order when making the students enter the exam hall through guiding the students according to their Index Numbers as per the attendance list posted on the door.
- B.15 Read the rules pertaining to the conduct of examination (possession of unauthorised materials, use of toilet facilities and early departure, etc.) to students as instructed by the CI prior to the start of the examination, and give the students the opportunity to place any unauthorised materials in their possession in their bags. The early departure time is taken as the time at half of the exam;

- B.16 Ensure all students have placed their belongings in front of the classroom and that no unauthorised materials are with the student while they are taking their respective seats;

During the examination:

- B.17 Take attendance of the students as the examination is starting;
- B.18 Open the envelope questionnaire five (5) minutes before the examination commences after all students have properly settled down in the classroom;
- B.19 Invite two students in the examination room to sign the “*opening of envelope*” form as witnesses;
- B.20 Distribute the exam papers to the students and inform the students to write the Index Number on both the question paper and the answer booklet if provided;
- B.21 Start the examination and monitor the time of start and end. Especially in absence of a wall clock in the examination hall, remind the students periodically of the time remaining in the examination;
- B.22 Inform the CI in case of students arriving late after the *early departure time* (see Point B.15). 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.
- B.23 Move around the exam classroom to ensure the exam rules are being adhered to;
- B.24 Invigilators should avoid using their own mobile phones in exam room in front of the students and in case of a call emergency, the invigilator can take the call outside the exam room. The CI has the right to ask an invigilator to place his/her phone somewhere else in case the CI notes repeated distraction on part of the invigilator.
- B.25 Accompany and ensure that the student leaving for toilet during the examination is actually going to the toilet facilities and coming back directly to the examination hall afterwards. The movement of the student is recorded;
- B.26 Inform the CI immediately in case of any cheating and help the CI to fill in the appropriate disciplinary form by giving all pertaining information;
- B.27 Collect all exam papers in the order depicted in the attendance sheet at the end of the examination;
- B.28 Collect all Index Numbers of the students in order of the student’s attendance list and store the index numbers properly if subsequently needed as instructed by the CI;
- B.29 Mark “*absent*” in red next to the names of absentees. This should only be done after students have started leaving after the *early departure time*;
- B.30 Inform the CI for action in case of sudden illness of a student;

After the examination:

- B.31 Cross check the Index Numbers on the seating plan. At the end of the exam, circle the numbers of absent students in red;
- B.32 Hand over to the CI all students' scripts and other materials provided during the examination at the end of the examination;
- B.33 Follow the instructions of the CI in case of any doubt or of any other unforeseen circumstances and force majeure.