

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNIVERSITY EXAMINATIONS

INSTRUCTIONS FOR INVIGILATORS AND RULES FOR THE CONDUCT OF THE EXAMINATIONS

(The use of the masculine gender in these Instructions and Rules applies equally to men and women).

1. GENERAL

The Invigilators should be familiar with the Examination Regulations for the Candidates and Instructions for the Invigilators and Rules for the Conduct of the Examinations, and, enforce them, accordingly.

1.1.1 The Invigilation of the University Examinations is an important responsibility which, with the authority of the Senate, may be assigned to any member of the University staff by the Deputy Registrar (Academic) through that member's Chairman of Department. The cooperation of all staff in this task is essential for the proper and efficient conduct of the Examinations.

1.2 These Instructions and Rules should be read in conjunction with the Examination Regulations for Candidates.

1.3 There shall be at least two persons appointed as Invigilators for each Examination. The numbers of the Invigilators should be proportionate to the number of the candidates for any given Examination, at one Invigilator for thirty students, e.g. for 120 candidates, at least four Invigilators should be appointed. The appointments of Academic Staff members as Invigilators will be made by the Faculty Administrator, on behalf of the Deputy Registrar (Academic), after consultation with the Chairmen of Departments. A schedule showing the appointed Invigilators for each Examination will be submitted to the Assistant/Senior Assistant Registrar (Examinations) and copied to each Chairman of Department and it will be the Chairman's responsibility to ensure that any member of his Department so appointed is aware of this duty and attends to it as required.

The Invigilators should be present in the Examination Venue at all times.

- 1.4 A Chief Invigilator will be appointed for each Examination by the Deputy Registrar (Academic). The Chief Invigilator will be responsible to the Deputy Registrar (Academic) for coordinating the duties of the other Invigilators and ensuring that the Examination is conducted in accordance with the Instructions, Rules and Regulations. The Chief Invigilator may be selected from the members of the Academic Staff, appointed as Invigilators, or may be another suitably qualified and responsible person appointed by the Registrar. Persons in this latter category shall be paid at a prescribed rate for satisfactory completion of their duties, which shall include making the preliminary arrangements for, and starting of the Examination. Such appointments will normally be sought for the larger Examination Venues.

Except where an 'external' Chief Invigilator has been appointed and is being paid for the work, members of the Administrative Staff will be responsible for the preliminary arrangements and starting of the Examination.

- 1.5 Normally, there shall be at least one male and at least one female member of the Academic Staff on Invigilation Duty. Where there is no female member of the Academic Staff available for Invigilation Duty, a female member of the Secretarial/Clerical Staff may be appointed as a "lady attendant" who will be responsible to the Chief Invigilator for attending to any special needs of female Candidates like, escorting them to the toilet and such other duties as may be assigned by the Chief Invigilator.

- 1.6 A Nurse and First Aid Boxes will be available in each Examination Venue.

2. PRELIMINARY ARRANGEMENTS AND START OF THE EXAMINATIONS

- 2.1 Those persons assigned by the Registrar to make the preliminary arrangements and to start the Examination must be at the Examination Venue at least 45 minutes before the start of the Examination.

The Invigilators will be responsible for the distribution of the Stationery, Question Papers, and approved material, etc. Each Candidate will be assigned a desk, indicated by his Attendance Slip, bearing his Name, Registration Number and Degree/Diploma Programme. The

Candidates will be grouped in the order appearing on the Attendance Registers, i.e. in alphabetical order for each Paper.

Internal Examiners should take cognizance of the numbers of supplementing, repeating, carry over and deferred Candidates.

To carry out these duties, the Invigilators should be in the Examination Venue at least 45 minutes before the start of the Examination.

An approximate indication of the distribution of Papers and seating plan should be sketched and prominently displayed on a chalkboard at the Venue.

- 2.2 The Candidates may not be allowed into the Examination Venue until the above arrangements have been completed.
- 2.3 The members of the Academic Staff responsible for the setting of a Question Paper must be present at the start of the Examination. It will be the Chairman's responsibility to ensure that they do attend.

They should be present at the Examination Venue about 10 to 15 minutes before the start of the Examination.

- 2.3.1 They should scrutinize the Question Paper to ensure there have been no printing errors. If any errors are noticed, they must inform the Chief Invigilator and ensure that the Candidates are informed of any necessary corrections at the start of the Examination.
- 2.3.2 The members of Staff should not remove Question Papers from the sealed envelopes or start checking their Papers until authorized to do so by the Chief Invigilator/Invigilator because there is a risk that Papers may become disordered or misplaced.
- 2.3.2 The members of Staff should check that any necessary special materials and equipment,

previously requested from, and authorized through, the Examinations Office have been provided (e.g. statistical tables, graph paper, ledger paper, Acts, etc.);

- 2.3.4 The members of Staff should remain at the Examination Venue for at least 10 minutes after the start of the Examination and be contactable for the duration of that Examination at a point where they are readily contacted through their Departmental Secretary.
- 2.3.5 The members of Staff should note any absentees for their Papers and, where the reason for the Candidate's absence is unknown, take immediate follow-up action to try and establish such reason and report back to the Chief Invigilator.
- 2.4 The Invigilators are required to check that no Candidate brings into the Examination Venue unapproved material or equipment or leaves, any bag, brief case, parcel, etc, in a reachable place from his desk.

3. START OF THE EXAMINATIONS

- 3.1 The Invigilators should assist in directing Candidates to their seats and should check the identity of candidates against their Student Identity and Registration Cards which they are required to bring with them and to place on their desks. If any Candidate is unable to identify himself and his purpose to the satisfaction of the Chief Invigilator, that Candidate maybe barred from the Examination. In cases of doubt, the Chief Invigilator should seek a ruling from the Deputy Registrar (Academic) before allowing the Candidates to sit for the Examination.
- 3.2 The Chief Invigilator will make the following announcements and any others that may be necessary:
 - 3.2.1 The Candidates must fill in their Attendance Slips, and ensure that the number on their Attendance Slip and that on their Registration Cards are the same.
 - 3.2.2 The Candidates must fill in their Student Registration, Candidate Numbers, and other details as required on the Answer Books. The Candidate's number must match that recorded on the

- Attendance Register and Attendance Slip. The Candidates should not write their names on their Answer Books.
- 3.2.3 The Candidates must read and comply with the Instructions on the cover of the Answer Book.
 - 3.2.4 The Invigilators must be indicated to the Candidates.
 - 3.2.5 No Candidate may leave the Examination Venue without the permission of the Chief Invigilator.
 - 3.2.6 The Candidates must place their Student Identity Card on their desks.
 - 3.2.7 The Candidates should not wear hats or cowls.
 - 3.2.8 The Candidates are not permitted to bring cellphones into the Examination Venue.
 - 3.2.9 Smoking is not permitted in the Examination Venue.
 - 3.2.10 The Candidates should not bring into the Examination Venue any unauthorized material. bags, briefcases, parcels etc must not be brought into the Examination Venue. The candidates who leave their personal possessions in the vicinity of the Venue do so at their own risk.
 - 3.2.11 The Candidates are not permitted to talk or communicate with other Candidates during the Examination.
 - 3.2.12 The Candidates should ensure that they have the correct Paper, read through the Paper, and check that there are no misprints or illegibly printed pages, or missing pages.
 - 3.2.13 The Candidates should be told the exact starting and finishing times and that an announcement will be made when 10 minutes writing time remain.
 - 3.2.14 The Candidates should not start writing during the reading time.

4. CONDUCT OF THE EXAMINATIONS

- 4.1 The Invigilators will collect from each Candidate's desk his completed Attendance Slip and mark the Attendance Registers in duplicate, noting those present, those absent, and any other relevant information.
 - 4.1.1 Both the Attendance Slips and the marked Attendance Registers must be handed to the Chief Invigilator for counter checking and indicating any other relevant information, e.g. late arrival, early completion, sickness, misconduct etc.
- 4.2 A Candidate who arrives late may be admitted to the Examination Venue at the discretion of the Chief Invigilator, provided that:
 - 4.2.1 The Invigilator must make it clear to the Candidate that the University reserves the right to refuse the acceptance of his script.
 - 4.2.2 The Invigilator must note, on the Attendance Register, the time of the Candidate's admission, the reason given by the Candidate for his lateness and must state whether any Candidates had previously left the Venue.
 - 4.2.3 The Invigilator must allow the Candidate extra time in so far as this is practicable but in consultation with the Examiner wherever possible.
 - 4.2.4 Normally, a Candidate who arrives more than half an hour after the start of the Examination, will not be admitted.
- 4.3 Normally, no Candidate may be permitted to leave the Examination Venue within the first 30 minutes or within the last 10 minutes of the Examination.

Any Candidate who wishes to leave the Venue may do so only with the permission of the Chief Invigilator and may subsequently be re-admitted to the Examination Venue only if the Chief Invigilator is fully satisfied that during this time the Candidate did nothing which could be regarded as cheating.

- 4.4 The Candidates may at any time be permitted to go to the toilet but must be escorted by an Invigilator or Attendant.
- 4.5 Invigilators must devote their full attention to their invigilating duties and should not engage in any other activity, i.e., they should not read, make phone calls, receive phone calls, mark or work on their laptops, etc
- 4.6 Silence must be maintained throughout the Examination and, in carrying out their duties, Invigilators must do their utmost to avoid disturbing the Candidates. Conversation by Invigilators, even if whispered, can be distracting and must be kept to a minimum.
- 4.7 Once the Examination has begun, the Invigilators should invigilate all the Candidates, not only those from their Departments.
- 4.8 In any case of misconduct by a Candidate, the Invigilator should proceed as follows:
- 4.8.1 if possible, obtain confirmation from a second Invigilator of the suspected misconduct before approaching the Candidate;
- 4.8.2 then speak to the Candidate, if possible, in the presence of the second Invigilator, informing him that his misconduct has been noted and requiring him to remain behind after the Examination to make a statement to the Invigilator;
- 4.8.3 any extraneous unauthorised material or equipment discovered should be confiscated.
- 4.8.4 Normally, the Candidate would then be allowed to continue writing his Examination. The Chief Invigilator is empowered to discontinue the Examination of any Candidate who is guilty of misconduct but only if such misconduct interferes with the work of the other Candidates.
- 4.8.5 the Chief Invigilator shall indicate, on the Attendance Register, the Candidate's misconduct and submit full details in a written report, including any statement given by the Candidate, to

the Assistant/Senior Registrar (Examinations) as soon as possible after the completion of the Examination.

5. PROCEDURES ON COMPLETION OF THE EXAMINATION

5.1 10 minutes before the end of the Examination, the Chief invigilator should announce that 10 minutes remain and that no Candidate may leave the room until the Examination has been concluded.

5.2 On expiry of the time allowed for the Examination, the Chief Invigilator shall instruct the Candidates to stop writing and to tie together, with the string provided, their Answer Books, Supplementary Answer Books and other answer papers.

The documents should be tied with a sufficiently large loop so as to allow the Book to be opened without tearing. He shall announce that no Candidate may leave his desk until his script has been collected by an Invigilator.

5.3 The Invigilators will then collect the scripts in the order appearing on the Attendance Register for each Examination Paper.

The Invigilators must check that the Candidate has inserted his Student Number and the title of the Examination at the top of the Answer Book.

Any correction that may be necessary should be completed by the Candidate and initialled by the Invigilator at the desk of the Candidate.

The Invigilators must check and ensure that the Candidate has tied inside the back_cover of his Answer Book all papers, maps, graphs, rough work, etc., forming part of his Examination. Particular care must be taken to ensure that all such papers and all Answer Books are collected.

5.4 If a Candidate, having appeared, has completed no answers, the Chief Invigilator must note

this on the Attendance Register.

- 5.5 The Invigilator must then check the scripts against the Attendance Register. The Chief Invigilator must sign the Attendance Register and place it with the scripts and Attendance Slips for that Examination and spare copies of the Question Paper, in the envelope provided.
- 5.6 Immediately after all the Papers have been collected and collated, the Chief Invigilator will deliver them together with the Attendance Registers and Attendance Slips to the Examinations Officer who will receive and check them and sign the Master Register as having received them.
- 5.7 The scripts may be collected for marking from the Examinations Office where the person collecting them will be required to check them again and sign both copies of the relevant Attendance Registers taking one copy of the Register and leaving the other with the Examinations Officer.
- 5.8 The person marking the scripts should note any comments made on the Attendance Register by the Invigilators. The Attendance Register should be referred to by that person at the Departmental Panel of Examiners and the Panel should submit the Attendance Registers to the Faculty Office with its agreed marks prior to the Meeting of the Examiners' Board.

The final agreed marks should be recorded on the Attendance Register to facilitate the input of marks/recommendations into the computer and the preparation of the consolidated mark schedules.

- 5.8.1 The Examination scripts and the students' raw marks are confidential and are to be kept securely. These should be returned to the Examinations Officer 3 months after the Examiners' Board Meeting where they will be retained for 12 months before being destroyed. On return to the Examinations Office, scripts should be signed for. Whilst the scripts are in the possession of the Department it is the Department's responsibility to see that the scripts are kept under confidential cover and that they are readily available when required.
Scripts should never be left unattended, for example, in a car even if the car is locked.