

A'Sharqiyah University Policy Invigilation of Examinations

Policy name	[Invigilation of Examinations]		
Policy number	AC0004		
Contact Person	[Deputy Vice Chancellor for Academic Affairs and Research]		
Approval Authority	Board of Trustees		
Date first approved	[October 2015]	Last substantive review	[March 2022]
Policy Review Cycle	[]	Next review	[2023/24]

1. Definitions

-

2. Purpose

[Examinations are an integral part of the University's assessment process. This policy aims to make sure a good and orderly conduct of examinations and to safeguard the integrity of the examination process.]

The policy also provides guidance on invigilators responsibilities and seeks to address questions that they may have.]

3. Scope

[This policy applies to all final examinations.]

4. Policy Statement

-

5. Key Stakeholders

[Responsibilities of Invigilators]

The Admissions and Registration Department shall inform Colleges/ Departments of the required number of invigilators. The Chief invigilator/Invigilators are appointed by the Dean of the relevant College and/or Head of Department. Each Exam Hall has one or more Invigilator, wherein one

A'Sharqiyah University Policy Invigilation of Examinations

should perform as the Chief Invigilator. In case of sharing of the hall by another college/school, it is decided appropriately depending on the number of students.

5.1 RESPONSIBILITIES OF THE CHIEF INVIGILATOR

The Chief Invigilator is responsible for the smooth running of examinations in the room to which they've been assigned. Their specific responsibilities include:

- Collect examination papers from the faculty Examinations Officer a minimum of 40 minutes before the scheduled start of the examination.
- Oversee preparation of the examination room and distribution of examination papers and answer books.
- Admit candidates into the examination room not later than 10 minutes before the examination start time.
- Ensure that candidates are kept under examination conditions starting from the time of entry until the end of the examination.
- Instruct candidates to test that they need the right exam and to start out the examination at the scheduled time.
- Make any necessary announcements relating to the examinations.
- Ensure that the exam is administered in compliance with the rules of the exam.
- Ensure that the examination is properly invigilated.
- Address in appropriate manner any queries and concerns raised by candidates
- Complete the attendance register indicating those candidates who are absent.
- Report any disruptions and incidents
- Advise candidates when there's quarter-hour to the top of the examination
- Advise the candidates when the examination is ended and make sure that writing stops at that time.
- Oversee collection of examination scripts and to check that an appropriate number of scripts have been submitted
- Arrange for the delivery of examination scripts to the appropriate college/department or internal examiner in a secure and timely manner.

5.2 INVIGILATOR RESPONSIBILITIES

The following are the responsibilities of Invigilators as a group:

- To assist the Chief invigilator with the duties specified above, or as instructed
 - Arrive at the examination room at least 30 minutes prior to the scheduled start time.
 - Ensuring that the examination is invigilated throughout in compliance with the rules.
 - To report any suspected cases of academic misconduct to the Chief Invigilator
- To **make** the examination room a **minimum of half-hour** before **the beginning** of the examination;
 - To **make sure that** the examination is invigilated throughout in accordance with the Regulations.

6. Procedures and Guidance

6.1 NUMBER OF INVIGILATORS

Every examination room with a maximum of fifty students will have a minimum of two invigilators (One chief invigilator and one other). After that, one additional invigilator is usually assigned for every additional 50 students, so an examination room with 150 students would require a minimum of four invigilators.

6.2 PREPARATION OF THE EXAMINATION VENUE

The Chief Invigilator is responsible for ensuring the following activities are completed in each examination room:

- Preparing the examination papers for issue to candidates
- Placing the answer books on the examination desks
- Checking the rubric on the front cover of each examination
- Placing the examination papers and any additional items e.g. graph paper on the candidates' desks
- Instructing invigilators to issue examination papers.

Candidates may not read the examination papers until they are instructed to start by the Chief Invigilator.

6.3 ADMISSION OF CANDIDATES

Candidates will be admitted to the examination room no later than 10 minutes prior to the scheduled start time.

Students will only be admitted into the examination room on production of the official University photographic identity card. Any candidate who fails to produce the official University student identify card shall not be admitted into the examination room.

Candidates should place their official University student photographic identity card on their examination desks.

Any person found to sit for another student in an examination room will be subjected to severe disciplinary and/or legal measures to be determined by an ad-hoc committee appointed by the Vice Chancellor.

As soon as candidates take their seats in the examination room, Invigilators should make sure there is no communication between them.

Textbooks, notes, electronic devices, and other aids are not permitted to be brought into an examination room unless the examiners have given their permission. Bags and other personal items, such as cell phones, will be left in a designated place in the examination room, away from candidates' workstation, if necessary.

6.4 EXAMINATION BEGINNING

After applicants have been admitted to the examination room and seated, the Chief Invigilator will make the announcements listed in Appendix 1 instructing them to commence the examinations.

A'Sharqiyah University Policy Invigilation of Examinations

Candidates may, however, complete the front cover of their answer book and the attendance register before the examination begins.

Candidates must double-check that the paper in front of them is the one they should be sitting for and pay close attention to the Chief Invigilator's announcements.

Students should not be allowed to leave the room before the exam begins for any reason, including restroom breaks.

Candidates are not permitted to leave the room during the first 45 minutes or the last fifteen minutes unless they have a medical note allowing them to do so.

Observe the actual time of the start of the examination. In case of any delay in the starting the examination, an extra period may be permitted.

6.5 USING ELECTRONIC DEVICES

It is prohibited to use electronic devices such as (but not restricted to): smart phones, iPods, mp3players, music players, tablets, smart watches, earphones, or any other communication devices at the exam venue.

Any electronic devices that are brought into the examination room by candidates must be switched off throughout the duration of the examination.

The use of calculators, either basic or scientific during an examination is permitted. However, candidates are not allowed to share calculators with other candidates except where the examiners provide it. Invigilators should ensure that:

- Calculators are not programmed
- There is no handwritten material or pieces of paper inside the lid or on any calculator.

6.6 OPEN BOOK EXAMINATIONS

Where students are undertaking an open book examination, this will be clearly stated on the rubric of the examination paper.

6.7 LATE CANDIDATES

Candidates who arrive late, but within the period of 30 minutes after the examination has begun, are permitted entry to the examination but will not be granted any additional time. Late candidates, after 30 minutes of exam begins are not permitted to enter the examination room.

6.8 ATTENDANCE REGISTER

Invigilators should complete the attendance register one hour into the examination. Invigilators should check the candidates' University student cards to confirm the identity of candidates.

6.9 QUERIES FROM CANDIDATES

An academic member of staff who authored the examination paper should be present during the first 15 minutes to answer any queries that may arise in relation to the paper. After the periodic no question will be answered.

If a question results in information that should be disclosed to all candidates, the Chief Invigilator should make that decision at their discretion.

An invigilator must never offer advice, guidance or attempt to answer any questions posed by candidates on the content of an examination paper.

6.10 EXAMINATIONS FOR STUDENTS WHO REQUIRE BREAKS

Any candidate who requires rest breaks as part of their individual needs must inform the Student Services Department in the University before the start of the examination.

If a candidate is given permission to leave the examination room for a short period of time, she or he should be escorted as far as possible during that time.

Any university employee who is deemed appropriate to act as an escort for a candidate can be authorized by an Invigilator.

During periods of temporary absence, candidates are not allowed to carry any exam-related materials or mobile devices.

6.11 TAKING A TOILET BREAK

Candidates should be reminded that if they are caught taking a bathroom break with illicit items in their hands, they will be reported and disciplined.

As far as is possible, candidates' rest room breaks must be escorted by an invigilator. A female candidate shall be escorted by a female invigilator. A male candidate shall be escorted by a male invigilator. There will be disciplinary action taken if candidates are discovered taking a toilet break with unauthorized materials in their possession.

6.12 EARLY LEAVING FROM THE EXAMINATION ROOM

After the examination has been going for at least 45 minutes, candidates may leave the room at any time, but they are not permitted to leave during the last 15 minutes.

On the Student's answer book, the invigilator should record the exact time the student left an examination.

6.13 EXAMINATION END WARNING

Invigilators should notify candidates fifteen minutes before the end of an examination that 15 minutes are left and that they must remain seated until the examination is over. The Invigilator must alert candidates when only five minutes left to end the examination.

6.14 PROCEDURE AT THE END OF THE EXAMINATION

Candidates should remain seated after an examination until instructed to get up.

It is the Invigilator's responsibility to collect answer books from candidates while they are still seated in their places, beginning with those closest to the room exits.

Invigilators are expected to check the number of answer books gathered against the number of candidates present during invigilation.

Exam invigilators are not to let students leave the room until the number of answer sheets has been compared to the number of people in the attendance.

6.15 COLLECTION OF ANSWER BOOKS

Answer sheets and attendee lists may be taken by the examiner assigned to the exam. The University / Faculty must have an examiner or staff present at the end of the exam to collect the exam papers. In exceptional circumstances where there are no university / faculty examiners or examiners, the Invigilator must arrange for the answer sheets and attendance records to be delivered to the appropriate College Examinations Officer.

6.16 SPECIAL PROCEDURES

6.16.1 FIRE

If the fire alarm is sounded during the exam, the Invigilator will advise students to leave the exam hall at the earliest and meet at the designated fire assembly point. Invigilators should remain with the candidates until they are instructed to be able to return safely to the exam hall.

Candidates should point out that they are bound by the examination rules, as directed by the Examiner. The exam will not resume until all candidates have been placed under the exam conditions by the proctor during the entire event.

Candidates will be given compensation time equal to the duration of the suspension of exams.

If for some reason, the examination cannot be started again, the responsible College Dean or the Deputy Vice Chancellor (Academic Affairs) will decide when to repeat the interrupted exam.

6.16.2 ELECTRICITY SHUTDOWN

If an electricity shutdown happens during the exam, the students should be advised to sit for 30 minutes while inspecting the cause. If power resumes normal during this period, the exam time should be extended by the amount of time lost, and the invigilator shall inform the examiners and the appropriate Dean of College about the situation.

If the exam is computer aided and the electricity shut down lasts for more than 30 minutes, the College Dean or the Deputy Vice Chancellor (Academic Affairs) decides when to repeat the interrupted exam.

6.16.3 SICKNESS

During an exam in case of unexpected sickness, the Invigilators should:

- Offer the candidate a short break outside the examination room but make clear that no additional time will be allowed to compensate.
- Call the Student Services team / Clinic Staff for assistance.

If the candidate is too ill to continue with the examination; the Invigilator should:

- Write the finish time on the front of the answer script.
- Ensure that a note is made the Chief Invigilators report that the student left the examination room due to illness.
- Recommend that the student obtains a doctor's letter to be submitted to the relevant Dean of College/Head of Department in support of an application for exceptional circumstances.

6.16.4 SUSPECTED ACADEMIC MISCONDUCT

The following actions are deemed to fall under cheating in the exam hall:

- A student present in the exam hall or exam related areas with any unauthorized materials such as a book, study materials, data gotten through any electronic sources etc.,
 - Involved in the act of copying or communicating with his neighbor.
 - Sending/receiving message electronically with others.
 - Pretending as an exam candidate or permit someone on behalf of the exam candidate.
 - Submitting the exam answer as his own work but the answers include the work submitted by any other illegal sources.
1. In case, an Invigilator suspects a student of engaging in academic misconduct, he/she should inform the Chief Invigilator.
 2. Chief Invigilator at once convey the message to the suspect that his/her cheating attempt would be reported.
 3. With the proof related to the attempted misconduct, the Chief Invigilator should take possession of the evidence and retain for further proceedings.
 4. At the examination end, the Chief Invigilator make a detailed report of the incident to the Dean of the relevant College with the appended ASU Incident Report form with the co-invigilator's signatures as evidence.

However, the suspected candidates could be allowed to complete their exam and any subsequent exams without discrimination. It is only in exceptional circumstances and with the permission of the Vice Chancellor or Deputy Vice Chancellor (Academic Affairs) that a candidate may be required to leave the room.

6.16.5 DISRUPTIVE BEHAVIOUR

If someone in the exam hall disrupts others, the Chief Invigilator should issue a warning and record in the student's answer script that a warning has been issued.

If a warning is issued and the candidate does not heed the warning, the Chief Invigilator should call security services for assistance.

A'Sharqiyah University Policy Invigilation of Examinations

If any candidate disobeys the instructions of the Chief Invigilator, the matter at once is to be reported to the Vice Chancellor or Deputy Vice Chancellor (Academic Affairs) who determines the further course of action.

7. References

8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
1	Professor Sam Wamuziri	4. Procedures for Invigilation -4.3 ADMISSION OF CANDIDATES	26 October 2016
2	Professor Sam Wamuziri	4. Procedures for Invigilation 4.10 QUERIES FROM CANDIDATES	9 January 2017
3	DVC	Annual Review – No changes.	3 October 2017
4	DVC	Annual Review– No changes.	17 July 2018
5	DVC	Substantive Review	23 June 2019

APPENDIX 1

Candidates will be permitted to enter the exam hall no later than 10 minutes before exam begins.

When the candidates are seated the following proclamation to be done:

Students who are attending exams are permitted inside the exam hall only before 10 minutes of the exam. Initially, the appended instructions are announced by the Chief Invigilator.

(FIRST PROCLAMATION TO BE DONE BY THE CHIEF INVIGILATOR, IMMEDIATELY BEFORE THE EXAMINATION STARTS)

1. You are only permitted to have on your desks: pens, pencils, rulers, your student identity card, and any other specified materials such as a calculator.
2. Food and drink are not permitted except bottled water.
3. Please switch off all mobile phones and any other electronic devices and leave them in your bags.
4. Any unauthorized items not allowed to be used in the exam hall to be kept away in a separate place allocated for this purpose.
5. Answers are to be written only in the Answer Sheets provided by the University.
6. No other extra papers are allowed from the candidate end.

**A'Sharqiyah University Policy
Invigilation of Examinations**

7. Permission will not be granted for students to leave the exam hall in the first 45 minutes and the last 15 minutes.
8. Students are expected to raise their hand in case of any requirement without disrupting others during the conduct of exams.
9. Please complete the front page of the answer book
10. Please remain seated at the end of the examination until your answer books have been collected by the invigilator.
11. You may start writing.
12. Students in the exam hall are alerted before 15 minutes before the end of exams that they don't leave the room till the exam is finished. Students also are given the final notice about the timing end of the Exam. These subsequent announcements are to be made at the end of the examination.

ANNOUNCEMENT NUMBER:2 IS DONE BY THE CHIEF INVIGILATOR AT THE EXAM END.

1. Stop writing now, and the examination is over.
2. Remain in your seat until your answer books have been collected. Please do not leave the examination room until the invigilator instructs you to do so. Thank you.

**A'SHARQIYAH UNIVERSITY
EXAMINATIONS DEPARTMENT**

CHIEF INVIGILATOR'S REPORT

Examination Room Number.....

Course Code.....**Course Title**.....

Date and Time of Examination.....

1. Please outline briefly what went particularly well.
2. Please confirm whether all invigilators reported on the prescribed time. If not, please provide names of the invigilators that reported late.
3. Please provide information on the logistical challenges that were encountered; if any.

