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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	15/02/14	Establishment	00	Director, CQA
2	01/04/22	Usage of new logo and university name	01	Director, CQA
3	01/11/22	Review on template of the SOP	02	Director, CQA
4	05/07/24	Review the whole content	03	Manager, AARD
5	10/10/24	Review section 3.0, 4.0 and 7.0	04	Manager, AARD
6	27/03/25	Included the latest related guidelines	05	Manager, AARD

1.0 OBJECTIVE

1.1 This procedure is to serve as a guideline to ensure that the invigilation of examinations is conducted efficiently and abides by the rules and regulations.

2.0 SCOPE

2.1 This procedure covers activities to be carried out by invigilators before, during and after examination.

3.0 REFERENCES

3.1 SOP of Managing of Examination Question Papers (UTS/AAR/P04)

3.2 Invigilator guidelines (UTS-AAR-P05-IG)

4.0 DEFINITIONS / ABBREVIATIONS

AAR : Academic Affairs and Registry

CI : Chief Invigilator

DCI : Deputy Chief Invigilator

AI : Assistant Invigilator

EGU : Examination and Graduation Unit

EUP : Examination Unit Personnel (Academic Affairs & Registry)

EQ : Examination Question

IoD : Invigilator on Duty

5.0 RESPONSIBILITY

5.1 The Chief Invigilator and Invigilators are responsible for ensuring that the examinations are conducted according to examination procedures

5.2 The EUP is responsible to prepare examination materials
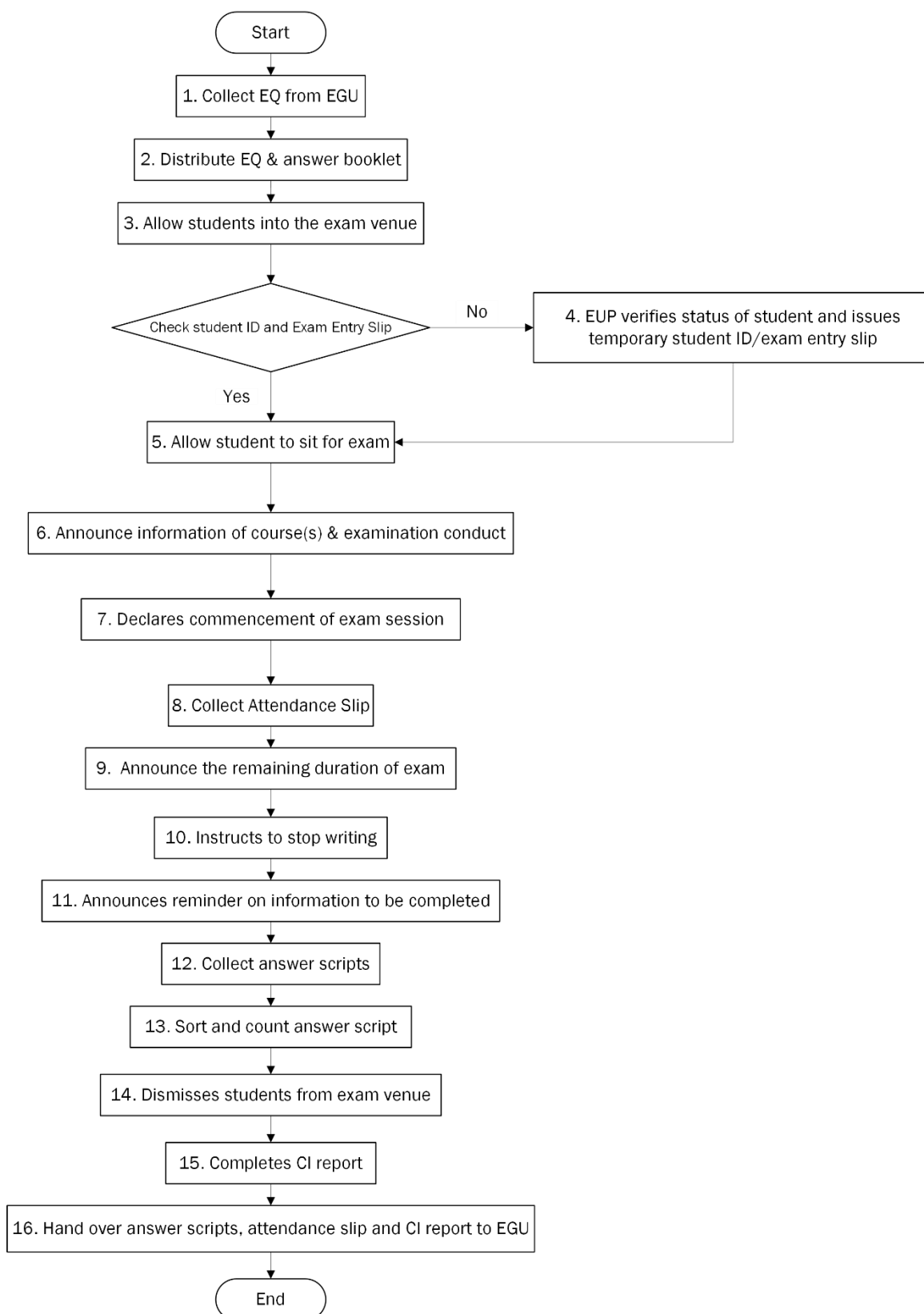
6.0 PROCEDURE

6.1 Refer to process flow chart

Start

1. Collect EQ from EGU

2. Distribute EQ & answer booklet

3. Allow students into the exam venue

Check student ID and Exam Entry Slip — No → 4. EUP verifies status of student and issues temporary student ID/exam entry slip

Yes

5. Allow student to sit for exam

6. Announce information of course(s) & examination conduct

7. Declares commencement of exam session

8. Collect Attendance Slip

9. Announce the remaining duration of exam

10. Instructs to stop writing

11. Announces reminder on information to be completed

12. Collect answer scripts

13. Sort and count answer script

14. Dismisses students from exam venue

15. Completes CI report

16. Hand over answer scripts, attendance slip and CI report to EGU

End

7.0   DESCRIPTION

No.	Description	Person In Charge	Documents
1	CI and DCI collects EQ from strong room at EGU, AAR.	CI DCI	Examination Papers (UTS-AAR-P04-SH)
2	CI and IoD distribute EQ paper and answer booklet on each table.	CI IoD	Nil
3	CI makes an announcement and allow students in. AI checks and ensure only candidates with exam entry slip and student ID enter the exam hall.	CI AI	Nil
4	Students who failed to produce student ID and Examination Entry Slip are not allowed to sit for the examination and they will be referred to Examination Unit for verification of status/ issuance of Exam Entry Slip. i. EUP will issue the temporary pass for those forgot their ID and/or Examination Entry Slip. ii. EUP will refer those barred due to outstanding fees the Bursary office for further action.	AI IoD EUP	Examination Entry Slip Student ID card (UTS-AAR-P04-TSEP)
5	Allow students to sit for exam	AI/IoD EUP	
6	CI announces information of subject (s) that students will be attempting and the examination conduct.	CI	CI Announcement Script (UTS-AAR-P05-AT)
7	CI announces the commencement of examination.	CI	CI Announcement Script (UTS-AAR-P05-AT)
8	IoD collect student Attendance Slip.	IoD	Student Attendance Slip
9	CI reminds students of the time left 15 minutes before the end of the examination.	IoD	CI Announcement Script (UTS-AAR-P05-AT)
10	Once the end of the examination, CI Instructs students to stop writing.	CI	CI Announcement Script (UTS-AAR-P05-AT)
11	CI reminds students to check and complete all information on the cover of the answer booklet and on every answer sheet of the answer booklet or any loose answer script utilised. To tie any loose answer script together with the answer booklet.	CI IoD	CI Announcement Script (UTS-AAR-P05-AT)
12	CI and IoD collect all answer booklets.	CI/IoD	i. Answer booklet ii. Student Attendance Slip
13	CI and IoD sort count the answer scripts and ensure that the number of answer booklets collected tally with the number of students' attendance slip. The answer booklets are sorted according to the venue (if separate venues are used). All answer booklets to be sealed in envelopes provided by EGU	CI IoD	i. Answer Booklets/Script ii. Student Attendance Slip

14	CI dismisses the students from the exam venue	CI/IoD	CI Announcement Script (UTS-AAR-P05-AT)
15	CI completes the Invigilation report form	CI	Invigilation Report (UTS-AAR-P05-CR)
16	CI and IoD hand over the answer scripts, student attendance slip and Invigilation Report Form to EGU.	CI IoD	i) Answer Booklet/ Script ii) Student Attendance Slip iii) Invigilation Report (UTS-AAR-P05-CR)

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	i) UTS-AAR-P05-CR	Examination Unit	1 year