



INVIGILATOR GUIDELINES

UTS-AAR-P05-IG

1. FOREWORD

- 1.1. An invigilator is an individual responsible for overseeing examinations to ensure fairness, integrity, and adherence to the examination and invigilation guidelines.
- 1.2. The invigilation will be led by a Chief Invigilator and assisted by invigilators and the assistant invigilators.
- 1.3. These guidelines provide essential information for invigilators, both new and experienced, to effectively manage examination processes.

2. APPOINTMENT OF THE INVIGILATOR

- 2.1. In general, academic staff will be required to supervise exams, regardless of whether they are currently teaching courses.
- 2.2. School administrative and technical staff will be required to assist invigilators. Furthermore, non-academic staff may be assigned invigilation duties, subject to the approval of the Head of Department or Director.
- 2.3. Criteria of the invigilators are as follows;
 - I. Chief Invigilator – Academic Staff
 - II. Deputy Chief Invigilator – Academic Staff
 - III. Invigilator – Academic Staff / Post-Doctoral
 - IV. Assistant Invigilator – School administrative, School Technician, and non-academic staff
- 2.4. The university may appoint additional invigilators, including postgraduate students, to ensure the smooth conduct of examinations. These additional invigilators will be compensated appropriately.
- 2.5. Lecturers who are aware of long-term commitments that may conflict with their invigilation duties must seek approval from the Dean and inform the Examination Unit at least one month in advance to ensure adequate arrangements can be made. Any request for exemption must be approved by the Dean.
- 2.6. The following categories of staff may be considered for exemption from invigilation duties:
 - I. Dean / Director / Professor
 - II. Staff on study leave
 - III. Staff on maternity or paternity leave
 - IV. Staff on unpaid leave
 - V. Staff who have been granted specific exemptions by the Dean may be excluded from invigilation duties
- 2.7. Staff appointed as invigilators are expected to adhere to the examination regulations and are considered to be providing a service to the university.
- 2.8. To ensure the integrity of the examination process, invigilators will not be assigned to supervise the exams of their own papers. However, if unavoidable circumstances require such an arrangement, the invigilator must inform the Chief Invigilator and the Examination Unit for appropriate action. In such cases, the invigilator must strictly adhere to the examination guidelines and maintain a neutral and impartial attitude towards all students.



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3. RESPONSIBILITIES OF INVIGILATOR

3.1. CHIEF INVIGILATOR (CI)

- I. Ensure that all Deputy Chief Invigilator involved are present at the designated time.
- II. Collect the examination question papers, answer sheets, and other necessary materials from the designated area.
- III. Distributing exam materials to invigilators, ensuring that each invigilator receives the correct materials for their assigned station.
- IV. Providing clear instructions to invigilators regarding their duties, procedures, and contingency plans.
- V. Communicating with invigilators to coordinate activities and address any concerns
- VI. Regularly inspecting examination halls to ensure adherence to rules and regulations.
- VII. Announce the start and end times of the examination, the examination rules, and any specific instructions to the students.
- VIII. Resolving any issues or problems that may arise during the examination, such as student queries or technical difficulties.
- IX. Ensuring the security of examination materials and preventing cheating.
- X. Preparing reports on the conduct of the examination, including any irregularities or issues.
- XI. Submitting the collected materials to the Examination Unit.

3.2. DEPUTY CHIEF INVIGILATOR (DCI)

- I. Assist the CI in collecting the examination question papers, answer sheets, and other necessary materials from the designated area.
- II. Ensuring that examination halls are set up correctly, with adequate seating, lighting, and ventilation.
- III. Assist CI in distributing exam materials to invigilators, ensuring that each invigilator receives the correct materials for their assigned station.
- IV. Allow student to enter the exam hall.
- V. Monitoring examination halls to ensure adherence to rules and regulations, and to assist the Chief Invigilator in resolving any issues
- VI. Addressing student queries, providing clarification, and ensuring that they are treated fairly.
- VII. Providing support to invigilators in case of any difficulties or emergencies.
- VIII. Collecting completed examination papers and answer scripts from invigilators and report to Chief Invigilator.
- IX. Verifying the number of scripts collected and ensuring proper packaging.
- X. Assisting in any post-examination tasks, such as preparing reports or addressing any issues
- XI. Assist the CI in submitting the collected materials to the Examination Unit.



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3.3. INVIGILATOR

- I. Familiarize oneself with the examination timetable, seating plan, and specific instructions for the exam.
- II. Ensure the examination room is set up correctly, with adequate seating, lighting, and ventilation.
- III. Distribute examination papers and answer booklets to students, verifying their identities.
- IV. Continuously monitor students to prevent cheating and unauthorized assistance.
- V. Address student queries, but avoid providing specific answers.
- VI. Maintain the security of examination materials and prevent unauthorized access.
- VII. Be prepared to handle emergencies, such as medical emergencies or disruptions.
- VIII. Collect all completed examination papers, answer sheets, rough work, and any other materials used by students.
- IX. Verify the number of scripts collected against the number of students present.
- X. Ensure that no student leaves the examination hall with any examination materials.

3.4. ASSISTANT INVIGILATOR

- I. Assist in setting up the examination hall
- II. Inspect the examination area before the start of the exam to ensure there are no prohibited items or devices.
- III. Verify student identities and assist in seating arrangements.
- IV. Monitor student attire and ensuring strict adherence to the established dress code. Any non-compliance should be promptly addressed.
- V. Monitor students as they enter the examination hall to prevent the smuggling of unauthorized materials.
- VI. Ensure a quiet and orderly examination environment.
- VII. Periodically check the toilet area and other areas to prevent the smuggling of unauthorized materials.
- VIII. Monitoring students entering and leaving the examination hall, especially those going to the toilet.
- IX. Assist in any post-examination tasks, such as packing and securing examination materials.
- X. Ensure that no student leaves the examination hall with any examination materials.
- XI. Check that all lights are turned off and doors are locked before leaving the examination hall.

4. INVIGILATOR SCHEDULE

- 4.1. The Examination Unit will release the invigilator schedule at least two weeks before the start of the examination period.

5. INVIGILATOR ATTENDANCE



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- 5.1. Invigilators must be present to ensure the invigilation process runs smoothly during the examination.
- 5.2. Invigilators arriving late must promptly inform the Chief Invigilator or Deputy Chief Invigilator of their delay. If possible, another qualified staff member should be assigned to temporarily oversee the exam room.
- 5.3. Invigilator that are unable to fulfil their assigned duties must notify the Examination Unit immediately and arrange for a suitable replacement.
- 5.4. Repeated non-compliance may result in the issuance of a warning letter/disciplinary action.

6. ETHICAL CONDUCT OF INVIGILATOR

Invigilators must adhere to the following;

- 6.1. Arrive at the examination venue at least **45 MINUTES** before the examination starts.
- 6.2. Treat all students fairly and impartially
- 6.3. Minimize noise and movement to avoid distracting students such as loud talking or unnecessary movement.
- 6.4. Prioritize invigilation responsibilities over personal tasks. Refrain from engaging in personal activities, such as reading books, marking or using electronic devices.
- 6.5. Respond to student queries promptly and professionally, but avoid providing specific answers or hints.
- 6.6. Move around the examination hall in a manner that does not disrupt student concentration. Avoid spending excessive time near individual students, as this may cause anxiety or distraction.

7. COLLECTION OF EXAMINATION QUESTION AND MATERIALS

- 7.1. Examination question and materials should be collected from Examination Unit at least **45 MINUTES** before the examination start by the Chief Invigilator.
- 7.2. The Deputy Chief Invigilator should assist on collecting the examination materials at the Examination Unit.
- 7.3. To ensure the security and confidentiality of the examination materials, the chief invigilator must immediately transport the question papers to the examination hall upon collection. The Examination Unit will provide necessary transportation. This measure is implemented to mitigate risks such as theft, damage, misdirection, and unforeseen transportation delays that could compromise the integrity of the examination process.

8. EMERGENCY PROCEDURES

- 8.1. In the event of an emergency during an examination, invigilators must prioritize the safety of all candidates and follow these procedures:



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A. Fire Alarm:

- I. Immediately instruct all candidates to stop writing and leave their exam papers and materials on their seat.
- II. Lead the candidates out of the room in an orderly and calm manner, following the designated evacuation route. Do not allow them to collect any personal belongings.
- III. Take attendance and ensure all candidates have evacuated safely.
- IV. Proceed to the designated assembly point and wait for further instructions from emergency personnel.

B. Medical Emergency:

- I. Determine the nature and severity of the medical emergency.
- II. Notify the appropriate emergency services (e.g., ambulance, medical personnel) immediately.
- III. If possible, provide first aid or comfort to the affected candidate while waiting for medical assistance.
- IV. Notify the Examination Unit personnel or designated authority about the incident.

C. General Emergency Procedures:

- I. Stay calm and composed to reassure the candidates.
- II. Be aware of the needs of candidates with disabilities and provide appropriate assistance during an evacuation.
- III. Adhere to the specific emergency procedures.
- IV. Provide clear and concise instructions to the candidates.
- V. If necessary, use interpreters or other communication aids to ensure all candidates understand the instructions.
- VI. Record details of the emergency, including the time, date, and any actions taken.

8. DECLARATION

- 8.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of the invigilation management and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 8.2. These guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the invigilator management.