

Guidelines for Chief Invigilators

The Duties of a Chief Invigilator shall be:

1. General

- 1.1 to safeguard the probity of the examination and the interests of candidates;
- 1.2 to supervise the work of the invigilators;
- 1.3 to ensure the security of all examination papers, materials and answer scripts whilst in his charge;
- 1.4 to make such reports to the Programme Leader and the Associate Dean of Respective Faculty arising from exceptional circumstances during the examination or as are deemed necessary to maintain the probity of the examination.

2. Before the Examination

- 2.1 to collect the sealed packets of question papers, Chief Invigilator's file and any other materials for each examination from the designated place 45 minutes before the commencement of the examination;
- 2.2 to arrive at the examination room not less than 40 minutes before the start of the examination;
- 2.3 to allocate duties to invigilators;
- 2.4 to arrange for the distribution of question papers, examination stationery and any other materials in accordance with the seating plan;
- 2.5 to admit the candidates to the examination room after all preparations have been completed;
- 2.6 to instruct the candidates not to turn over any papers that have been placed on their desk;
- 2.7 to permit any candidate whose name does not appear on the Examination Attendance Register to take the examination, to record the candidate on the list and to inform the candidate that his eligibility to take the examination will be subsequently checked with the respective Faculty.
- 2.8 to assist any candidate who has come to the wrong examination room to take the examination for which he is a candidate.

3. At the Start of the Examination

3.1 when candidates are seated, to instruct them:

- not to read the question materials until they are authorized to do so;
- to turn off all unauthorized electronic devices such as mobile phone, smart watches, tablets, MP3 players, etc.
- to put all unauthorized materials and other personal belongings inside their bags and place them under their desk;
- if they cannot put their personal belongings properly inside their bags, take their belongings to the front of the venue;
- to exhibit their student identity card on the desk at a visible and reachable position for inspection;
- to remain seated at all times unless given permission to leave their seats by an invigilator;
- if they need to attract the attention of an invigilator, to raise their hand;
- to check that they have all pages of the correct question paper and the necessary examination stationery and materials;

3.2 to remind the candidates of:

- the materials and aids authorized for the examination;
- the duration of the examination;
- the starting time of the examination;
- the requirement that they may not leave the examination room during the first 30 or last 15 minutes of the examination;

3.3 to start the examination at the scheduled time, or as soon as possible thereafter.

4. During the Examination

4.1 immediately after the start of the examination, to arrange for the inspection of such materials and aids as the candidates have brought to their seats;

4.2 to respond to queries from candidates arising from suspected errors in the question paper;

4.3 in extenuating circumstances to admit a candidate to the examination room later than 30 minutes after the start of the examination, provided that no candidate has already left the examination room;

4.4 to refuse readmission to any candidate who has left the examination room without permission;

4.5 30 minutes after the start of the examination, to arrange for the marking of the Examination Attendance Register to record both those present and those absent;

- 4.6 where a candidate is found or suspected of committing an act of academic dishonesty, to endorse the front cover of the candidate's script at the point where the alleged violation was discovered, to confiscate any unauthorized materials, and to permit the candidate to continue with the examination;
- 4.7 to inform the security guards of any person suspected of impersonating a candidate and ask them to stand by outside the examination room until the end of the examination;
- 4.8 for good reason, to permit any candidate to leave the examination room temporarily, to keep a record and to appoint an invigilator to accompany any such candidate, exercising all necessary supervision whilst the candidate is absent from the examination room;
- 4.9 where the Chief Invigilator is advised by the respective Faculty to terminate the examination due to the issuing of typhoon signal Pre-No 8 or above, to take such action as is normally required at the end of an examination;
- 4.10 in the event of an emergency:
- to instruct candidates to stop writing and to leave their question papers and answer scripts on their desks;
 - to advise candidates that the examination must be terminated and that they will be notified in due course of any further arrangements or decisions concerning the examination;
 - to supervise the orderly evacuation of the candidates;
 - on leaving, to take the Examination Attendance Register;
 - to arrange, if possible, for the doors of the examination room to be locked or the room guarded;
 - after any emergency termination of the examination, to return as soon as possible to the examination room with the invigilators to collect and record the scripts in the normal manner and to check for evidence of disturbance or unauthorized access to the room;
- 4.11 to give notice to candidates at 15 and 5 minutes prior to the end of the examination;
- 4.12 to take all possible actions to minimize disturbance to candidates both in, and in the vicinity of, the examination room.

5. At the End of the Examination

- 5.1 to ensure that the full allotted time for the examination has been allowed, but no more;
- 5.2 to instruct candidates:
- to stop writing;
 - to ensure that all the required information is entered on the front cover of each answer book;

- to ensure that all answer books and any supplementary sheets are securely fastened together;
 - to remain quietly seated until dismissed;
- 5.3 to arrange for the collection of the answer scripts and any materials or stationery provided by the respective Faculty;
- 5.4 before candidates are dismissed:
- to ensure that all answer scripts have been collected, by checking the scripts against the Examination Attendance Register;
 - to ensure that all materials and stationery provided by the respective Faculty have been collected;
 - to record the number of scripts collected on the Examination Attendance Register and to countersign the list;
 - to resolve any discrepancy between the Examination Attendance Register and the number of scripts collected;
 - to record on the Examination Attendance Register the name and student number of any candidate from whom no answer script has been collected;
- 5.5 to dismiss the candidates;
- 5.6 to advise any candidate found or suspected of committing an act of academic dishonesty that a report will be made to the Programme Leader and the Associate Dean of respective Faculty;
- 5.7 to require any candidate who failed to produce his student identity card;
- to sign a declaration form; and
 - to produce his student identity card to the Chief Invigilator at a time, which shall be within 2 working days, and at a place to be determined by the Chief Invigilator;
- 5.8 to interview any candidate suspected of impersonation;
- 5.9 after the candidates have been dismissed, to supervise the packing of the answer scripts such that:
- the answer scripts are arranged in the order of the Examination Attendance Register;
 - the answer scripts so arranged, are put in the envelopes provided;
 - the number of scripts contained in each envelope is written on the front of the envelope;
 - to sign over the seal of each envelope, together with one other invigilator;
- 5.10 to dismiss the invigilators once all the envelopes have been sealed;

5.11 immediately after sealing to deliver the envelopes and the Examination Attendance Register to the designated place, accompanied by one or more invigilators if required (if scripts are not collected by Course Examiners immediately after the examination).

6. Reports

The Chief Invigilator is required to submit a report to the Programme Leader and the Associate Dean of respective Faculty in the following circumstances:

- 6.1 where a candidate attends the wrong examination venue;
- 6.2 where a candidate does not appear on the Examination Attendance Register;
- 6.3 if a candidate leaves the examination room without permission;
- 6.4 where a candidate has failed to exhibit his student identity card;
- 6.5 where a candidate is found or suspected of violating the Academic Regulations. Any impounded material should be appended to the report;
- 6.6 where a person is suspected of impersonating a candidate;
- 6.7 in the event of an emergency termination of the examination;
- 6.8 where a candidate is prevented from completing the examination due to illness;
- 6.9 in the event of any discrepancy between the Examination Attendance Register and the number of scripts;
- 6.10 any other circumstances which may have affected the smooth running and probity of the examination, such as the absence of Invigilators/Course Examiners.