

Guidelines for Invigilators

The Duties of an Invigilator shall be:

1. General

- 1.1 to assist the Chief Invigilator in the fulfilment of his duties;
- 1.2 to act in accordance with the instructions of the Chief Invigilator;
- 1.3 to draw suspected cases of academic dishonesty to the attention of the Chief Invigilator;
- 1.4 to safeguard the probity of the examination and the interests of candidates.

2. Before the Examination

- 2.1 to report to the Chief Invigilator in the examination room not less than 30 minutes before the start of the examination;
- 2.2 to distribute question papers, examination stationery and other materials as instructed by the Chief Invigilator;
- 2.3 to oversee the correct seating of candidates according to the seating plan and to draw any problems to the attention of the Chief Invigilator;
- 2.4 to ensure that candidates' personal belongings and any unauthorized materials are properly put inside their bags and placed in the designated place.

3. During the Examination

- 3.1 30 minutes after the start of the examination, to mark the attendance register and check that the photograph on the student identity card is a true likeness of the candidate;
- 3.2 to patrol the examination room quietly and ensure candidates are not using any unauthorized materials or electronic devices;
- 3.3 to allow candidates to drink water (in a transparent bottle) provided that no disturbance is caused to other candidates;

- 3.4 to render assistance to candidates, but not to give advice, interpretation or explanation of any kind about the question papers unless specifically instructed to do so by the Chief Invigilator;
- 3.5 for good reason, to permit any candidate to leave the examination room temporarily, to keep a record and to accompany any such candidate, exercising all necessary supervision whilst the candidate is absent from the examination room;
- 3.6 to permit any candidate to leave the examination room and to collect the candidate's script, provided that the candidate is not seeking to leave during the first 30 or lease 15 minutes of the examination.

4. At the End of the Examination

- 4.1 as instructed by the Chief Invigilator, to collect the answer scripts and any other materials or stationery provided by the respective Faculty;
- 4.2 to assist in the packing of the answer scripts;
- 4.3 to sign over the seal of the envelopes as required by the Chief Invigilator;
- 4.4 if required, to assist the Chief Invigilator in delivering the scripts to the designated place.