



**BRIEFING FOR
CHIEF
INVIGILATOR/
INVIGILATORS**

INSTRUCTIONS FOR INVIGILATION OF EXAMINATIONS

GENERAL INFORMATION

1. The Chief Invigilator/Invigilators must be in the examination hall / room not later than one (1) hour before the examination is scheduled to begin;
2. The Chief Invigilator / Invigilators shall be accountable to the Vice-Chancellor in ensuring that the examination is conducted in a smooth and organized manner;



INSTRUCTIONS FOR INVIGILATION OF EXAMINATIONS

GENERAL INFORMATION

3. The center of the collection for question paper is located at Main Hall Complex 2 as stated as below:

Zone 1A : DKP 10

Zone 1B : DKP 18

Zone 2 : DKP 26



4. The Chief Invigilator / Invigilator must ensure that students are monitored throughout the duration of the examination. A complete report should be submitted to the Vice- Chancellor in the event of any untoward events;
5. Officers from the Academic Services Division will assist in the conduct of the examinations but the main responsibility lies with the appointed Chief Invigilator and Invigilators;
6. Throughout the examination period, the Chief Invigilator /Invigilators / Assistant Invigilators and all officers involved are subject to any other duties as directed by the Vice-Chancellor;



7. A reference file containing the following documents shall be provided by the Academic Services Division in the examination hall/room;

Chief Invigilator File

- ✓ Examination Schedule
- ✓ Examination Invigilation Schedule
- ✓ Text of Announcements by the Chief Invigilator / Invigilator
- ✓ List of students barred from taking the examination (if any)
- ✓ List of Chief Invigilator / Invigilator replacements (If any)
- ✓ List of Quarantined students (if any)
- ✓ Forms for Acceptance and Submission of Question Papers (**UMS/BPA03-05**)



Chief Invigilator File (contd.)

- ✓ Temporary Student Identity Verification Forms(UMS/BPA/03-06) for those without examination attendance
- ✓ Academic Fraud Report Form (UMS/BPA/03-11)
- ✓ Chief Invigilator Report Form (UMS/BPA/03-12).

Invigilator File (contd.)

- ✓ List of students by course.
- ✓ Text of Announcements by the Chief Invigilator / Invigilator
- ✓ Temporary Student Identity Verification Forms
- ✓ (UMS/BPA/03-06) for those without examination attendance slips.



Invigilator File (contd.)

- ✓ Form for Acknowledgement of Receipt of Answer (**UMS/BPA/03-09**)
- ✓ Authorization Form to Collect Answer Scripts (**UMS/BPA/03-10**)
- ✓ Academic Fraud Report Form (**UMS/BPA/03-11**)

8. Only authorized officers are allowed to enter the examination hall / room during the examination period, which includes:-
 - The appointed Chief Invigilator / Invigilators /Assistant Invigilators.
 - Examiner for the paper concerned.



- Vice-Chancellor, Deputy Vice-Chancellor (Academic), Registrar, Officers from the Academic Services Division, Officers from the School / Center for any courses for which the examination is in progress.
9. The Chief Invigilator and Invigilators are required to wear their staff identity cards throughout the duration of the examination.





DUTIES OF THE CHIEF INVIGILATOR

BEFORE THE EXAMINATION STARTS

1. Collect the sealed package of question papers from the Secretariat Room in the Academic Services Division in the Examination zones **not later than one (1) hour before the examination** is scheduled to begin and sign the Question Paper Collection and Acceptance Log Book **(UMS/BPA03-04)**
2. Deliver the Question paper packages to all Invigilators on duty, who duly complete and sign the Submission and Acceptance of Question Papers Form **(UMS/BPA/03-05)**.



3. Ensure that the Invigilators / Examiners check the question papers for any corrections. If there are any corrections required, the Chief Invigilator shall instruct the invigilators to make announcements of such corrections within the **first five (5) minutes after the start of the examination** ;

4. Instruct and ensure that all the Invigilators place the Question papers, attendance slips(UMS/BPA/03- 08), answer booklets and other examination related materials on the students' tables at least **30 minutes before the start of the examination**;



5. Instruct the Invigilators / Assistant Invigilators to check the students' examination slips to ensure that students sit only for the papers they have registered and inform the Chief Invigilator if a student does not bring along their examination slip or if the relevant courses are not included in their examination slip;
6. The Chief Invigilator shall bar students who do not have their examination slip or who are not registered for the examination from entering the Examination Hall/ room except for certain acceptable reasons and after obtaining confirmation from the Academic Services Division;



7. Notify the Invigilators / Assistant Invigilators to allow students to enter the examination hall / room through the designated door no earlier than ten **20 minutes before the start of the examination;**
8. The Invigilators / Assistant Invigilators must be informed not to stand behind the students or walk around too often during the duration of the examination as this will be a distraction to the students;
9. Instruct the Assistant Invigilators to tick students' attendance by checking the Attendance form (**UMS/BPA/03-08**) against the students' name list for each course;



10. The Chief Invigilator may open the question paper package if the invigilators do not show up or are late in coming to the examination hall / room.



DURING THE EXAMINATION (AFTER STUDENTS HAVE ENTERED THE EXAMINATION HALL/ROOM)

1. Chief Invigilator shall ensure the Invigilators and Assistant Invigilators at each hall to play the examination instructions video within **10 minutes** before the examination starts.
2. Be present at the place of examination throughout the examination period and handle any and all events occurring during the duration of the examination;
3. Ensure that the invigilators do a thorough monitoring during the duration of the examination;




4. Take action on reports from Invigilators / Assistant Invigilators about students suspected of committing Academic Fraud. Reports must be made by way of completing the **UMS/BPA/03-11** Form and the students concerned should be allowed to continue the examination till completion. The students' answer scripts must be attached to the Form together with any relevant evidence and submitted to the Assistant Registrar (Academic) or the representative;



SELEPAS PEPERIKSAAN (SELEPAS PELAJAR KELUAR DEWAN / BILIK PEPERIKSAAN)

1. Report to the Vice-Chancellor in the event of any incidents that resulted in suspension/delay of the exam or anything that require corrective actions by completing the Chief Invigilator's Report Form **(UMS/BPA/03-12)**;
2. Submit the answer scripts to the Examiner, the Dean or any representative presenting the Authorization form to accept the answer scripts **(UMS/BPA/03-10)** after counting and verifying that the number of answer scripts is the same as the number of student who attended/sat for the examination



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3. Submission of Answer Scripts is valid and complete only when the Chief Invigilator and the Examiner / Invigilator completes and signs the Acknowledgement of Receipt of Answer Scripts Form **(UMS/BPA/03-09)**
 4. Submit the Temporary Student Identification Form **(UMS/BPA/03-06)**, Acknowledgement of Receipt of Answer Scripts Form **(UMS/BPA/03-09)**, Authorization to Collect Answer Scripts Form **(UMS/BPA/03-10)**, and the Academic Fraud Form **(UMS/BPA/03-11)** which have been completed to the Assistant Registrar (Academic) or the representative.

5. Complete the Chief Invigilator Report Form **(UMS/BPA/03-12)** to be presented to the Vice Chancellor by the Assistant Registrar (Academic) or the representative;






DUTIES OF THE INVIGILATORS

1. Report to the Chief Invigilator no later than **one (1) hour before the start of the examination** and receive instructions from him/her ;
2. Receive the Question papers and the student list from the Chief Invigilator and place the Question Papers (Front page facing downwards) on each student's table;
3. Supervise the Assistant Invigilators when placing examination related items on the student's tables, such as the Examination Attendance Form (UMS/BPA/03-08), Answer Booklets and OMR answer sheets (if required);



4. Supervise the Assistant Invigilators in controlling the examination hall / room entrances to ensure that students:
 - Bring their Student card / identity card and the examination slip.
 - Do not bring with them any book, paper, photographs or any unauthorized materials into the examination hall / room .



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5. Check the identity of every student by :
 - Comparing the appearance of each student against the picture in the Student Card / Identity Card .
 - Ensure that the student is eligible to sit for the examination for the related course as stated in the examination slip .

 6. Collect the Attendance Forms (**UMS/BPA/03-08**) and indicate attendance on the Course Registration List and report to the Chief Invigilator if any students are not present ;

7. Submit the Attendance Forms **(UMS/BPA/03-08)** and duly marked Course Exam Attendance List to the Chief Invigilator to be passed on to the Assistant Registrar (Academic) or the representative ;
8. Monitor the students' actions throughout the duration of the examination ;
9. Ensure that the students' needs (additional answer sheets, etc) are attended to immediately ;
10. Supervise students who are given permission to leave the examination hall / room temporarily ;



11. Maintain order in the examination hall / room
12. Report to the Chief Invigilator if there are any students found to be impersonators, copying, disruptive, sick or violating any examination regulations ;
13. Report to the Chief Invigilator if there are any situations which makes the examination unfair to any student ;
14. Ensure that the students' OMR answer sheets are collected first before collecting the examination question papers to prevent the occurrence of OMR answer scripts being accidentally inserted in between the question papers ;



15. Monitor the examination hall / room exits to ensure that students do not take out any examination answer books / sheets, whether or not used and any other materials from the examination hall / room ;

16. Carry out any other duties as directed by the Chief Invigilator .





**LIST OF FORMS
RELATED TO
EXAMINATION
AFFAIRS**

- 1. QUESTION PAPER COLLECTION AND ACCEPTANCE LOG BOOK (CHIEF INVIGILATOR) (UMS/BPA/03-04)**
- 2. SUBMISSION AND RECEIPT OF QUESTION PAPERS LOG BOOK (CHIEF INVIGILATOR / INVIGILATOR) (UMS/BPA/03-05)**
- 3. TEMPORARY STUDENT IDENTITY VERIFICATION FORM (UMS/BPA/03-06)**
- 4. EXAMINATION SLIPS (UMS/BPA/03-07)**
- 5. EXAMINATION ATTENDANCE SLIPS (UMS/BPA/03-08)**



- 6. ACKNOWLEDGEMENT OF RECEIPT OF ANSWER SCRIPTS FORM (UMS/BPA/03-09)**
- 7. AUTHORISATION TO ACCEPT ANSWER SCRIPTS FORM (UMS/BPA/03-10)**
- 8. ACADEMIC FRAUD REPORT FORM (UMS/BPA/03-11)**
- 9. THE CHIEF INVIGILATOR REPORT FORM (UMS/BPA/03-12)**



Thank You

