1 SCOPE

This manual gives an overview of the online Examination Invigilation Swap of Duty.

2 SYSTEM OVERVIEW

2.1 Objectives
This application allows faculty member and staff to do swap of duty within their own school and their similar category of staff type, i.e. can only swap duty among faculty members, or research staff or among part-time staff, or among research students.

2.2 Online Invigilation Application for Schools

Startup Menu

![image of the online application interface]
Initiator – Faculty Member/Research Staff/Graduate Student

Step 1: Select a staff who is going to swap duty with you from the drop-down list

*Select a Staff to Swap Duty With*

Step 2: Click *Next* to continue

Step 3: Select a *Date/Time/Venue of duty to Swap* under your name which you wish to swap with another invigilator

Step 4: Select a *Date/Time/Venue of duty to Swap* under your selected staff member’s name which your selected staff member has consented to swap with you

Note: Leave blank if you are not replacing your duty with your selected staff member. That is, your selected staff member has agreed to take on your duty without a swap.
Step 5: Click *Submit* to confirm.

Note: Once ‘Submit’ is clicked, an email will be sent to the initiator upon submission. Also the selected staff member will receive email for his confirmation. You can check the status of your request as shown next.
Selected Staff Member – Faculty Member/Graduate Student/Research Staff

Note: You can access this page from the hyperlink in the email, or from the Startup page.

Step 1: Click Yes under Agree to Swap? to confirm the swap of duty
    Click No under Agree to Swap? to disagree to swap of duty

Step 2: Click Submit to submit

Note: Once ‘Submit’ is clicked, if the selected staff member has selected ‘Yes’, emails will be sent to initiator for information and to the Chair for approval. If the selected staff member has selected ‘No’, email will be sent to the initiator to inform him of the outcome.
Below is the screen, selected staff member would see once *Submit* is clicked:

![Screen Shot](image)

<table>
<thead>
<tr>
<th>S/N</th>
<th>Original Duty</th>
<th>Remarks</th>
<th>New Duty</th>
<th>Remarks</th>
<th>Status</th>
<th>Agree to Swap?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of 11J&lt;br&gt;THU 30 APR 2009 1.30 PM&lt;br&gt;HALL D</td>
<td></td>
<td>Name of 085J&lt;br&gt;THU 30 APR 2009 1.30 PM&lt;br&gt;HALL D</td>
<td>Awaiting approval by Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If "CI" appears under Remarks of New Duty, you will assume duty as CI if the Chair approves the application.

**Legend:**
- CI - Chief Invigilator
- Y - Coordinator
- S - Setter
- E - Examiner

(Select Yes or No and click Submit to commit change(s).)