

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

 **NANYANG TECHNOLOGICAL UNIVERSITY** Exam Invigilation Swap of Duty Login

Office of Academic Services Close

		Single Sign-On	Active Directory Authentication
Initiator	Faculty Member/ Research Staff	Click here	Click here
	Graduate Student	Click here	Click here

Legend:
Initiator - Staff member who initiates the swap of duty

		Single Sign-On	Active Directory Authentication
Selected Staff Member To Swap Duty With	Faculty Member/ Research Staff	Click here	Click here
	Graduate Student	Click here	Click here

Legend:
Selected staff member - Staff member whom the initiator has sought verbal consent to swap duty with

		Single Sign-On	Active Directory Authentication
Chair		Click here	Click here

Legend:
Chair - Chair of the School of the initiator

Close

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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

NANYANG TECHNOLOGICAL UNIVERSITY
Exam Invigilation Swap of Duty
Initiator

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[Undergraduate Exam Invigilation Roster](#) [Help](#)

Select a Staff to Swap Duty With

[Close](#)

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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.

NANYANG TECHNOLOGICAL UNIVERSITY
Exam Invigilation Swap of Duty
Initiator

Office of Academic Services [Close](#)

[Undergraduate Exam Invigilation Roster](#) [Help](#)

Select Date/Time/Venue of Duty to Swap

Name of 155J

(Please check that your selections are correct before you click SUBMIT to send the application to the selected staff member for confirmation.)

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

[Close](#)

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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.

The screenshot shows a web application window titled "Exam Invigilation Swap of Duty Initiator" from the Office of Academic Services at Nanyang Technological University. The interface includes a "Close" button in the top right corner. Below the header, there is a link for "Undergraduate Exam Invigilation Roster" and a "Help" link. The main content area contains a form with the label "Select a Staff to Swap Duty With" and a dropdown menu currently showing "Name Of 009e". A "Next" button is positioned below the dropdown. A note below the button reads: "(Click Next for another swap of duty. Otherwise, click Exit.)".

Record(s) of Swap of Duty

S/No		Original Duty	Remarks	New Duty	Remarks	Status
1.	Name of 217D	FRI 25-APR-2008 9.30 AM HALL E		TUE 06-MAY-2008 2.30 PM HALL D		Awaiting confirmation
	Name of 135P	TUE 06-MAY-2008 2.30 PM HALL D		FRI 25-APR-2008 9.30 AM HALL E		

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

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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.

NANYANG TECHNOLOGICAL UNIVERSITY Exam Invigilation Swap of Duty
Selected Staff Member

Office of Academic Services Close [Help](#)

S/N	Original Duty	Remarks	New Duty	Remarks	Status	Agree to Swap?
1. Name of 111J Name of 085J	THU 30-APR-2009 1.30 PM HALL D		THU 30-APR-2009 1.30 PM HALL D		Awaiting confirmation	<input type="button" value="Yes"/> <input type="button" value="No"/>


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).)

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Below is the screen, selected staff member would see once **Submit** is clicked:

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Exam Invigilation Swap of Duty Selected Staff Member

Office of Academic Services Close

[Help](#)

Confirm Swap of Duty						
S/N	Original Duty	Remarks	New Duty	Remarks	Status	Agree to Swap?
1.	Name of 111J					
	THU 30-APR-2009 1.30 PM HALL D					
	Name of 085J		THU 30-APR-2009 1.30 PM HALL D		Awaiting approval by Chair	-

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).)

Close

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