1 SCOPE/PROCESS

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

1.2 The invigilation swapping system captures:
- the request for swapping/replacing invigilation duty by initiator
- the agreement from the swapping/replacement staff
- the approval from the School Chair

1.3 Last minute swapping of duty is to be applied via the online system not later than the day of the initiator’s original duty. After this day, the initiator will have to obtain covering approval from the School Chair via email.

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
Examination Invigilation Swap of Duty Online System - Staff

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 of your school “Select a Staff to Swap Duty With”

*Note:* To swap with a staff from other school, click on the hyperlink of the school

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.

![Image of the exam invigilation swap of duty online system](image-url)
Examination Invigilation Swap of Duty Online System - Staff

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.
Examination Invigilation Swap of Duty Online System - Staff

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