Chief Invigilators are requested to pay special attention to the following procedures and regulations:

1. **INSTRUCTIONS TO EXAMINATION CANDIDATES**
   At the commencement of every examination, please read aloud to the candidates the instructions on the announcement sheet placed on the invigilators’ desk, highlighting in particular the point that a candidate may be expelled from the University if he is found to be in possession of any unauthorised material or caught cheating during the examination.

   Handphones are permitted to be brought into the examination halls. However, candidates must ensure that their handphones are switched off at all times. Disciplinary actions will be taken against a candidate who breaches this regulation.

2. **DISTRIBUTION OF QUESTION PAPERS**
   The question papers must be placed on the candidates’ desks with the reverse side facing upward. Candidates are not allowed to turn over and read the question papers until the commencement of the examination and upon being instructed by the Chief Invigilator to do so.

3. **ADMISSION OF CANDIDATES INTO EXAMINATION HALL**
   Please ensure that at least one of the invigilators assigned to you is stationed at the door as candidates enter the examination hall. His duty is to:
   (i) stop candidates from bringing in unauthorised materials; and
   (ii) prevent candidates from leaving the examination hall once they have been seated at their desks.

   It is suggested that the Chief Invigilator stations himself at the invigilators’ desk in front of the hall so that he can have a full view of the hall while the candidates are coming in.

   Please also remind the invigilators to check the candidates’ pencil cases for unauthorised materials when they are checking their attendance and identity.

4. **AMENDMENTS TO QUESTION PAPERS**
   Any amendments made to any question paper must be recorded in the Chief Invigilator’s Report. Where the paper is held in more than one examination hall, please ensure that the amendments are also announced in the other venues.

5. **CANDIDATES LEAVING EXAMINATION HALL DURING EXAMINATION**
   Please ensure that every candidate given permission to leave the examination hall temporarily while the examination is in progress is accompanied by an invigilator.

6. **CANDIDATES LEAVING EXAMINATION HALL BEFORE THE END OF THE EXAMINATION**
   Please ensure that the answer book is left on the desk when a candidate indicates his intention to leave the examination hall before the conclusion of the examination.

7. **CANDIDATES FALLING ILL DURING EXAMINATION**
   Should a candidate falls ill during an examination and needs immediate medical attention, please contact NTU Medical Centre. The invigilator should make a written report to the Graduate Studies Office of all cases of students taken ill during an examination.

8. **CANDIDATES CAUGHT WITH UNAUTHORISED MATERIALS DURING EXAMINATION**
   Should a candidate be found with any unauthorised material, the invigilator should confiscate the materials but allow the candidate to continue with the examination. The invigilator should make a written report to the Graduate Studies Office of the case.
9. **POSITIONING OF INVIGILATORS**

   It has been observed that there is a tendency among some invigilators to congregate in one or two spots. Chief Invigilators are requested to assign the invigilators to specific areas of the hall to ensure proper supervision of all the candidates. This is particularly important at the commencement and near the end of the examination.

10. **COLLECTION OF ANSWER BOOKS**

    At the conclusion of the examination, candidates should be told to secure all their answer books together with the string provided. The candidates must never be asked to hand in their answer books in separate sections.

    Please ensure that the invigilators collect the answer scripts in matriculation number order. They should also ensure that the number of answer scripts collected tallies with the number of candidates present for the paper.