NANYANG TECHNOLOGICAL UNIVERSITY

INSTRUCTIONS TO INVIGILATORS

1. GENERAL

Invigilators have a responsibility to ensure that the examinations are properly conducted and that at all times candidates are supervised in the examinations. Invigilators should, whenever required, submit comprehensive reports on any incident or untoward happening. The Graduate Studies Office can always be contacted for assistance but the responsibility must finally rest with the invigilators for any arrangements made in the examination hall during an examination. If an invigilator is in doubt at any time, he should contact the Graduate Studies Office.

Invigilators must ensure that:

(i) the relevant provisions of the Examinations Regulations are observed and
(ii) the instructions issued to candidates are observed. These instructions are issued together with the examination timetable.

Invigilators are reminded to dress appropriately (in office attire) when they are on invigilation duty.

2. BEFORE THE COMMENCEMENT OF EXAMINATION

Examinations will be conducted during the allocated times shown in the examination timetable.

Invigilators must report to the examination hall HALF AN HOUR before the commencement of the examination to distribute question papers and to ensure generally that the hall is ready for the examination.

The question papers will be handed to the Chief Invigilator in a sealed envelope by persons authorised by the Dean (Graduate Studies). The Chief Invigilator, before opening the envelope, should check that the seal has not been broken or otherwise tampered with. A sheet is pasted onto each envelope giving details of the duration of the examination and special requirements, if any.

When distributing the question papers, invigilators should ensure that each question paper is placed on the desk with the reverse side facing upward.

Candidates are not allowed to turn over and read the question papers until the time for the commencement of the examination which will be announced by the Chief Invigilator.

Candidates should be allowed into the hall TEN MINUTES before the time scheduled for the commencement of the examination. This will give them an opportunity to find their seats.

The Chief Invigilator should remind candidates that no unauthorised material such as book, paper, document or picture may be taken into the examination hall. Possession of any unauthorised material by a candidate in the examination hall while the examination is in progress is a breach of the Examinations Regulations. In open book examinations, candidates are permitted to bring reference materials but not their bags into the examination hall due to security reasons.

Candidates are allowed to bring handphones into the examination halls. However, the handphones must be switched off at all times. Disciplinary actions will be taken against a candidate who breaches this regulation. All invigilators must have their handphones switched to silent mode.

Where books, papers, documents, pictures or other materials are made available to candidates for reference purposes, the Chief Invigilator should remind candidates not to write, mark, highlight or deface the reference materials.

Candidates should be reminded that they are not allowed to write their names in the answer books. They should write only their matriculation numbers.
Before an examination commences, no candidate is allowed to leave the examination hall for any reason whatsoever.

3. **DURING THE EXAMINATION**

Not more than one invigilator may be absent from the examination hall at any one time.

No candidate is allowed to present himself for examination later than **ONE HOUR** after the commencement of the examination.

No candidate who has presented himself for an examination will be allowed to hand in his answer script until **ONE HOUR** has elapsed after the commencement of the examination.

Candidates may be allowed to leave the examination hall temporarily while an examination is in progress but they must first obtain permission from an invigilator and be accompanied by an invigilator throughout their absence from the hall.

No candidate is allowed to leave the examination hall during the **last 15 minutes** before the conclusion of the examination.

Where an invigilator has reason to believe that a candidate is cheating or otherwise violating normal examination practice, he should inform the Chief Invigilator and submit a full written report to the Dean, Graduate Studies who will arrange the necessary enquiries to be made.

**Checking Attendance and Identity of Candidates**

The invigilators should check the attendance of candidates while the examination is in progress. List(s) of candidates and a seating plan are provided and attendance can be checked against these lists. Any absentee must be reported to the Graduate Studies Office in the appropriate form provided.

Please also check the candidates’ pencil cases for any unauthorised materials.

The identity of all candidates taking the University examinations must be checked during the examination. Candidates will have been asked to place their matriculation cards or identity cards at the right hand corner of their desks at the commencement of each examination. Invigilators are required to check the matriculation cards or identity cards against the names shown on the list of candidates for each examination and against their likeness.

Candidates who do not possess matriculation card or identity card should be requested to sign against their name in the Attendance List. Please request them to present their matriculation card to the Graduate Studies Office after the examination for verification.

**Checking of Calculators**

Calculators approved by the School for use in the examination hall will have been checked by the School concerned and duly affixed with a seal. Invigilators are to ensure that the candidates' calculators are duly affixed with a seal by the School concerned and that the seal has not been broken or tampered with. Unauthorised calculators should not be permitted in the examination hall.

**Illness**

A candidate who falls ill during an examination and needs immediate medical attention, please inform the Chief Invigilator to 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.
4. CONCLUSION OF THE EXAMINATION

Warning of the conclusion of the examination should be given **fifteen minutes** before the scheduled time. To avoid disturbance to the candidates, no further warning need to be given. At the scheduled time of conclusion, candidates should be told to stop writing and to secure **ALL** their answer scripts together with the string provided.

On no account should the candidates be asked to hand in their answer books by sections. Any subsorting of answer books that is found necessary should be done in the School and not in the examination hall.

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.

Candidates should be reminded that **ONLY** their matriculation numbers should appear on each of the answer books used and that under no circumstances must their names be shown. They should be reminded to ensure that the directions given on the cover of each answer book are observed. Candidates must be told **NOT** to remove their answer scripts or any other papers, except their question papers, from the examination hall.

Invigilators should collect the answer scripts in matriculation number order before candidates leave the hall. The answer scripts should be carefully collated and tied up according to course. The number of scripts collected for each course should tally with the number of candidates present for that paper. Discrepancies must be reported on the form provided. The scripts should be handed to the relevant examiner, if he is present, or to a representative arranged by the respective School or examiner.

Any unused answer books and other papers should be left on the desks. If a candidate removes his answer script from the examination hall and subsequently returns to the hall to hand in his answer script, the invigilator should not accept the answer script for transmission to the examiner but should hand it to the Graduate Studies Office for further investigation.

Invigilators are required to prevent excessive noise at the end of the examination sessions when candidates leave the examination hall as some examination papers might still be ongoing.