

**Universiti Tunku Abdul Rahman**

**Regulation VII**

**EXAMINATION INVIGILATORS**

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation:

**1. Short Title & Commencement**

This Regulation may be cited as the **Examination Invigilators** Regulation and shall come into force as from the date of incorporation of the University.

**2. Appointment of Invigilators**

- (1) Examination Coordinators, Chief Invigilators, Invigilators and any other designated Staff involved in the conduct of examinations are appointed by and accountable to the President.
- (2) The chief invigilator and invigilators shall be appointed from full-time/ part-time Academic Staff/Staff in such numbers and for such periods of the examination as determined by the President.

**3. Examination Coordinators**

Examination Coordinators are the Deans of Faculty/ Institute and Directors of Centres who shall be in charge of the smooth conduct and operations of the whole examination.

*Amended on  
12 Oct 2010*

**4. Cancellation of Examination**

A Chief Invigilator or Invigilator shall report to the President if a situation has arisen during an examination that:

- (a) requires the cancellation or postponement of the examination;
- (b) has caused the examination to be conducted in an improper manner; or
- (c) has caused the examination to be unfair to any candidate.

**5. Invigilation Timetable**

The period for invigilation duties is as provided for in the Invigilation Timetable.

**6. Duties and responsibilities of Chief Invigilators**

A Chief Invigilator shall be allocated to each examination venue and shall be responsible to the Examination Coordinator. He shall liaise with the designated

Staff regarding the proper conduct and arrangement of the examinations. His duties shall further include the following:

- (a) To sign-in at the station at least 45 minutes before the commencement of the examination.
- (b) To collect the question papers in sealed packages from the designated Staff at the station.
- (c) To carry the question papers to the examination venue for distribution in accordance with the timetable.
- (d) To ensure that all invigilators are fully conversant and comply with the rules and arrangements of the examinations.
- (e) To ensure due distribution of the question papers.
- (f) To ensure due supervision at the door/s of the examination venue in that candidates do not bring in any unauthorised materials into or remove any materials from the venue.
- (g) To commence the examination promptly and make the appropriate announcements in accordance with the Required Announcement.
- (h) To ensure due verification of the identity of the students, checking of the Authorisation Slips and desk numbers and collection of the Attendance Slips in the examination venue.
- (i) To complete and sign the Examination Report Form and Attendance and Marks List and to report any incident that may have affected the smooth running of the examination in Examination Statement Form (if any).
- (j) To fill up all particulars required on the package (i.e. envelope or wrapper) which the answer scripts will be placed.
- (k) The completed copy of Examination Report Form and Examination Statement Form (if any) to be handed over to the designated Staff at the conclusion of the examination.
- (l) To collect the answer scripts at the end of the examination with the assistance of other invigilators while the candidates remain seated. To count the scripts and check against the number of Attendance Slips collected, tie and seal the package consisting of answer scripts.
- (m) To hand over the sealed package of answer scripts to:

- (i) the examiner, if he is in the same examination venue. The examiner will collect from the Chief Invigilator the answer scripts and acknowledge receipt on the Examination Report Form which Form shall then be handed over to the Faculty/Institute Executive by the Chief Invigilator; or *Amended on 12 Oct 2010*
- (ii) the designated Staff, if the examiner is not at the examination venue; or if a particular course of examination is conducted in a few venues notwithstanding that the examiner is in one of the examination venues. *Amended on 7 Jun 2016*
- (n) When necessary, to instruct the invigilator(s) present:
  - (i) To assist him in distributing answer booklets and other examination materials; *Amended on 4 Nov 2014*
  - (ii) To issue additional answer booklets (one booklet at a time) to candidates upon request by them; and *Amended on 4 Nov 2014*
  - (iii) To accompany candidates who may wish to go to toilet.

## **7. Duties and responsibilities of Invigilators**

*Amended on 4 Nov 2008*

There shall be at least two (2) Invigilators including the Chief Invigilator allocated to each examination venue. All invigilators in an examination venue shall be responsible to the Chief Invigilator. His duties include:

- (a) To sign-in at the station at least 45 minutes before the commencement of the examination.
- (b) To assist the Chief Invigilator in the matters provided for in Section 6(e) to (m).
- (c) To ensure that candidates comply with the rules and regulations of the examination.
- (d) Invigilators who are also examiners described in Section 6(m)(i) above are advised to collect the scripts immediately after the conclusion of examination from the Chief Invigilator and to acknowledge receipt for the numbers of answer scripts collected on the Examination Report Form.

## **7A. Duties and responsibilities of Course Coordinators**

Course Coordinators who have been assigned to invigilate the examination of their courses must carry out their duties and responsibilities as described in Sections 6 and 7 above.

*Amended on 5 Mar 2024 and 5 Jul 2024*

In the event that a Course Coordinator is not assigned as an invigilator, his duties for the examination session in which his course is being examined include the following:

- (a) To sign-in at the station at least 15 minutes before the commencement of the examination.
- (b) To be present at the examination venue(s) at the first 30 minutes after commencement of the examination and to be reachable after the first 30 minutes of examination until the examination ends to answer any queries that may arise by the candidates.
- (c) Course Coordinators are advised to collect the scripts immediately after the conclusion of examination from the designated Staff at the reporting station and to acknowledge receipt for the numbers of answer scripts collected on the Examination Report Form.

## **8. Relief Invigilators**

Where necessary, Relief Invigilator(s) will be assigned to examination venues. A Relief Invigilator is to be at the designated station 45 minutes before the commencement of the examination.

## **9. General Matters & Other Duties**

- (a) Candidates are allowed to take any seat within the block of desks allocated for their paper.
- (b) Invigilators are to ensure that all candidates produce their Authorisation Slips before they are allowed to enter the venue. Otherwise, candidates are required to obtain a Temporary Authorisation Slip from the Division of Examination and Awards staff stationed at the respective buildings specified in the Invigilation Timetable booklet.  
*Amended on  
2 Apr 2013  
and  
5 Jan 2022*
- (c) Invigilators are to monitor the candidates carefully and are to remain in the examination room throughout the examination. Invigilators shall carry out unobtrusive patrolling periodically. Invigilators are not allowed to use their mobile phones while on invigilation duties.  
*Amended on  
2 Apr 2013*
- (d) The Chief Invigilator, upon commencement of each examination, is to make an announcement to candidates to surrender any unauthorised material, whether inadvertently or otherwise, brought into the examination venue.
- (e) The Invigilator shall ensure that the candidate sitting for the examination is the same person as the one shown on the photograph in his student card  
*Amended on  
7 Jun 2016*

and the index number, course code and desk number written on the Attendance Slip tally with his Authorisation Slip and the desk number on the right hand corner of the desk. Attendance Slips have to be arranged in ascending order of the Index Numbers as listed in the Attendance and Marks List, completed and signed by the Chief Invigilator at the designated space at the top of the first page of the list.

- (f) At the conclusion of the examination, Invigilators are to ensure that all students present for the examination submit their answer scripts irrespective of whether they have completed their answers. Students who have not answered any question or have written in only one (1) answer booklet should hand over that blank or completed answer booklet with their index numbers indicated and thread tied to it.
- (g) At least one (1) copy of the question paper, marking scheme and the original copy of the Attendance and Marks List are to be included in the package(s) of answer scripts.
- (h) The surplus copies of printed question papers, the collected Attendance Slips (tied up securely) and the carbon copy of Attendance and Marks List are to be returned in the envelope containing the question paper to the designated Staff stationed at the respective venues as specified. The completed Examination Report Form is to be handed over to the Designated Staff by the Chief Invigilator.
- (i) An Invigilator who has caught a candidate violating the Examination Rules and Regulations should confiscate the evidence. Together with a witness of the incident, the invigilator is to give a written explanation of the incidence in the Examination Statement Form. The suspected candidate should be allowed to complete his examination and his answer script should be collected and packed separately from the rest of the scripts. Towards the end of examination, the suspect must acknowledge on the form "BREACH OF EXAMINATION REGULATIONS" with the original copy given to the suspect. Both completed forms (Original Examination Statement Form and photocopy of "BREACH OF EXAMINATION REGULATIONS" form) together with the evidence are to be handed over to the Chief Invigilator, who shall record the index number of the suspect on the Examination Report Form before passing them to the designated Staff.
- (j) If any Invigilator is unable to report for duty due to any reason beyond his control, he should contact Division of Examination and Awards immediately.
- (k) An Invigilator who wishes to swap his duties with another invigilator must obtain prior permission of the Dean of Faculty/ Institute or Director of a Centre concerned before notifying in writing the Director of Division of

*Amended on  
2 Apr 2013  
and  
5 Jan 2022*

*Amended on  
12 Oct 2010,  
2 Apr 2013  
and  
5 Jan 2022*

## 10. Examination Attendants

The Examination Attendants will be at the venues to assist the Invigilators. The Examination Attendant's main function is to distribute answer booklets and other examination materials as instructed by the Invigilator. At the end of the examination, the Examination Attendants will collect back all unused answer booklets and other materials supplied before carrying them back to the designated Staff at the location specified.

## 11. Announcements by Chief Invigilator

### **Before Commencement of Examination**

- (1) For a candidate who falls ill during the University final examination and is unable to continue and finish the examination the candidate is considered to have sat for the examination and grade would be awarded based on this attempt. The candidate is not allowed to appeal/ apply for special consideration to sit for a Replacement examination if the candidate fails in the examination. The candidate has to repeat the course.

*Amended on  
17 Feb 2011*

*Amended on  
7 Jun 2016*

- (2) Check and make sure that you have the right question paper and that questions are printed on each page of the question paper. Also check that there are no missing pages. Raise your hand if you find that the question paper is not in order.

- (3) (a) Check your pockets, jackets, calculators, etc. to ensure you have not brought in any unauthorised materials into the examination room.

- (b) Candidates are not allowed to bring in any electronic communication device (except mobile phone and smart watch), notes, papers, pencil cases, spectacle cases or any unauthorised materials into the examination room. If you have done so, surrender them to the Invigilators now or ask for permission to place them outside the examination room.

*Amended on  
3 Mar 2020*

- (c) Candidates are reminded that no notes, formula, etc. are to be written on the examination authorisation slips, or any part of his body, or his apparel or clothing.

- (4) (a) A candidate is allowed to bring his mobile phone and smart watch into his examination venue. However, the mobile phone and smart watch must be switched off and be placed on the floor of the examination venue before the start of an examination.

*Amended on  
21 Apr 2016*

- (b) Only non-programming scientific calculators are allowed to be used for examinations as have been authorised by the examiners. Cover of calculator must be removed from the calculator and together with your personal wallet; such items must be placed on the floor before the start of an examination.
- (5) (a) No candidate is allowed to leave the examination venue within the first thirty (30) minutes after the commencement of the examination and during the last thirty (30) minutes of an examination. *Amended on 17 Feb 2011*
- (b) Any candidate who leaves the examination venue for toilet must be accompanied by an invigilator or authorised staff, otherwise they shall not be readmitted to the examination venue. Candidates are not allowed to bring along their mobile phone and smart watch from the examination venue when they leave temporarily to go to the toilet. *Amended on 21 Apr 2016*
- (6) Any candidate found to be dishonest or who does not comply with any instruction given by the Invigilator during the examination may be liable to disciplinary action.
- (7) Fill up your attendance slips and place them on the top right hand corner of your desk together with your Authorisation Slips and Student card.
- (8) Fill up the particulars on the cover of your first answer booklet. You must write your Index Number in the space provided on each answer booklet and papers used.
- (9) Do not tear out any page from answer booklets. Unless otherwise specified, all answers must be written on the answer booklets. Write on one side of the page only. The other side is to be used for rough work.
- (10) Last Reminder - you are given last chance to surrender if you had brought in any unauthorised materials in the next two (2) minutes. Please ensure that you have checked your pockets, jackets, calculators etc. that there is no any unauthorised materials brought into the examination room. *Amended on 14 Apr 2009*
- (11) A candidate who was found in possession of bringing in any unauthorised materials, whether intentional or not, remains as an offence in breach of Examination Regulations. *Amended on 14 Apr 2009*

- (12) An announcement shall be made for the commencement of examination after two (2) minutes of the Last Reminder.  
[Chief Invigilator to continue with the following announcement after two (2) minutes]

*Amended on  
14 Apr 2009*

- (13) You may start writing now.

*Amended on  
14 Apr 2009*

### **Towards the End of the Examination**

- (1) You have fifteen minutes left.
- (2) Stop writing, arrange and tie up your answer booklets and papers. Check that you have written your Index Number on every answer booklet and sheet of paper used. You must write the number of questions attempted on the cover of your first answer booklet. Tie up your answer script(s) with the thread provided, even if there is only one answer booklet.
- (3) All candidates are required to remain in your seats. It is your responsibility to ensure your answer scripts are handed to the Invigilators. Do not leave the examination room until you have been told to do so. Any used or unused answer booklet, sheet of paper provided etc. cannot be taken out of the examination venue.
- (4) You may leave the room QUIETLY now.

### **Online Examination**

*Amended on  
24 Aug 2020*

#### **12. Duties and Responsibilities of Invigilators**

All invigilators in such Online Examination shall carry out duties and responsibilities as follows:

- (a) To prepare **ONE (1)** laptop/ notebook/ PC/ tablet and use it for proctoring purposes throughout the invigilation duty.
- (b) To use their smartphone for communication with Division of Examination and Awards, the examiner and candidates, throughout the Online Examination.
- (c) To use a relatively quiet venue for online proctoring purposes. The invigilators are required to unmute the speaker / microphone throughout the Online Examination.
- (d) To download/ print a copy of:
- (i) Announcements by Invigilator and
  - (ii) List of materials that can be used by candidates, if any, that will be provided by Division of Examination and Awards before the invigilation duty.

*Amended on  
5 Jan 2022*

*Amended on  
5 Jan 2022*



- (e) To log in to the video conferencing tool at least 45 minutes before commencement of the Online Examination.
- (f) To monitor and record the conduct of the entire Online Examination after logging into the video conferencing tool.
- (g) To check and ensure the names and total number of candidates that appear in the video conferencing tool are consistent with the name list provided by Division of Examination and Awards.
- (h) To check the surrounding of the room of the candidates by asking candidates to scan the desk and their room where they will take the Online Examination and make sure the desk is clear and there is no unauthorised materials with or around them.
- (i) To check that the position of the candidates' cameras is placed in such a way that candidates' face and upper body including hands as well as the computer screen are visible.
- (j) To check the identity of candidates on a one-to-one basis by asking the candidates to show their student identity cards near the camera. In the event that the candidates do not have their student identity card, the candidate's national identification card or national passport document with a clear photo can be considered as proof of the candidate identity.
- (k) To ensure the candidates record their attendance and agree with the Declaration Statement after reading it.
- (l) To check the materials that are allowed to use in the examination by the candidates, e.g. A4 paper, calculator etc, to ensure no suspicious writing on the said materials.
- (m) To make an announcement to the candidates upon the commencement of Online Examination. The said announcements will be provided by Division of Examination and Awards before the Online Examination.
- (n) To ensure the question papers are accessible by candidates throughout the Online Examination.
- (o) To monitor the candidates through the video conferencing tool throughout the Online Examination.

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5 Jan 2022*

*Amended on  
5 Jan 2022*

- (p) To check the Chat function in the video conferencing tool in case any candidates type their enquiries in the Chat.
- (q) To record the duration of any candidate who are disconnected from the video conferencing tool due to poor internet connection and rejoin the online invigilated group, if any. The Invigilators are required to submit the record to the examiner after the Online Examination.
- (r) To verify or confirm receipt of candidates' answer script and ensure all candidates who take the examination are accounted for.
- (s) To close the video conferencing tool after confirming the submission status of the answer scripts with the examiner.
- (t) To ensure that candidates comply with all laws, rules, regulations, guidelines and lawful instruction of the University and its staff in relation to the University Examination.
- (u) To report to Division of Examination and Awards if invigilators found any suspicious act during the Online Examination. In the event invigilators suspect that any candidate has breached the Examination Rules and Regulations, invigilators are to request the candidate to show his computer screen or materials and the candidates should be allowed to complete his Online Examination. Invigilators are required to fill in the necessary form applicable i.e. FM-DEAS-007 Examination Statement after the Online Examination and submit the completed form to Division of Examination and Awards.
- (v) To contact Division of Examination and Awards immediately if any Invigilator is unable to report for duty due to any reason beyond his control.

*Amended on  
5 Jan 2022*

*Amended on  
5 Jan 2022*

### **13. Relief Invigilators**

A Relief Invigilator is to be on standby at least 45 minutes before commencement of Online Examination until the end of the Online Examination.