**Exam Invigilation check list**

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| **Before the Exam start** | |
|  | Head Inv. Collect the exam papers from the control room and count them, **45 minutes before**. |
|  | Head invigilator and all be in exam room **30 minutes before**. |
|  | Find out who is your backup invigilator? To contact him in emergency |
|  | Make sure all floaters are stationed 30 minutes before, (**call backup invigilators if they are not**) |
|  | Check all students brought their students’ ID (**ask them to get temporary ID form AS if not**) |
|  | Check no laptop bags or mobile phones or electronics smart devices inside the exam hall |
|  | Make sure a clock or count down timer set in the exam hall |
|  | Check all students seated on their collect allocated seat and their ID on the table. |
|  | Invigilators start verifying the students ID and students in the exam hall |
|  | **Exam must start on time**, distribute exam papers **face down** with other formula sheets or tables few minutes before exam start time |
|  | **Online exam**: check all students logged to lockdown browser waiting for the password. |
|  | Before **5 min of the exam start the following instructions are announced**:   * Exam format (online/paper based) * Exam duration (example 2 hours) * Students not allowed to leave the hall before 60 minutes (if the exam 2 hours) * No mobile phones or watches allowed. * Cheating policy.   **Online Exam:**   * **Tell the students they need to show their submission of the online exam before leaving.** * **Tell the students they need to sign and you write the time they left the exam in the attendance sheet.** * **Make sure students not seeing each other computer screens, use dividers or spread them if required.** |
| **At the start / During the exam** | |
|  | Tell the students :”**You may now turn over your papers and begin**”  Online exam say something similar: “**you may now login and begin**” |
|  | Ask the students to verify their exam papers, formula sheets, they have correct copies. |
|  | Check Students ID must stay on tables during the entire exam time |
|  | Invigilators take attendance signatures and verify the IDs |
|  | Invigilators do head count and verify the attendance sheet |
|  | No food or drinks allowed in exam hall (water okay) for all (students and faculty) |
|  | Student’s needs washroom break must be accompanied by floater. |
|  | IF any question found wrong ask the students to solve the next one, ask the floater to go get clarification for the DAO, and if any instruction came back from him, announce to students the correction, write it on the white board to let the student know. |
| **After the exam** | |
|  | Ask the student to stop writing when time finish |
|  | Collect the exam papers from all students |
|  | Collect all scratch papers and formula sheets |
|  | Head invigilator make sure:   * Sign-in sheets completed with signature. * Final count of the exam papers and matched against the sign-in sheets. * Exam irregularity form signed by all invigilators and backup too (even if form is empty) * All documents placed in envelopes and given **within 30 minutes to** **control room**. |