

THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

The Graduate School

Duties of Invigilators at Examination

Responsibilities

1. The Chief Invigilator (CI) is in full control of the examination. Invigilators are responsible directly to the CI and should report to him/her any irregularity or difficulty, and render him/her any necessary assistance.
2. Invigilators must be present in the examination centre at least 30 minutes before the examination commences.
3. Invigilators must familiarize themselves with the “Rules to be Observed by Candidates at the Examination Centre” and must ensure that all the rules stated therein are strictly observed.
4. Strict discipline and absolute silence in the examination centres must be maintained throughout the examination.

Examination Procedures

Invigilators are expected to

- I. Before the start of examination
 1. Report to the CI and show personal identification;
 2. Sign on the attendance record and wear an invigilator’s name tag;
 3. Check from the seating plan the row numbers and seat numbers assigned to the relevant course;
 4. Distribute question papers, answer books and other stationery accordingly (the seat number are also marked on the sealed envelope); and
 5. Make sure that only one copy of the question paper is placed on each desk (face down) and covered with the specified number of answer book(s) or other stationery supplied.
- II. During the admission of candidates
 1. Assist in admitting candidates into the examination hall. Candidates shall take up the seats assigned to them (Seating arrangements will be made available at the examination centre);
 2. Control discipline and ensure that no candidate starts reading the question paper or writing without the permission from the CI;
 3. Remind candidates to place their student card on the top right-hand corner of the desk; and

4. Remind candidates to turn off their mobile phones or pagers, and place all their personal belongings, except required stationery and items permitted by the course teaching staff, under their seats.

III. After the start of examination

1. Check candidates' calculators, notes or books (if it is an open book/note examination) as soon as the examination commences
2. Take attendance 30 minutes after the start of the examination;
 - Candidates without valid student I.D. card
Check the Personal ID of the candidates and ask him/her to fill out and put down his/her specimen signature on the form "Student Without Valid Student I.D. Card" immediately. Return the "Graduate School Copy" of the form to the CI and give the "Student Copy" of the form to the candidate for him/her to bring to Graduate School for verification of identity.
3. Collect all question papers and answer books on unoccupied seats and return them to the CI;
4. Complete and sign the attendance lists;
5. Ensure that no candidates leave the examination centre during the first 30 minutes and the last 15 minutes of the examination;
6. For candidates who wish to leave early, ensure that their student I.D. cards are checked, and that their answer scripts and any other stationery supplied are collected before they leave;
7. For candidates who arrive late but within the first 30 minutes of the examination, inform them if there was any amendment on the question paper and remind them that no extra time would be given;
8. For candidates who arrive more than 30 minutes late, do not allow them to take the examination. Bring them to the CI immediately; and
9. If a candidate wants to go to the toilet, an invigilator of the same gender should accompany him/her, and show a reminder to the candidate and record the required information accordingly.

IV. At the end of the examination

1. Collect the answer scripts and question papers, arrange them in ascending or descending order and check that the total number

is correct;

2. See that all the supplementary answer sheets, maps, etc. are properly tied to the last page of the answer book;
3. Pack the answer scripts in the presence and under the direction of the CI using separate envelopes for different courses/sections;

Others

Invigilators should:

1. not leave the examination centre without permission of the CI during the examination.
2. be attentive to the candidates and the conduct of the examination at all times.
3. refrain from all activities uncommitted with the examination.
4. report candidates' comments/complaints on the arrangements of course examination to the Chief Invigilator.