

**THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN****The Graduate School****Information for Chief Invigilators****A. RESPONSIBILITIES**

1. Chief Invigilators/Invigilators must be present in the examination centres at least 30 minutes before the examination commences.
2. The Chief Invigilators is in full control of the examination. Invigilators are responsible directly to him/her and should report to him/her any irregularity or difficulty, and render him/her any necessary assistance.
3. Chief Invigilators/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 must be maintained throughout the examination sessions.

**B. OTHER ADMINISTRATIVE DUTIES OF THE CHIEF INVIGILATORS****5. Checking the Packets of Question Papers**

The question papers, attendance lists and other necessary documents and stationery will be delivered to the examination centres 30 minutes before the examinations begin. It is the responsibility of the Chief Invigilator to check that there are sufficient papers for the session’s examinations. It is also his/her duty, on receiving the question papers, to ensure that the packets have not been tampered with and that the seals on them are intact.

**6. Distributing Question Papers, Answer Books and Relevant Stationery**

Before admitting candidates into the examination centre, the Chief Invigilator should instruct the invigilator(s) to distribute the question papers, answer books and relevant stationery to the candidates’ desks with the reference to the “Special arrangement for course examination” for the subjects concerned.

**7. Admitting Candidates into Examination Centres**

Candidates may be permitted to enter the examination centre 5 to 10 minutes before the examination is due to begin.

**8. Making Announcements before Commencement of the Examination**

After most of the candidates are seated, the Chief Invigilator should make the necessary announcements. Candidates should then be instructed to start. However, no examination should start earlier than the scheduled time.

**9. Securing Signatures of Examiner-on-duty/Invigilators**

Examiners-on-duty and Invigilators should sign on the “Signature Slip” and “Roster of Invigilators” respectively, both of which should be returned to Graduate School after the examination.

10. Taking Attendance and Recording Absentees

Thirty minutes after the start of the examination, the Chief Invigilator should instruct the Invigilators to take attendance and complete the attendance lists. The Chief Invigilator should then fill out the “Absentee List”, which should be packed together with the answer scripts for collection by Graduate School staff.

11. Checking the Student I.D. of the Candidates

The Chief Invigilator should instruct the Invigilators to check the I.D. card of candidates. Candidates without a valid Student I.D. Card should be asked to fill out the form ‘Student without Valid Student I.D. Card’. The Chief Invigilator should fill out Part I of the Sessional Report and return the “Graduate School copy” of the form to the Graduate School . The “student copy” of the form should be given to the candidate to bring to the Graduate School for verification of identity.

12. Recording Irregularities

Any irregularities arising in the course of the examinations, which are likely to seriously affect the performance of individual/all candidate(s), should be recorded in Part II (Irregularities) of the Sessional Report.

13. Collecting and Packing of Scripts

The Chief Invigilators should fill in the information required on the special envelopes provided for collection of answer scripts and distribute them to the relevant Invigilators. At the end of the examination, the Chief Invigilator should supervise the collection and proper packing of all answer scripts (together with the Absentee List) by the Invigilators and should sign on each packet of scripts.

14. Collecting Answer Scripts & Marking

At the end of the examination sessions, answer scripts properly packed and sealed will be collected by the Graduate School Staff.

15. Returning Relevant Documents and Question Papers

The Chief Invigilator should return to the Graduate School by putting the following documents to the designated box at the examination center:

- a) The original question papers checked by Examiners-on-duty;
- b) The completed Sessional Report;
- c) Attendance List;
- d) Signature Slip for Examiners-on-duty; and
- e) Roster of Invigilators

Sealed in the special envelope provided.

Graduate School

*The University reserves the right to make changes to the above from time to time as it sees fit.*