TUNG WAH COLLEGE
Guidelines to Examination Invigilation

I. WORKING PRINCIPLES

1. Appointment of Invigilators

1.1 Departments are advised to reserve manpower for each examination session for contingency in case any invigilators do not turn up or are late.

1.2 In respect of appointment of invigilators for examination of a large group of students, the ratio of one invigilator to 50 candidates is recommended as a general guideline.

1.3 Departments should appoint a “Chief Invigilator” for each of the examination venue with more than one invigilator as a point of contact concerning matters arising from the particular session (please refer to Section IV “Appointment of Chief Invigilators” of this document).

2. Invigilators

2.1 Although not all the invigilation duties should be performed by academic staff members, the Chief Invigilator should remain to be an academic staff.

2.2 Invigilators shall remain in the examination venue, and exclusively devote their attention to the conduct of the examination.

2.3 No invigilator shall arrange any substitute without the consent of the Chief Invigilator.

2.4 Invigilators should refer to the document “Rules Governing the Conduct of Examinations” and Section II “Duties of Invigilators” of this document for guidelines on invigilation.

3. Course Instructors / Subject Examiners

3.1 Course Instructors / Subject examiners should normally be present in the examination venue for at least the first 15 minutes of the examinations, and make themselves available for answering any possible queries from candidates during the examination.

II. DUTIES OF INVIGILATORS

Invigilators shall attend to the following responsibilities in the conduct of written examinations:
1. **Before the Examination**

1.1 Following departmental procedures, collect the examination question papers and all other examination materials from the department at least half an hour prior to the examination. On receiving the packet of examination question papers, check that the seal is intact.

2. **Starting the Examination**

2.1 Arrive at the examination venue at least 20 minutes (25 minutes in the case of large examination venue) before the examination start time.

2.2 Complete distribution of the examination answer books and the necessary examination materials before the time when students will be admitted to the examination venue. Students should be allowed to enter the examination venue at least 10 minutes (15 minutes in the case of large examination venue) before the scheduled starting time of an examination.

2.3 Indicate to candidates when they may enter the examination venue.

2.4 Remind candidates to turn off their electronic/communication devices.

2.5 Instruct candidates to place their personal belongings to a proper area as suggested in item 1.6 of document “Rules Governing the Conduct of Examinations”. Remind students do not touch their belongings placed under their chairs or get anything from their bags during examination unless with the approval of the invigilators.

2.6 Check that candidates are correctly seated according to the seating plan, if there is any. Otherwise, inform candidates to seat freely.

2.7 Check that candidates use only authorized materials during the examination. If in doubt, consult the course instructor / subject examiner present.

2.8 Make “Before the examination” announcements as given in Section III, item 1 of this document prior to the start of the examination and remind candidates of the “Rules Governing the Conduct of Examinations”.

3. **Conducting the Examination**

3.1 Announce the start of the examination to candidates at the appointed time. If for any reason the examination starts late, ensure that the full allotted time is allowed.

3.2 Allow candidates to enter the examination venue normally up to 30 minutes after the start of the examination. Students will not be allowed to enter the examination venue and conduct the examination 30 minutes after the start of an examination.
3.3 Candidates will NOT be allowed to enter the examination venue 30 minutes after the commencement of the examination.

3.4 No candidates shall be permitted to leave the examination venue during the first 30 minutes and the final 30 minutes of the examination. Candidates arriving late must complete the examination by the designated time.

3.5 Make examination announcement (please refer to Section III of this document).

3.6 Make an attendance check half an hour into the examination. Verify candidates’ identities by checking their Student Identity Cards and Hong Kong Identity Cards. Report all candidates who fail to produce any type of identification by filling in “Report on Candidate Failing to Produce Identification When Attending Examinations*”.

* No need to fill in this form if student’s identity can be confirmed by either a Hong Kong Identity Card / Student Identity Card.

3.7 Report cases of examination irregularities, such as candidate does not appear on the attendance register, leaving the examination venue without permission, attending the wrong assessment venue, etc. on the “Report on Examination Irregularities”.

3.8 Collect all question papers, answer books and other stationery from unoccupied desks.

4. Disciplinary Action

4.1 A student who has committed any of the following offences during the examination period is subject to penalties recommended by the Department Head:
   (i) Plagiarism (use of other people’s work without proper acknowledgement);
   (ii) Copying other students’ work;
   (iii) Committing any form of cheating inside or outside the examination centre;
   (iv) Bringing unauthorized articles into the centre without permission;
   (v) Removing articles other than personal belongings from the examination centre;
   (vi) Leaving the examination centre without permission;
   (vii) Continuing to write after the end of an examination;
   (viii) Disobeying the instructions of an invigilator; OR
   (ix) Violating the examination regulations.

Such cases will be reported right after occurrence to the Academic Secretary for record and the Department Head concerned for investigation.

4.2 Report cases on academic dishonesty, cheating, impersonation on “Report on Examination Misconduct”. In case of impersonation, the invigilator shall immediately call in staff from the Academic Secretary/Chief Invigilator for reporting the case to him/her. Before the arrival of the staff from the Academic Secretary/Chief Invigilator, the impersonator should not be allowed to leave the examination venue and the invigilator
shall withhold his/her identity card, if any, and mark down his/her Hong Kong Identity Card number on the Form.

4.3 In cases of cheating and academic dishonesty, retain the evidence, if any, and attach it to the report. Candidates should be informed that the case will be reported to the Department. Record a marker and time on the front cover of the answer book so far when the infringement is identified. Allow the candidate concerned to continue with the examination using a new examination answer book provided that he/she would not cause any disturbance to the other candidates. Remarks should be made on the front cover of the new answer book to differentiate the answers made before and after the infringement is identified.

5. **End of Examination**

5.1 Make “End of the examination” announcements as given in Section III, item 2 of this document and remind candidates to:

(i) Enter all particulars asked for in the space provided on the front cover of the answer book;
(ii) Write their names, student numbers and question numbers at the top of each supplementary answer sheet; and
(iii) Fasten all supplementary answer sheets securely to the answer books (e.g. using stapler or tag).

5.2 Tell candidates to stop writing and remain seated.

5.3 Collect answer books and count them to ensure that the number of answer books tallies with the number of candidates.

5.4 All examination papers should be collected and counted by invigilator.

5.5 Dismiss candidates and ensure them leaving quietly if there are other examinations still in progress in the same venue.

5.6 Return the spare materials to the Academic Secretariat not later than 30 minutes after the completion of the examination session.

**III. ANNOUNCEMENTS TO BE MADE BY INVIGILATORS**

1. **Before the Examination**

1.1 You must turn off all your electronic devices, including your handheld computer, iPad and cellular/mobile phone and put them under your chair, if any. Except for the authorized examination materials, you are not allowed to place these items and any electronic/communication devices on the desk.
1.2(a)  [For examinations conducted in hall]

Put your personal belongings under your chair. Make sure that only necessary stationeries, your Hong Kong Identity Card and Student Identity Card are placed on the desk. Please do not touch your belongings placed under the chair or get anything from your bag during examination unless with the approval of the invigilators. Please observe that failing to comply with the examination regulations will render your examination results void.

[For examinations conducted in lecture theatre/classroom]

Take your personal belongings and bag to the front of this examination room. Make sure that only necessary stationeries, your Hong Kong Identity Card and Student Identity Card are placed on the desk. Please do not get anything from your bag during examination unless with the approval of the invigilators. Please observe that failing to comply with the examination regulations will render your examination results void.

OR

1.2(b)  [For open-book examinations conducted in hall]

Put your personal belongings under your chair. Make sure that only necessary stationeries, your Hong Kong Identity Card and Student Identity Card and relevant reference materials for open-book examinations are placed on the desk. Please do not touch your belongings placed under the chair or get anything from your bag during examination unless with the approval of the invigilators. Please observe that failing to comply with the examination regulations will render your examination results void.

[For open-book examinations conducted in lecture theatre/classroom]

Take your personal belongings and bag to the front of this examination room. Make sure that only necessary stationeries, your Hong Kong Identity Card, Student Identity Card and relevant reference materials for open-book examinations are placed on the desk. Please do not touch your belongings under the chair or get anything from your bag during examination unless with the approval of the invigilators. Please observe that failing to comply with the examination regulations will render your examination results void.

1.3  If you have to use an electronic calculator, you are reminded that all programmes stored in it should have been cleared.

1.4  We are now going to check the number of pages in your Question Paper. Please check that there are ____ pages in your Question Paper. If there is a missing page or problem with the printing quality, put up your hand.
1.5 If there is no problem with the Question paper, close your Question Paper. Do not turn over the Question Paper until you are told to do so.

1.6 You will have ____ hours for this examination and no one is allowed to leave the venue during the first and the last 30 minutes. If you want to leave before this examination ends, please raise your hand and draw the attention of the invigilators first.

1.7 It is ______(time). You may now begin.

1.8 **30 minutes before the end of the examination**
You have 30 more minutes.

**5 minutes before the end of the examination**
You have 5 more minutes.

2. **At the End of the Examination**

2.1 Time’s up, stop writing.

2.2 Make sure that:

(i) You have written all particulars on the front cover of the answer book;
(ii) You have written your name, student number and the question number at the top of each supplementary answer sheet; and
(iii) You have fastened all supplementary answer sheets securely to the answer script.

2.3 Remain quietly in your seat until you are told to leave.

2.4 Keep the tables and chairs in their proper position when you are leaving and keep quiet until you are at a distance from the examination venue which will not disturb other students still making examinations.

2.5 You may now leave.

**IV. APPOINTMENT OF CHIEF INVIGILATORS**

For each examination, departments should assign a member of academic staff to be the Chief Invigilator who will act as a point of contact concerning matters arising from that particular examination venue.

If more than one department will be using the same examination venue at one session, an invigilator from the department with the largest number of candidates and the longest duration of examination will act as the Chief Invigilator.
1. **Duties of Chief Invigilators:**

The Chief Invigilator will be responsible to:

1.1 Deliver examination papers to the Invigilators at least 20 minutes before the commencement of each examination.

1.2 Ascertain from all invigilators in the hall that they are ready to start their examinations.

1.3 Start the examinations in accordance with the requirements given in this document.

1.4 Make announcements on matters concerning all candidates in the examination venue and co-ordinate announcements to candidates. Please refer to Section III of this document for the “Announcements to be Made by Invigilators”. Matters relating to individual examinations should be dealt with by the invigilators concerned.

1.5 Ensure that students be given the exact amount of time allowed as specified in the examination paper.

1.6 Provide time for invigilators to collect all answer books, examination papers and count them before dismissing the candidates.

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