



UOW COLLEGE HONG KONG

RESPONSIBILITIES OF A CHIEF INVIGILATOR

The Duties of a Chief Invigilator shall be:

General:

1. to safeguard the probity of the examining process and the interest of candidates;
2. to supervise the work of the invigilators;
3. to ensure the security of all examination papers, materials and answer scripts whilst they are in his/her charge;
4. to make such reports to the Faculty Office or Academic Registry, as appropriate, arising from exceptional circumstances during the examination or as deemed necessary to maintain the probity of the examination.

Before the Examination:

5. to collect the sealed packets of question papers, examination stationery and any other materials for each examination from the designated place 45 minutes before the commencement of the examination;
6. to arrive at the examination room not less than 40 minutes before the start of the examination;
7. to allocate duties to invigilators;
8. to arrange for the distribution of question papers, examination stationery and any other materials in accordance with the seating plan;
9. to admit the candidates to the examination room after all preparation has been completed;
10. to permit any candidate whose name does not appear on the attendance list to take the examination, to record the candidate on the list and to inform the candidate that his eligibility to take the examination will be subsequently checked with the Academic Registry.
11. to assist any candidate who has come to the wrong examination room to take the examination for which he/she is a candidate.

At the Start of the Examination:

12. When candidates are seated, to instruct them:
 - (a) not to turn over or read the question paper until authorized to do so;

- (b) to exhibit their College student identity card on the top right-hand corner of the desk for inspection;
 - (c) to fill in the particulars required on the front cover of the answer book;
 - (d) to check that they have all pages of the correct question paper and the necessary examination stationery and materials;
 - (e) to remain seated at all times unless given permission to leave their seat by an invigilator;
 - (f) to raise their hand if they need to attract the attention of an invigilator;
 - (g) not to smoke, eat or drink during the examination;
 - (h) to leave their personal belongings, including mobile phones, smart watches, AI glasses, and other AI-enabled or smart wearable devices, under their chairs;
 - (i) to ensure that all such devices are switched off.
13. to remind the candidates of:
- (a) the materials and aids authorized for the examination;
 - (b) the duration of the examination;
 - (c) the starting time of the examination;
 - (d) the requirement that they may not leave the examination room during the first 30 or last 15 minutes of the examination; and
14. to start the examination at the scheduled time, or as soon as possible thereafter.

During the Examination:

- 15. immediately after the start of the examination, to arrange for the inspection of such materials and aids as the candidates have brought to their seats;
- 16. to respond to queries from candidates arising from suspected errors in the question paper;
- 17. in extenuating circumstances, to admit a candidate to the examination room later than 30 minutes after the start of the examination, provided that no candidate has already left the examination room;
- 18. to refuse readmission to any candidate who has left the examination room without permission;
- 19. 30 minutes after the start of the examination, to arrange for the marking of the attendance list to record both those present and those absent;
- 20. where a candidate is found or suspected of committing an act of academic dishonesty, to indicate on the front cover of the candidate's script at the point where the alleged violation was discovered, to remove any unauthorized materials, and to permit the candidate to continue with the examination. An Incident Report Form must be completed and submitted to the Faculty immediately after the examination, with a copy to the Academic Registry for record.
- 21. to advise the security guards of any person suspected of impersonating a candidate and ask them to stand by outside the examination room until the end of the examination;

22. for good reasons, to permit a candidate to leave the examination room temporarily, and to accompany any such candidate whenever feasible, exercising all necessary supervision whilst the candidate is absent from the examination room;
23. where the Chief Invigilator is advised by the Academic Registry to terminate the examination due to the hoisting of typhoon signal Pre-No 8 or above, to take such action as is normally required at the end of an examination;
24. in the event of an emergency:
 - (a) to instruct candidates to stop writing and to leave their question papers and answer scripts on their desks;
 - (b) to advise candidates that the examination must be terminated and that they will be notified in due course of any further arrangements or decisions concerning the examination;
 - (c) to supervise the orderly evacuation of the room;
 - (d) on leaving, to take the attendance list;
 - (e) to arrange, if possible, for the doors of the examination room to be locked or the room guarded;
 - (f) after any emergency termination of the examination, to return as soon as possible to the examination room with the invigilators to collect and record the scripts in the normal manner and to check for evidence of disturbance or unauthorized access to the room.
25. to give notice to candidates at 15 and 5 minutes prior to the end of the examination;
26. to take all possible action to minimize disturbance to candidates both in the examination room and in its vicinity.

At the End of the Examination:

27. to ensure that the full allotted time for the examination has been allowed, but no more;
28. to instruct candidates:
 - (a) to stop writing;
 - (b) to ensure that all the required information is entered on the front cover of each answer book;
 - (c) to ensure that all answer books and any supplementary sheets are securely fastened together;
 - (d) to remain quietly seated until dismissed;
29. to arrange for the collection of the answer scripts and any materials or stationery provided by the College;
30. before candidates are dismissed:
 - (a) to ensure that all answer scripts have been collected, by checking the scripts against the attendance list;

- (b) to ensure that all materials and stationery provided by the College have been collected;
 - (c) to record the number of scripts collected on the attendance list and to countersign the list;
 - (d) to resolve any discrepancy between the attendance list and the number of scripts collected;
 - (e) to record on the attendance list the name and student number of any candidate from whom no answer script has been collected;
31. to dismiss the candidates;
 32. to advise any candidate found or suspected of committing an act of academic dishonesty that a report will be made to the Faculty and the Academic Registry;
 33. to require any candidate who failed to produce his student identity card:
 - (a) to sign a declaration form; and
 - (b) to produce his student identity card to the Chief Invigilator at a time and place to be determined by the Chief Invigilator, which shall be within 2 working days;
 34. to interview any candidate suspected of impersonation;
 35. after the candidates have been dismissed, to supervise the packing of the answer scripts such that:
 - (a) the answer scripts are arranged in the order of the attendance list;
 - (b) the answer scripts so arranged are put in the envelopes provided;
 - (c) the number of scripts contained in each envelope is written on the front of the envelope.
 36. to sign over the seal of each envelope, together with one other invigilator if available;
 37. to dismiss the invigilators once all the envelopes have been sealed;
 38. immediately after sealing to deliver the envelopes and the attendance list to the designated place (if scripts are not collected by Course Examiners immediately after the examination).

Report of Special Circumstances:

39. The Chief Invigilator is required to submit a report to the Faculty and the Academic Registry in the following circumstances:
 - (a) cases of academic dishonesty
 - (b) where a candidate attends the wrong examination venue;
 - (c) where a candidate does not appear on the attendance list;
 - (d) if a candidate leaves the examination room without permission;
 - (e) where a person is suspected of impersonating a candidate;
 - (f) in the event of an emergency termination of the examination;
 - (g) where a candidate is prevented from completing the examination due to illness;
 - (h) in the event of any discrepancy between the attendance list and the number of scripts;
 - (i) any other circumstances which may have affected the smooth running and probity of the examination, such as the absence of Invigilators/Course Examiners.