

UOW COLLEGE HONG KONG

RESPONSIBILITIES OF AN INVIGILATOR

The duties of an Invigilator shall be:

General:

1. to assist the Chief Invigilator in the fulfilment of his duties;
2. to act in accordance with the instructions of the Chief Invigilator;
3. to draw suspected cases of academic dishonesty to the attention of the Chief Invigilator;
4. to safeguard the probity of the examination and the interests of candidates.

Before the Examination:

5. to report to the Chief Invigilator in the examination room not less than 30 minutes before the start of the examination;
6. to turn off their own mobile phone or pager;
7. to distribute question papers, examination stationery and other materials as instructed by the Chief Invigilator;
8. to oversee the correct seating of candidates according to the seating plan and to draw any problems to the attention of the Chief Invigilator;
9. to ensure that candidates' personal belongings are left under their chairs.

During the Examination:

10. immediately after the start of the examination, to inspect such materials and aids as candidates have brought to their seats;
11. 30 minutes after the start of the examination, to mark the attendance register and check that the photograph on the College student identity card is a true likeness of the candidate;
12. to patrol the examination room quietly and ensure students are not using any unauthorized materials or electronic devices (such as mobile phones, smart watches, AI glasses, and other AI-enabled or smart wearable devices);

13. to render assistance to candidates, but to give no advice, interpretation or explanation of any kind about the question papers unless specifically instructed to do so by the Chief Invigilator;
14. 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;
15. to permit any candidate to leave the examination room and to collect the candidate's script, provided always that the candidate is not seeking to leave during the first 30 or last 15 minutes of the examination.

At the End of the Examination:

16. as instructed by the Chief Invigilator, to collect the answer scripts and any other materials or stationery provided by the College;
17. to assist in the counting and packing of the answer scripts;
18. to sign over the seal of the envelopes as required by the Chief Invigilator;
19. if required, to assist the Chief Invigilator in delivering the scripts to the designated place.