



Faculty of Applied Sciences Rajarata University of Sri Lanka

Procedure for appointment and List of Duties and Responsibilities of Examination Supervisors, Invigilators and Hall attendants

1. Appointment of the Supervisors, Invigilators and Hall attendants

1.1. Eligibility

- All Professors, Associate Professors and Senior Lecturers shall serve as supervisors. However a Lecturer (Probationary/ Unconfirmed) may be appointed as a supervisor in the absence of sufficient numbers in the aforementioned categories on the recommendation of the Dean.
- Associate Professors, Senior Lecturers, Lecturers (Unconfirmed), Lecturer (Probationary) and Instructors are eligible to serve as invigilators.
- Based on the need, academic staff members who are serving on full time assignment basis, on sabbatical leave can be recommended by the Dean to serve as supervisors or invigilators.
- Temporary academic and academic support staff members may be appointed as invigilators on the recommendation of the Dean.
- With the concurrence of the Head of the relevant Department, Technical Officers and minor staff of the Faculty shall be appointed as hall attendants.

1.2 Instance of Ineligibility

- If there is a conflict of interest, for example if the staff member has a relationship other than the staff-student relationship with a candidate), the staff member should declare it to the Dean with a copy to the Senior Assistant Registrar (SAR)/ Assistant Registrar (AR) of the Faculty. Such staff members should not be appointed as a supervisor or invigilator or hall attendant, as the case maybe, to the examinations taken by the candidate in concern.

1.3 Appointment Procedure

- The Appointment of the supervisors, invigilators and hall attendants is the responsibility of the SAR/ AR of the Faculty. SAR/ AR must seek the recommendation of the Dean on such appointments where necessary. SAR/ AR is also responsible for fair distribution of duty hours to supervisors and hall staff (invigilators and hall attendants), and should consult the Heads of the Departments when necessary. No staff member should be overly burdened with more Examination related duty hours compared to another staff member of the same Department.
- If a supervisor/ an invigilator/ a hall attendant is unable to attend to examination duties on a particular date and time, she/ he should report to the SAR/ AR in writing together with a suitable replacement at least 48 hours (2 working days) before the commencement of the examination. The consent to cover duties on behalf should also be submitted together with a written request.

2. Numbers of Supervisors, Invigilators and Hall attendants

- For each subject or examination hall, at least one supervisor, one invigilator and a hall attendant are appointed.
- A supervisor for each 180 candidates or a part thereof should be appointed.
- If the examination for a subject is held in many halls adjacent to each other, one academic will serve as the supervisor, where the number of candidates does not exceed 180, but if the examination halls are not adjacent to each other, more than one supervisor may be appointed with the recommendation of the Dean.
- In the event at which the examinations for several subjects are held in one hall, and if the number of candidates is less than 180, only one supervisor will be appointed.
- An invigilator for each 30 candidates or a part thereof exceeding 15 will be appointed per hall.
- If the number of candidates at a hall is exceeds 75, there shall be an additional hall attendant for every additional 75 candidates or part thereof, exceeding 25.

3. Duties and Responsibilities of Supervisor and Hall Staff

3. 1. Duties and Responsibilities of the Supervisor

The supervisor of an examination should collect the paper packet of the assigned examination from the SAR/ AR at least 30 minutes before the examination. The supervisor should verify whether the correct paper packet is in possession by checking the details given on the paper packet.

The Supervisor should check whether the paper packet is damaged or opened at the time of collection. If the supervisor finds any such shortcomings, she/he should bring it to the notice of the SAR/ AR and the Dean of the respective Faculty. In such situations, the examination should not be conducted on that date and time. When the supervisor is satisfied with the integrity of the packet and correctness of the paper, she/ he should insert the name and place the signature on the packet.

The supervisor should report to the assigned examination hall at least 15 minutes before the commencement of the examination. The supervisor should administer the examination with the assistance of the invigilator(s) and hall attendant(s).

The supervisor should make certain that the examination hall is in proper and all the index numbers are written clearly and legibly on the right hand corner of the desk of each candidate in correct order.

The supervisor should take a note of attendance of hall staff and assign tasks to them. Should the number of hall staff be less than the designated number, the supervisor should make most suitable arrangement.

The supervisor should make sure that writing papers and other relevant material are placed on the desks of the candidates by the hall attendants at least 10 minutes before the commencement of the examination.

The supervisor together with the invigilators should inspect the examination hall in order to remove any unwanted material, papers, notes, markings and writings on the boards, desks, chairs etc. before the candidates are allowed into the examination hall. She/ he shall ensure that the desks and chairs are mechanically suitable.

The supervisor should assign a certain number of candidates to each invigilator to ensure that invigilation is efficient and that they are easily accessible to candidates if needed.

The supervisor should make sure that a properly functioning wall clock is mounted on a location where it is clearly visible to all candidates. The time of the mounted wall clock should be adjusted to correct time if it is necessary and should be synchronized with the time indicated on the personal time keeping device of the supervisor and invigilator(s). Only the time of the wall mounted clock should be considered when determining the start and end time of the examination.

Name lists, equipment, marks sheets, examination papers, any other material needed for the examination, blank answer sheets, collected answer scripts, attendance sheets of the candidates etc. should be in the custody of the supervisor at all times..

The supervisor should remain in the examination hall until the end of the examination.

The supervisor should call the candidates to the entrance door of the examination hall by instructing a hall attendant to sound a bell 10 to 15 minutes before the examination starts. The supervisor should announce or make an invigilator announce the following loudly before the candidates enter the examination hall.

- keep silent in the examination hall until the examination is over
- keep all the unauthorized material such as bags, handbags, wallets, mobile phones and other communication devices, any other electronic devices, short notes, any other notes, etc. outside the examination hall or at a place designated for that purpose.
- keep mobile phones and other devices switched off
- keep only the admission card, university identity card or the university student record book, pens, pencils and other authorized material
- erase all forms of writings etc. from their body parts or dresses
- remind the candidates that they are expected to know and understand all rules and regulations operating at the examination
- emphasize that copying and talking during the examination are serious offenses
- inform that examination offences will be dealt appropriately

A sample announcement is as follows:

"Good Morning/Good Afternoon. The examination for (subject code and title) is about to begin in this hall. Please place your bags, communication devices and other belongings outside or on the designated place at the front of this hall. Switch all your communication devices off. Possession of such devices in the examination hall is considered as an examination offence. You are also reminded that no unauthorized materials such as books, notes and papers are permitted in the examination hall. Only documents that are allowed to be taken into the examination hall are your proof of identity and the admission card. Having any other document or any writing in any form shall be considered as violation of examination rules and regulations and dealt with firmly. With that understanding, you may now enter the examination hall, keeping quiet all time within the examination hall. Please find your index number and be seated."

The supervisor should make sure that the door to the examination hall is opened and the candidates are admitted to the examination hall only after this announcement.

The supervisor may seek the assistance of the invigilators and hall attendants to guide the candidates to their allocated seating. Once the candidates sit on their respective places, the supervisor should announce or make an invigilator announce the following loudly.

- To inform the candidates that they can bring to the notice of the staff any issue in the desk or chair (eg. wobbly furniture), lighting and other ambient conditions etc., that could interfere with their performance prior to the commencement of the examination.
- To check if the date stamp with the correct date and carry a signature of an invigilator on the top right hand corner of first page of the answer book and all the loose sheets as these are the only allowed papers for answering.
- To complete the necessary information on the first page of the book.

A sample announcement is as follows:

"We are sure that you are seated comfortably at the correct desk and the index number on the desk is yours. If you have any complaint about your seat or writing desk, bring that to the notice of an invigilator or a hall attendant. We can attend to that before the commencement of the examination. Place your admission card and university identity card (or student record book) on the desk so that an invigilator can check those. Do not sign the admission card as it should be signed before an invigilator.

Please raise your hand if you require attention at any time during examination. Please do not leave your desk and the hall without permission.

No candidate may leave the hall in the first 30 minutes, or during the last 30 minutes. You may not leave the hall at any time unless the answer script has been handed over to an invigilator or accompanied by an invigilator with the permission of the supervisor.

The examination is hours long from am/pm to am/pm. We will follow the time of the clock at the front of the hall."

Supervisor should direct the invigilator(s) to ensure that candidate possesses an admission card issued by the SAR/ AR of the Faculty. In the event if a student reports to the examination hall without the admission card, supervisor may allow the candidate to sit the examination provided that

- I. the name of the candidate is included in the candidate list provided by the SAR/ AR,
- II. the candidate presents sufficient evidence to prove the identity of the candidate whose name is included in the candidate list, and
- III. the candidate provides sufficient valid reasons for not receiving the admission card or for not collecting the admission card in advance of the date of examination then by providing a letter addressed to the Dean with sufficient evidence to prove the contents given in point II above and giving the consent of the candidate to the Dean to decide on his candidature.

The supervisor shall record in her/ his record sheet when a candidate is allowed to sit the examination as stated above. The signature of the candidate should be obtained on that report.

The supervisor may allow a candidate to sit the examination, in the event when the name of a candidate is not given in the candidate list but the candidate appears with an admission card valid for the particular subject/ examination, after ensuring that

- I. the candidate has come to the correct examination hall / center as stated in the admission card,
- II. the candidate presents sufficient evidence to prove the identity of the candidate and

III. the candidate by providing a letter addressed to the Dean with sufficient evidence to prove the contents given in point II above and giving the consent of the candidate to the Dean to decide on his candidature.

Five minutes before the start of examination, the supervisor should open the paper packets after presenting the question packet to two candidates so that they can verify and confirm the integrity of the packet by signing on the space provided on the packet.

If it is found that the papers in the packet are not the relevant papers for the subject(s) according to the timetable, then the papers should not be distributed among the candidates and should be placed in the packet, sealed and returned to the SAR/ AR. This should also be reported to the Dean. If the correct question paper would be located within reasonable time, the supervisor should proceed with the examination with adjusted times or she/ he may call off the examination.

The supervisor should take necessary steps to distribute the papers to all candidates present. The supervisor should assign the invigilator(s) to distribute papers but on no circumstances, this duty should be delegated to hall attendants.

Once the paper is distributed among all the candidates present, the supervisor or an invigilator should announce the following loudly

- the clock time when the examination starts
- the duration of the paper
- number of pages in the paper, number of questions in the paper
- any other specific instructions, such as the number of questions to be answered, if different time allocations have been made for different questions
- to read the entire question paper and bring to the notice of the supervisor if there are any deviations from what has been announced or any ambiguous questions or parts
- candidates should raise their hands or tap on the their desk or both, in the event they need the assistance of the supervisor, invigilator or hall attendant.

A sample announcement is as follows:

“Please take your question paper to your hand and listen carefully to these instructions. Please see if you have got the complete paper. The question paper has pages and questions. The duration of the paper is hours. Please glance through the entire question paper and bring to our notice if there are unclear questions or parts of the questions etc. The time is nowam/pm on the clock in the examination hall. You may start answering the question paper. The examination shall end at am/pm.”

The supervisor and the invigilator(s) should read the paper immediately after the paper is distributed among the candidates. If they identify any mistakes, any revisions needed, or the necessity to supply any other material, it should be brought immediately to the notice of the Head of the relevant Department and either the Head or an examiner should be requested to come to the examination hall to take necessary measures.

The supervisor should not allow a candidate who is reporting to the examination hall after 30 minutes from the time of commencement of the examination to sit the examination. A candidate who has reported to the examination hall should not be allowed to leave within the first 30 minutes from the time of commencement of the examination and the final 30 minutes of the examination.

The supervisor with the assistance of the invigilators should make sure to check the identity of all the candidates and get the admission sheets signed by all the attendees after 15 minutes of the start of the examination. The supervisor is required to sign all the relevant documents once those are completed by the invigilators. Make sure to mark absence for the absent candidates and fill in and sign the absentee forms.

The supervisor should fill in different forms including supervisor's report and sign attendance sheet of hall staff.

The supervisor may allow a candidate to leave the examination hall briefly during the examination when necessary. During the period of absence from the examination hall she/ he must be accompanied by an invigilator assigned by the supervisor.

If a candidate has committed an examination offence, the supervisor shall obtain a written statement, in the presence of an invigilator as witness, on Form Ex/18, from that candidate. If the candidate refuses to give a statement, the supervisor shall not enter into argument with the candidate but shall make in her/ his detail report on Form Ex/18, a note that the candidate has refused to give a statement.

The Supervisor should take over, in the presence of an invigilator as witness, any unauthorized material detected in possession of a candidate. The Supervisor will take over such material in. The supervisor and the witness will make a record of such material in detail, and hold it securely and intact until the examination has been completed. Anything that may prevent a candidate from legitimately completing the examination should not be taken over until the examination has been completed. Should the material detected is leads to committing an examination offense, that material should be handed over to the SAR/ AR in sealed cover together with the report.

The supervisor with the assistance of the invigilators should announce *"You have half an hour more"* at 30 minutes before the end of the examination.

About 10 minutes before the end of the examination, the supervisor should announce or make an invigilator announce the following loudly

- to tie up all the answer scripts, additional papers and any supporting material such as graphs etc. if any
- to check whether the index number, the course code and name and the name of the examination are written on the cover page of the answer book and index number in all the papers, scripts and other material attached

A sample announcement is as follows:

"May I have your attention please? There is only 10 minutes left. Please gather your answer script in order and tie it up. Please check whether you have written the index number at least on the cover page of the book and all the loose sheets. When you have done that you may continue to work."

When the time for the examination is over, the supervisor should announce or make an invigilator announce the following loudly

- to stop writing
- stay calm and quiet until the answer scripts are collected and the numbers are verified
- place all unutilized papers on the desk

A sample announcement is as follows:

“May I have your attention please? Please stop answering now. Please keep the answer script on the desk for collection. All the unused answer stationary and scrap work should be kept on the desk. No one is allowed to remove any unused stationary provided by the University. Now we will collect the answer scripts. Please stay seated until we announce that you are allowed to leave the examination hall. Please keep silence.”

- Collect the answer scripts with the assistance of the invigilators
- Count the number of answer scripts and tally it with the number of candidates in attendance
- Instruct the hall attendant to collect all the un-utilized papers.
- Once all the answer scripts are collected and tallied with the numbers attended, the supervisor should announce the candidates to leave the examination hall without making noises.

A sample announcement is as follows:

“Now you may leave the examination hall. Keep silence”

- Direct the invigilators to arrange the answer scripts in the order of the index numbers and the examination hall attendant(s) to pack the answer scripts together with a copy of the attendance list, two copies of the question paper, blank mark sheets, claim forms and other relevant documents provided by the SAR/ AR and paste the relevant labels on the packet of answer script.
- The cover containing the answer scripts or the label to be affixed on the packet of answer scripts should be filled properly, signed by the supervisor and pasted on the packet.
- Make the hall attendants seal the packet(s) of answer scripts under the close vigilance of the supervisor
- Properly sealed packets of answer scripts together with a copy of the attendance list of candidates and any reports should be delivered to the SAR/ AR or authorized officers with proper recording of handing over.
- Supervisor should make sure the extra copies of the question paper and unused stationary are returned to the SAR/ AR.

3.2. Duties and Responsibilities of the invigilator(s)

The invigilator(s) should report to the respective examination hall at least 30 minutes before the commencement of the examination.

The invigilator(s) should be responsible to and assist the supervisor to administer the examination by discharging the duties and responsibilities assigned to her/ him.

The invigilator(s) must sign on the date stamp with the date of the examination placed by the hall attendant on the right hand corner of the cover page of the book and all the loose sheets including blank sheets and graph papers etc.

The invigilator(s) under the supervision of the supervisor should make sure that writing papers and other relevant material distributed by the hall attendants to the desks of the candidates at least 10 minutes before the examination starts.

The invigilator(s) under the guidance of the supervisor should inspect the examination hall in order to remove any unwanted material, papers, notes, markings and writings on the boards, desks, chairs etc. before the candidates are allowed into the examination hall.

The invigilator(s) should stay in the examination hall until the examination is over and keep continuous vigil while moving among the candidates without disturbing them.

The invigilator(s) should report to the supervisor if she/ he notices any unauthorized document in possession of a candidate or any suspicious activity by a candidate.

If an invigilator wants to leave for a short period of time, the supervisor should be informed and permission obtained. An invigilator should not be away from the examination hall more than 10 minutes.

The invigilator(s) should assist the supervisor to make necessary announcements.

The invigilator(s) under the supervision and guidance of the supervisor should distribute the papers to each and every candidate.

Under the supervision and guidance of the supervisor, the invigilators should mark the attendance of candidates preferably after 15 minutes after the commencement of the examination after checking the identity of all the candidates and getting the admission sheets signed by all the attendees. The signature of the candidates who are in attendance should be obtained on the attendance list, while the absentees should be marked as "Absent" in red ink. The presence of candidates should be marked by "V" and absence by "Ab" in red ink in the second copy of the attendance list.

Provide the index numbers of the absentees to the supervisor for him to fill in and sign the absentee forms. Place the absentee forms on the desk of each absentee.

If a candidate wants finish answering and leave before the end of the examination, but after the first 30 minutes and before the last 30 minutes, the invigilator should collect the answer script and sign on the cover page of the answer book indicating the time the candidate left.

Collect the answer scripts and the absentee forms once the examination is over, paying attention to checking that the script bears the correct index number.

Assist the supervisor to count the number of answer scripts and tally it with the number of candidates in attendance.

Arrange the answer scripts in the order of the index numbers as in the attendance list.

Make sure the absentee forms are inserted in the correct sequence of the index number into the bundle of answer scripts.

Assist the hall attendants to pack the answer scripts and paste the relevant labels on the packet of answer script, under the supervision of the supervisor.

3.3. Duties and Responsibilities of Hall Attendants

It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor/ invigilator(s).

Hall attendants shall call over at the SAR/ AR atleast 45 minutes before the commencement of each session of examination and assist the SAR/AR/ Supervisor/ Invigilator in collecting stationery and other equipment necessary for the examination.

Hall attendant(s) shall assist in the arranging and numbering of desks.

Hall attendant(s) shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.

Hall attendant(s) shall, assist the supervisor/ Invigilator(s) in distributing the stationery and in the parceling and sealing of answer scripts when they are called upon to do so. They shall not distribute continuation sheets.

Hall attendant(s) shall, carry parcels of answer scripts, stationery and other equipment under the supervision of the supervisor/ invigilator(s).

They shall not leave the hall except with the explicit permission of the supervisor.

Hall attendants shall return to the examinations branch keys of the examination hall after each session/ day and collect same from the examinations branch before the next session.