


INSTRUCTIONS TO INVIGILATORS FOR DECENTRALISED EXAMS

Structure and General Responsibilities

1. All invigilators should be familiar with the following at the Registrar's Office (RO) website at <https://staffweb.nus.edu.sg/registrar/exam/Examination%20Instructions%20for%20CI.pdf>
 - (a) the examination timetable;
 - (b) instructions to examination candidates;
 - (c) examination rules imposed on candidates; and
 - (d) rules on the use of calculators by candidates during an examination.

2. In each team of invigilators, one Chief Invigilator (CI) will be identified. The CI must ensure the following:
 - (a) the examinations are properly conducted and the candidates have adequate supervision throughout the examination;
 - (b) the candidates abide by the established examination rules and regulations;
 - (c) any incidents (eg: late admission of a candidate to the examination room; candidates falling sick during examinations; candidates violating examination rules and regulations) are reported in the Chief Invigilator's reports;
 - (d) all doors to the examination room are unlocked during the examination (this is to facilitate emergency evacuation should the need arise); and
 - (e) In the event of a fire, blackout or other emergency evacuation, the CI will be the main co-ordinator for the evacuation. Request co-invigilators to assist in the evacuation. The CI should bring along the attendance sheet to the assembly area and take attendance to verify that all students are present.

For the Fire and Evacuation Procedures for FASS, please click on the following links:

-  FASS **28-06** Fire and Evacuation procedures for FASS
- [Annex A](#) FASS evacuation sites.

Some useful contacts in case of emergency are:

Dean's Office, FASS		University Health & Wellness Centre (UHC)	
	Tel ext		Tel ext.
Dean's Office	6331 / 6133	Office Hotline: Mon – Fri (9 am – 6.00pm)	2390 / 2880 / 67761631
Mrs Karen Tong	6161	(after 6.00pm on weekdays and Saturdays)	2530
Ms Tan Wen Mei	8027		

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Dean's Office, FASS		University Health & Wellness Centre (UHCW)	
	Tel ext		Tel ext.
		Registry Hotline: Mon – Fri (evenings) Saturday (9 am – 3 pm)	2304

3. Research Scholars have been assigned as invigilators for some of the examination halls. If the assigned Research Scholar fails to report for duty, please note his/her name and submit it to the Dean's Office. Disciplinary action will be taken against the Research Scholar.
4. The CI should brief the Deputy Chief Invigilator (if any) and co-invigilators on any ad-hoc cases affecting the Hall, i.e. students granted extra time, those with special needs, those taking their examinations at alternative venues.
5. Examiners have been instructed to be present at the examination room during the first 30 minutes to answer any queries by candidates.
6. You should move among the candidates in the examination room at frequent intervals. You should not be reading or marking scripts.
7. All conversations, among invigilators or between an invigilator and a candidate, should be carried out as quietly as possible.
8. Provided that the candidates are left with adequate supervision, the CI may allow an invigilator to take a short break.
9. If the CI leaves the examination room, he/she must appoint a deputy. At all times, there should be at least one invigilator in the room.
10. The Dean's Office and departmental staff are always available to render assistance but responsibility must finally rest with the CI for any arrangements made in the examination room during examination.

Before the examination commences

11. All examination venues will be opened 40 minutes prior to the start time of each scheduled examination.
12. Please report to the examination venue at least 30 minutes before the start of each scheduled examination and bring along the exam question papers (if applicable).

Before you distribute the examination question papers, check that:

- (a) the seal has not been broken or otherwise tampered with before opening the envelope;
- (b) there are no errors on the question paper; and
- (c) the materials needed for examinations are correct.

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Please note that in order for the examinations to run smoothly, all invigilators must report for duty on time.

13. You may start distributing the question papers once the CI gives the consent. You should obtain the seat numbers of the candidates taking your examination before distributing.
14. The colour scheme of answer booklets for various examination sessions has been predetermined and the admin support staff informed.

At the Start of an Examination

15. Candidates will only be allowed into the examination rooms 5 minutes before the start of the examinations.
16. CI makes opening announcements to the candidates (please refer to Section A of "Invigilator's Instructions to Candidates"). A copy of the Invigilator's Instructions to Candidates will be available at the examination venue.
17. In the event that the examination starts later than the scheduled time, please adjust the end time accordingly and announce it to the candidates.

During an Examination

18. No candidate will be admitted later than one hour after the start of the examination, or as long as no candidate has already left the examination venue with his/her question paper. The CI may also use the candidate movement record form to assess if there may be candidates who had been away for too long, whereby there may be a possible leak of questions. However, the CI has the discretion to admit late candidates if they can provide valid reasons for being late. Extra time would not be allowed for late candidates. The CI would have to report on such incidents in the Chief Invigilator's Report.
19. You should check identity and take attendance simultaneously.
 - (a) Attendance check: Lists of candidates and a seating plan will be provided for this purpose. Report any absence from the examination venue in the Chief Invigilator's Report.

Candidates whose names do not appear on the attendance sheet should be allowed to sit for the examination with the caveat that the case would be investigated and a decision taken on whether the answer script would be marked.
 - (b) Identity check: Lists of candidates can be checked against the candidates' matriculation/identity cards and against their likeness. Report to the Dean's Office any candidate who is unable to produce an appropriate identification. However, such a candidate should still be allowed to write the examination.
20. Upon candidate's request, invigilators will distribute additional copies of the answer books, one book at a time. Invigilators must ensure that they give out the same colour of answer book as predetermined.

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21. If, for any reason, a candidate is allowed to temporarily exit the examination room, you must instruct such a candidate to account for this brief absence by indicating and initialing, on Form RO.73/03 (Exam Candidate Movement Record), the time of exit from and re-entry to the examination room. The form will be available at the examination venue. There is no need to accompany the candidate.
22. If a candidate falls ill during the examination and requires immediate medical attention, contact the Exam section of the Registrar's Office at 65162304 (Registrar's Office) to arrange for Office of Estate and Development's (or OED's) transport to UHWC (University health and wellness centre) for medical attention. The candidate should be accompanied by another staff (possibly the admin staff from the affected paper).

The pick-up points for the ferrying service will be as follows:

FASS - AS7 or Old Admin Blk
 Eusoff Hall
 Kent Ridge Hall
 Sheares Hall
 Sports and Recreation Hall
 Temasek Hall

For immediate medical attention beyond 7pm on weekdays and 3pm on Saturdays, the candidate should be brought to the nearest clinic, possibly NUH (A&E). If the OED's transport or private transport is not available, a taxi could be called. All transport charges incurred may be claimed against the department's account.

23. Candidates caught cheating or violating examination rules should write and sign their name on the purported evidence, before the materials are confiscated. Candidates may be allowed to continue with the examination, if they so desire. **The invigilator should record the candidates' details in the "Report on Cheating in Examination Hall Form" RO.252/05.** Both the invigilator(s) and candidate(s) would each write an account of the matter immediately after the examination. The two accounts should be submitted together with the Chief Invigilator's Report to the Dean's Office.
24. Any other anomalies during the examination should be recorded on the Chief Invigilator's Report and returned to Dean's Office after the examination.
25. Candidates may ask for the Application for Special Consideration (or "Yellow Form") if they wish to report to the University matters which have adversely affected their general studies and examination performance. Copies of the Form are available at the examination venue. The Form should be submitted by the candidates to their Home Faculties before the stipulated deadline.
26. In cases where clarifications to the exam questions (errata) need to be announced, the same information must be provided to special need candidates who are at other locations. It is envisaged that this will be done through telephone contacts. There is a telephone directory of all faculty exam venues at each venue. In the case of special need candidates, the relevant invigilators have been advised to remain in telephone contact.

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At the End of an Examination

27. No candidate will be allowed to leave earlier than one hour after the start of the examination or during the final 15 minutes of the examination. You should alert candidates 15 minutes before the end time of the examination. Please refer to Section B of "Invigilator's Instructions to Candidates".
28. At the end of the examination, you should instruct candidates to do the following (please refer to Section C of "Invigilator's Instructions to Candidates"):
- (a) Stop writing;
 - (b) Secure their answer scripts with the strings provided;
 - (c) Ensure that they have written their matriculation number on all answer books;
 - (d) Remain seated, and quiet, while answer scripts are being collected and tallied. They cannot leave the examination room until they are told to do so.
29. Invigilators should ensure that candidates stop writing after the CI has announced the conclusion of the examination. If a candidate persists in writing after being reminded to stop, the invigilator should record on the answer scripts of the candidate that he/she was still writing (indicate number of minutes) after the end of the examinations.
30. After all answer scripts have been collected and tallied, the CI should remind candidates of the following (please refer to Section D of "Invigilator's Instructions to Candidates"):
- (a) they are only allowed to collect their belongings and take their own copy of the question paper (if applicable) with them when leaving the examination room; and
 - (b) leave any other papers or answer booklets, used or unused, on their desk.
31. When the answer scripts are tallied, please record the total number collected in the Chief Invigilator's Report. The CI will remain in the examination room until all the answer scripts have been personally handed to the examiners, and the latter have signed the Chief Invigilator's report to acknowledge receipt. Acknowledgement Slips should be given to the examiners who collect the answer scripts for returning to the Department Office.
32. The Admin Support Staff will collect the Chief Invigilator's Report, Attendance Lists, RO.73/03 Exam Candidate Movement Record (this form should be signed by the CI even if there is no record of candidate movement for the examination session), unused answer booklets, and bring them to Dean's Office when they return the keys to the venue.

*Dean's Office
Faculty of Arts and Social Sciences
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