

# HARARE INSTITUTE OF TECHNOLOGY

## INSTRUCTIONS FOR INVIGILATORS AND RULES FOR CONDUCT OF EXAMINATIONS

### 1. GENERAL

(The use of the masculine gender in these instructions applies equally to men and women).

- 1.1 Invigilation of University examinations is an important responsibility which, with the authority of the Senate, may be assigned to any member of the Institute staff by the Deputy Registrar (Academic Affairs) through that member's Chairperson of Department. The co-operation of all staff in this task is essential to the proper and efficient conduct of the examinations.
- 1.2 The instructions should be read in conjunction with the Regulation for Candidates
- 1.3 There shall be at least two persons appointed as invigilators for each examination, the numbers should be proportionate to the number of candidates for any given examination e.g. 1 invigilator for every 15 - 20 candidates. The appointments of staff members as invigilators will be made by the Senior Assistant Registrar (Examinations), on behalf of the Deputy Registrar (Academic Affairs), after consultation with Chairpersons of Departments. A schedule showing the appointed invigilators for each examination will be issued to each Chairperson of Department and it will be the Chairperson's responsibility to ensure that any member of the department so appointed is aware of the duty and attends as required.
- 1.4 A Chief Invigilator will be appointed for each examination by the Assistant Registrar (Examinations) on behalf of the Deputy Registrar (Academic Affairs). The Chief invigilator will be responsible to the Assistant Registrar (Examinations) for coordinating the duties of other invigilators and ensuring that the examination is conducted in accordance with these regulations. The Chief Invigilator may be selected from the members of the Academic staff or Non Academic staff appointed as invigilators or may be any other suitably qualified and responsible person appointed by the Assistant Registrar – Examinations. Persons in this latter category shall be paid at a prescribed rate for satisfactory completion of their duties, which shall include making the preliminary arrangements for, and starting, the examination. Such appointments will normally be sought for the larger Examination Venues

Except where an “external” Chief Invigilator has been appointed and is being paid for the work, members of the Administrative staff will be responsible for the preliminary arrangements and starting of the examination. (see 2 below).

1.5 Normally there shall be at least one male and at least one female member of the academic staff on invigilation duty. Where there is no female member of the academic staff available for invigilation duty, a female member for the secretarial/clerical staff may be appointed as a “lady attendant” who will be responsible, to the Chief Invigilator, for attending to any special needs of female candidates, escorting them to the toilet and such other duties as may be assigned by the Chief Invigilator.

1.5.1 First aid boxes will be available in each examination room and a telephone will be available at the examination room or nearby

## 2. **PRELIMINARY ARRANGEMENTS TO START EXAMINATIONS**

2.1 Those persons assigned by the Assistant Registrar (Examinations) to make the preliminary arrangements and to start the examination must be at the examination venue at least 30 minutes before the start of the examination and will be responsible for the provision of the basic examination stationery, attendance registers and attendance slips, distribution of question papers, approved materials, etc. each candidate will be assigned a desk indicated by his attendance slip bearing his name, registration number and degree/diploma programme. The candidates will be grouped in the order appearing on the attendance registers i.e. in alphabetical order for each paper.

To carry out these duties, invigilators should be in the examination room at least 30 minutes before the start of the examination.

An approximate indication of the distribution of papers and seating plan should be sketched and prominently displayed on the blackboard at the venue of the examination.

2.2 Candidates may not be allowed into the examination room until arrangements in 2.1 above have been completed.

2.3 The member of the academic staff responsible for the setting of a question paper must be in attendance at the start of the examination. It will be the responsibility of the Chairpersons to make sure that they do attend.

He should be present at the examination venue 15 minutes before the start of the examination and must:

2.3.1 Scrutinize the question paper to ensure that there have been no printing errors. If any errors are noticed, he must inform the Chief Invigilator and ensure that candidates are informed at the start of the examination of any necessary corrections:

- NB** Members of staff should NOT remove papers from any sealed envelope or start checking their papers until authorized to do so by the Chief Invigilator otherwise there is a risk that paper may become disordered or misplaced.
- 2.3.2 Check that any necessary special materials previously requested from, and authorized through, the Examination Office have been provided (e.g. log tables, SI units, graphs paper, ledger paper, acts, etc.);
- 2.3.3 Check any electronic calculators brought into the examination room by any candidate for the examination and ensure that it properly cleared before the start of the examination.
- 2.3.4 Remain at the examination hall for 10 minutes after the start of the examination and on campus for the duration of the examination at a place where he may be readily contacted through his Departmental Secretary:
- 2.3.5 Note any absentees for his paper and, where the reason for the candidate's absence is known, take immediate follow-up action to try and establish such reason and report back to the Chief Invigilator
- 2.4 Invigilators are required to check that no candidate brings into the examination any unapproved material (see items 4 and 5 of regulations for candidates) or leaves, in the vicinity of the examination room, any bag, brief case, parcel etc. candidates should leave such items away from the examination.

### **3. START OF EXAMINATIONS**

- 3.1 Invigilators should assist in directing candidates to their seats and should check the identity of candidates against student registration cards which they are required to bring with them and to place on their desks. If any candidate is unable to identify himself as his purpose to the satisfaction of the Chief Invigilator, that candidate may be barred from the examination. In cases of doubt, the Chief Invigilator should seek a ruling from the Deputy Registrar before allowing the candidate to sit the examination.
- 3.2 The person responsible for starting the examination will make the following announcements and any others that may be necessary.
- 3.2.1 Candidates must fill in their attendance slips;
- 3.2.2 Candidates must fill in their candidate numbers other details as required on the answer books; the candidate's number is that recorded on the attendance register and attendance slip;  
(NB: Candidates should not write down their names on their answer books).

- 3.2.3 Candidates must read and comply with the instructions on the front cover of the answer book;
- 3.2.4 He must indicate to the candidates who the invigilators are;
- 3.2.5 No candidates may leave the examination room without the permission of one of the invigilators;
- 3.2.6 Candidates must place on the front of their desks their identity cards;
- 3.2.7 Candidates are not permitted to smoke during the examination;
- 3.2.8 Candidates are not permitted to talk to, or communicate with, any other candidate during the examination;
- 3.2.9 Candidates should turn over their question papers and, first ensure that they have the correct paper and second, read through the paper and check that there are no obvious mis-printings, illegibly printed pages or missing pages.
- 3.2.10 Candidates should be told the exact starting and finishing times and that an announcement will be made when 10 minutes writing time remain.

#### 4. **CONDUCT OF THE EXAMINATION**

- 4.1 The Invigilators will collect from each candidate's completed attendance slip and hand these to the Chief Invigilator who will mark the attendance registers in duplicate noting those present and those absent and any other relevant information e.g. late arrival, early completion, sickness, misconduct, etc
- 4.2 A candidate who arrives late may be admitted to the examination room at the discretion of the Chief Invigilator, provided that:
  - 4.2.1 the invigilator must make it clear to the candidate that the University reserves the right to refuse, accept and mark the script.
  - 4.2.2 the invigilator must note, on the attendance register, that the time on the candidate's admission, the reason given by the candidate for his lateness and must state whether any candidates had previously left the hall;
  - 4.2.3 the invigilator must allow the candidate extra time in so far as this is practicable but in consultation with the examiner wherever possible.

- 4.2.4 normally, a candidate who arrived more than half an hour after the start of the examination, will not be admitted.
- 4.3 Normally, no candidate may be permitted to leave the examination room within the first 30 minutes or within the last 10 minutes of the examination.
- Any candidate who wishes to leave the room may do so only with the permission of the invigilator and may be re-admitted to the examination room only if the invigilator is fully satisfied that during this time the candidate did nothing which could be regarded as the cheating.
- 4.4 candidates may at times be permitted to go to the toilet but must be escorted by an invigilator or “attendant”
- 4.5 Invigilators must devote their full attention to their invigilating duties and should not engage in any other activity.
- 4.6 Silence must be maintained throughout the examination and, in carrying out their duties, Invigilators must do their utmost to avoid disturbing the candidates. Conversation by invigilators, even if whispered, can be most distracting and must be kept to a minimum.
- NB:** Invigilators and other members of staff should note that **CELLPHONES ARE NOT PERMITTED IN THE EXAMINATION ROOM.**
- 4.7 In any case of misconduct by a candidate, the invigilator should proceed as follows:
- 4.7.1 if possible obtain confirmation from a second invigilator of the suspected misconduct before approaching the candidate;
- 4.7.2 the invigilator should then speak to the candidate, if possible in the presence of the second invigilator, informing him that his misconduct has been noted and requiring him to remain after the examination to make a written statement to the invigilator;
- 4.7.3 any extraneous unauthorised material discovered should be confiscated;
- 4.7.4 normally the candidate would then be allowed to continue writing his examination. The Chief Invigilator is empowered to discontinue the examination of any candidate who misconducts himself but only if such misconduct interferes with the work of the other candidates.
- 4.7.5 The Chief Invigilator shall indicate, on the attendance register, the candidates misconduct and submit full details in a written report, including any written statement given by the candidate, to the Senior

Assistant Registrar (Examinations) as soon as possible after the completion of the examination.

## 5. **PROCEDURES ON COMPLETION OF EXAMINATION**

5.1 Ten minutes before the end of the examination, the Chief Invigilator should announce that 10 minutes remain and that no candidate may leave the room until the examination has been concluded.

5.2 On expiry of the time allowed for the examination the Chief Invigilator shall instruct candidates to stop writing and to tie together with the string provided, their answer books, supplementary books and other answer papers.

The documents should be tied with a sufficiently large loop so as to allow the book to be opened without tearing. He shall announce that no candidate may leave the desk until the script has been collected by an invigilator.

5.3 invigilators will then collect the scripts in the order appearing on the attendance register for each examination paper.

Invigilators must check that the candidate has inserted his number and the title of the examination at the top of the answer book.

Any correction that may be necessary should be completed by the candidate and indicated by the invigilator at the desk of the candidate.

Invigilators must check and ensure that the candidate has tied inside the back cover of his answer book all papers, maps, graphs, rough work etc, forming part of his examination. Particular care must be taken to ensure that all such papers and all answer books are collected. Each candidate must sign on the attendance register as proof that he has submitted his answer script.

5.4 if a candidate, having appeared has completed no answers, the Chief Invigilator must note this on the attendance register.

5.5 the invigilators must then check the scripts against the attendance register, the Chief Invigilator must sign the attendance register and place it within the scripts and attendance slips for the examination and spare copies of the question paper, in the envelope/container provided.

5.6 Immediately after all the papers have been collected and collated, the Chief Invigilator will deliver them together with the attendance registers, attendance registers, attendance slips to the Assistant Registrar (Examinations), who will receive and check them and sign the master register as having received them.

5.7 The scripts may be collected for marking from the Examinations Office where the person collecting them will be required to check them again and sign both copies of the register and leaving the other with the Examinations Office.

5.8 The person marking the scripts should note any comments made on the attendance register by the invigilators. The attendance register should be referred by that person to the Departmental Panel of Examiners and, the Panel should submit the attendance registers to the Faculty Office with its agreed marks prior to the meeting of the Examiners Board.

**NB:** NO SCRIPTS SHALL BE POSTED TO THE EXAMINER FOR MARKING OR MODERATION.

**NB:** Final agreed marks should be recorded on the attendance register to facilitate the input of marks/recommendations into the computer and the preparation of the consolidated mark schedules.

5.9 Examination scripts are confidential and are to be kept securely. These should be returned to the Assistant Registrar (Examinations Office) immediately after the Examiners' Board meeting where they will be retained for 18 months before being destroyed. On return to the Examination Office, scripts should be signed for. While the scripts are in the possession of the Departments it is the Department's responsibility to see that the scripts are kept under confidential cover and that they are available when required.

**N.B:** Scripts should never be left unattended in a car, even if the car is locked.

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