

# HARARE INSTITUTE OF TECHNOLOGY

## INSTRUCTIONS TO EXAMINERS

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

The member of the academic staff responsible for the setting of a question paper (herein referred to as the examiners) **must** be in attendance at the start of the examination.

The Examiner should be present at the examination venue 20 minutes before the start of the examination and **must** 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 the candidates are informed at the start of the examination of any necessary corrections:

Examiners should **not** remove papers from any sealed envelope or start checking their papers until authorised to do so by the Chief Invigilator otherwise there is a risk that the paper may become disordered or misplaced.

They must check that any necessary special materials previously requested for, and authorised through the Examination office have been provided (e.g. log tables, SI units, graph paper, ledger paper, acts, etc.);

Examiners are also expected to check any **electronic calculators** brought into the examination room by any candidate for the examination and ensure that is properly cleared **before** the start of the examination.

An examiner must 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 School Secretary:

Every Examiner is expected to take note of 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, if possible within half an hour of the start of an examination.