

**LIST OF CHIEF INVIGILATORS FOR UHB Final Exam**  
**Semester 2, 2012/2013**  
**WEDNESDAY, June 5, 2013**

Course Code	Time	Venue	Chief Invigilator
ULAB 1112/ UHB 1412	9.00-11.00am	<b>DSI</b>	En Mohd Fatmi Shah Mohd Basir
		<b>N24 (BK 1 to 6)</b>	PM Khairi Izwan Abdullah
		Dewan Serbaguna Kolej Rahman Putra	Pn. Rohani Othman
ULAB 3122/ UHB 3022	9.00-10.30am	Dewan Serbaguna Kolej Tuanku Canselor	Cik Shazwani Abd Rahman
		Dewan Serbaguna Kolej Tun Fatimah	Cik Atiqah Shahrudin
		Dewan Serbaguna Kolej Tun Dr. Ismail	Cik Siti Khadijah Abdul Wahab
ULAB 3132/ UHB 3032	9.00-11.00am	Dewan Serbaguna Kolej Tun Hussein Onn	Pn. Nur Al-Huda Hashim
ULAB 2112 / UHB 2422	2.30-5.00pm	<b>DSI</b>	Pn. Norzarina Sulong
		<b>N24 (BK 1 to 6)</b>	PM Kamaruddin Kasim
		<b>Dewan Kuliah Perpustakaan Raja Zarith Sofea</b>	Pn. Mahani Stapa
		<b>Bilik Kuliah 1 to 8 Perpustakaan Raja Zarith Sofia</b>	Pn. Aida A. Rahman
		Dewan Serbaguna Kolej Tun Razak	Pn. Wan Zarina Wan Zakaria
		Dewan Serbaguna Kolej Tuna Fatimah	Pn. Shalini Srika a/p Bala
ULAB 3142 / UHB 3042	2.30 – 4.30pm	Dewan Serbaguna Kolej Tuanku Canselor	Tn. Hj. Mohd Nasir Mahmood

### Procedure for DSI, N24 and Perpustakaan Zarith Sofea:

Person-in-charge	Task
Chief Invigilators	to take exam question papers from the Printing Room (the one next to Lab D) <b>at least ONE HOUR</b> before exam begins --- To be accompanied with at least one invigilator when transporting papers to exam venue.
All other Invigilators	To wait at exam venue <b>ONE HOUR</b> before exam begins
Assistant Invigilators ( Pembantu pengawas from other faculties)	to take other exam requirements (e.g. answer booklets, etc) <b>at least ONE HOUR</b> before exam begins

### Note: Chief Invigilator Packs contain the following:

1. **AIMS list** of students for all the sections for all the respective exam venues + name of lecturer
2. **Exam Regulations**
3. **Stationery** - marker pens (black, blue & red), stapler and bullet, masking tape, A4 paper, envelopes - according to number of sections
4. **Master copy of the final exam timetable**- in case we have students who have arrived at the wrong venue and not sure where to go.
5. **Phone number of main office** responsible for each exam venue

### Procedure for other venues:

Person-in-charge	Task
Chief Invigilator	to take exam question papers from Bilik Cetak, next to Lab D, D05 <b>at least ONE HOUR</b> before exam begins
Invigilators	To wait at exam venue <b>ONE HOUR</b> before exam begins
Assistant Invigilators ( Pembantu pengawas from other faculties)	to take other exam requirements (e.g. answer booklets, etc) <b>at least ONE HOUR</b> before exam begins

## OTHER REMINDERS

### Before Exam Day:

1. Chief Invigilators: Issue reminders to your invigilators, if necessary.

### On Exam Day:

2. Chief Invigilators need to delegate tasks to assistant invigilators and to remind invigilators not to be chatting in the hall as this distracts examiners' attention  
E.g. checking of registration slips  
monitoring of students leaving the hall after exam ends- to check that they do not take their answer scripts out with them  
checking that students are not talking/ still writing after the exam has ended, i.e. while other students are walking to the front to submit their papers
3. Ensure that ALL test papers and answer scripts have been laid on the exam desks **15 minutes** before the exam begins. (20 minutes before for big venues like DSI)
4. 10-15 minutes before exam begins: Chief Invigilator to read out instructions to students – instructions placed in envelopes together with exam papers. Please instruct students to put their handphones on the floor next to their table and NOT on the table.
5. Chief Invigilators should be done with reading the instructions by 9 am./ 2.30 pm.
6. Invigilators to collect one copy of students' attendance slip- the other copy for them to keep as evidence of their presence. This practice also applies for UHB 2422/ ULAB 2112 exam (**students do not need to tear out the portion with their details at the bottom of the cover booklet** – the practice in the past, but they would fill out their attendance slip as is done with other courses).

### After Exam Ends:

7. Method of collecting exam answer scripts- place desks in front of hall, instruct students to submit their answer script (either row by row, or section by section) by placing it on the desk with indications of their section number written on it
8. Students may take away with them their exam question paper.
9. Have one invigilator stationed at each exit to check that students do not take their answer script out with them (this has happened before). Ensure that students leave the exam hall through only one exit, so it is easier to monitor them.
10. Invigilators to count and ensure number of answer scripts tallies with number of attendance slips for each section at the test center.
11. Return answer scripts to the Dean's office **immediately**.
12. If there are unexpected problems at your test centers during the exam, you may call the TDA PM Dr. Zaidah or me Tina 019 775-1491 or En. MTO.

## FAQs

### **1. *What to do if students are caught cheating?***

If students are caught cheating/ copying, report to the Chief Invigilator, CI to take details of student, but allow him to complete the exam. Do not send him out.

### **2. *What if students arrive late?***

Students arriving not more than 30 minutes late are allowed to take the exam. No extra time should be given for late-comers.

### **3. *What if students turn up at the wrong test center (eg DSI instead of KRP) ?***

If there is a large group of students turning up at the wrong test center, ask them to leave and get to the right venue. If it is a small number, allow them to take their exam there. Again, no extra time will be given to those arriving late.

### **4. *What if students need to go to the toilet?***

Have one invigilator accompany him/ her to the toilet. Handphones are to be left on the floor next to their desk and not to be brought to the toilet to avoid students googling / calling friends to ask for answers.

### **5. *What if the college halls are still locked at 8 am?***

Call their staff to open it for you (phone numbers made available in the file for Chief Invigilators).

**Prepared by:**

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