

**LIST OF CHIEF INVIGILATORS FOR THE FINAL EXAM
SEMESTER 1 2013/2014
THURSDAY, JANUARY 2, 2014**

Course Code	Time	Venue	Chief Invigilator
ULAB 1112/ UHB 1412	9.00-11.00am	Bilik kuliah 5, d 06	Dr. Azian Abdul Aziz
ULAB 1122	9.00-11.00am	Dewan kuliah Perpustakaan Raja Zarith Sofea	Pn. Norhiza Ismail
		Bilik kuliah 1 - 6, n24	Pn. Aida Abd Rahman
		Dewan Sultan Iskandar	En. Ghazali Bunari
		Dewan serbaguna Kolej Tun Hussein Onn	Pn. Shalini a/p bala
		Dewan serbaguna Kolej Tun Fatimah	En. Zaid Shamsuddin
ULAB 3122/ UHB 3022	9.00-10.30am	Dewan serbaguna Kolej Tuanku Canselor	Pn. Mawaddah Salleh
		Dewan serbaguna Kolej Tun Dr. Ismail	Cik Siti Khadijah Abd Wahab
		Bilik kuliah 1 -8 Perpustakaan Raja Zarith Sofea	Pn. Nur Salwa Abd Wahid
Course Code	Time	Venue	Chief Invigilator
ULAB 3132/ UHB 3032	2.30-4.30pm	Dewan Serbaguna Kolej Tun Hussein Onn	Pn. Nur-Al Huda Hashim
		Dewan Serbaguna Kolej Rahman Putra	Pn. Johana Mohd Jobil
ULAB 3142 / UHB 3042	2.30 - 4.30pm	Dewan Serbaguna Kolej Tuna Fatimah	Pn. Norzarina Sulong
		Dewan Serbaguna Kolej Tuanku Canselor	Tn Hj. Mohd Nasir Mahmood

Course Code	Time	Venue	Chief Invigilator
ULAB 2112/ UHB 2422	2.30-5.00pm	Bilik kuliah 1 – 6, n24	Pn. Noor Mala Ibrahim
		Dewan kuliah Perpustakaan Raja Zarith Sofea	Pn. Wan Zarina Wan zakaria
		Dewan Sultan Iskandar	En Affendi Hashim
		Dewan serbaguna Kolej Tun Dr. Ismail	Pn. Awis Rumaisya Azizan

Procedure for DSI, N24 and Perpustakaan Zarith Sofea:

Person-in-charge	Task
Chief Invigilators	To take exam question papers from the main Office (Block D05, Level 2) at least ONE HOUR 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 ONE HOUR before exam begins
Assistant Invigilators (Pembantu pengawas) from other faculties	To take other exam requirements (e.g. answer booklets, etc) at least ONE HOUR 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 main Office (Block D05, Level 2) at least ONE HOUR before exam begins
Invigilators	To wait at exam venue ONE HOUR before exam begins
Assistant Invigilators (Pembantu pengawas from other faculties)	To take other exam requirements (e.g. answer booklets, etc) at least ONE HOUR 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:

1. 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 OR collect scripts at the desks.
2. Students may take away with them their exam question paper.
3. 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.
4. Invigilators to count and ensure number of answer scripts tallies with number of attendance slips for each section at the test center.
5. Return answer scripts to the **main Office (Block D05, Level 2) immediately**.
6. 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 the TP En. Baha

FAQs

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

If students are caught cheating/ copying, report to the Chief Invigilator. CI must take details of the 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 restroom?*

Have one invigilator accompany the student. Handphones are to be left on the floor next to their desk and not to be brought along to avoid students googling / calling friends.

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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