

**LIST OF CHIEF INVIGILATORS FOR THE FINAL EXAM
SEMESTER 2 2013/2014**

WEDNESDAY, JUNE 4, 2014

Course Code	Time	Venue	Chief Invigilator's
ULAB 1112/ UHB 1412	9.00am - 11.00am	Bilik Mesyuarat Eksekutif, D 05 Aras 2	DR. TINA ABDULLAH
ULAB 1122	9.00am - 11.00am	Dewan Kuliah Perpustakaan Raja Zarith Sofea	PN. ROHANI OTHMAN
		Bilik Kuliah 1 – 6, N24	PN. ZANARIAH HJ SALLEH
		Dewan Serbaguna Kolej Tun Razak	CIK NURHAZWANI MOHD MUHRIDZA
ULAB 2122	9.00am - 11.00am	Dewan Serbaguna Kolej Tun Dr. Ismail	PN. MAWADDAH SALLEH
ULAB 3122/ UHB 3022	9.00am - 10.30am	Dewan Sultan Iskandar	DR. SHANTI CHANDRAN A/P SANDARAN
		Dewan Serbaguna Kolej Tun Hussein Onn	PN. NUR SALWA ABD WAHID

Course Code	Time	Venue	Chief Invigilator's
ULAB 3132/ UHB 3032	2.30pm - 4.30pm	Dewan Serbaguna Kolej Tun Fatimah	PN. ROHAYAH KAHAR
		Dewan Serbaguna Kolej Rahman Putra	PN. NORHANIM ABD SAMAT
ULAB 3142 / UHB 3042	2.30pm – 4.30pm	Dewan Kuliah Perpustakaan Raja Zarith Sofea	CIK SHAZWANI ABD RAHMAN
ULAB 2112/ UHB 2422	2.30pm - 5.00pm	Dewan Sultan Iskandar	DR. MOHD HILMI HAMZAH
		Dewan Serbaguna Kolej Tun Dr. Ismail	PN. AWIS RUMAISSYA AZIZAN
		Dewan Serbaguna Kolej Tun Hussein Onn	PN. MAHANI STAPA
		Bilik Kuliah 1 – 6, N24	EN. FAIZAL YAMIMI MUSTAFA
		Bilik Kuliah 5 Aras 1, D 06	PN. MARZILAH ABD AZIZ

Procedure for the examination day

Person-in-charge	Task
Chief Invigilators at DSI, N24 and Perpustakaan Zarith Sofea	To wait at exam venue at least ONE HOUR before exam begins
Chief Invigilators at small exam venues	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

OTHER REMINDERS

Before the Exam Day:

1. Check the time and venue of the exam that you need to invigilate
2. Chief Invigilators: Check out the exam venue
Get the contact number of the person in-charge of the exam venue
Issue a reminder to your invigilators, if necessary.

On the Exam Day:

1. Chief Invigilators need to delegate tasks to assistant invigilators and to remind invigilators not to be chatting in the hall as that may distract attention
2. checking of registration slips
3. monitoring of students leaving the hall after exam ends- to check that they do not take their answer scripts out with them
4. 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
5. 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)
6. 10-15 minutes before exam begins, Chief Invigilators need to read out instructions to the candidates – the exam regulations are included in the Chief Invigilator's pack. Please instruct candidates to put their handphones on the floor next to their table and NOT on the table.
7. Chief Invigilators should be done with reading the instructions by 9 am./ 2.30 pm.
8. Invigilators must collect the attendance slip - the copy of the attendance is for the candidates 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 the Exam Ends:

1. Method of collecting exam answer scripts- either place desks in front of the hall and instruct candidates to submit answer scripts (either row by row, or section by section) by placing them on the desk with their section number written on it OR invigilators collect the scripts at the desks.
2. Invigilators must count and ensure that the number of answer scripts tallies with number of attendance slips for each section at the test center.
3. Candidates may take away with them their exam question paper.
4. Have one invigilator stationed at each exit to check that candidates do not take their answer script out with them (this has happened before). Ensure that candidates leave the exam hall through only one exit, so it is easier to monitor them.
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 me Tina 019 775-1491 or the TP En. Baharudin 0197550158

FAQs

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

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

2. *What if candidates arrive late?*

Candidates 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 candidates need to go to the restroom?*

Have one invigilator accompany the candidates. Handphones are to be left on the floor next to their desk and not to be brought along to avoid them 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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