

ULAB/UHB FINAL EXAMINATION BRIEFING

Date : 29 December 2014 (Monday)

Time : 10 a.m.

Venue : Seminar Room, D05, Level 3

Agenda:

1. The list of Chief Invigilators and centres
2. Procedures on the Final Exam
 - A. One hour before the exam starts
 - Content of Chief Invigilator's Pack
 - B. In the exam hall
 - Frequently Asked Questions
3. Important dates for UHB/ULAB/ULAM/Foreign Language Instructors
4. Important dates for UHB/ULAB/ULAM/Foreign Language Coordinators & Committees
5. Things to submit to Course Coordinators – will inform via email
6. The new CRR – will be available by the end of this week

PROCEDURES ON THE FINAL EXAM DAY

A. ONE HOUR BEFORE THE EXAM STARTS

Person-in-charge	Task
Chief Invigilators for MSI, DSI, N24 AND PRZS	<ol style="list-style-type: none"> 1. to sign out the exam question papers from the Vault Room (Bilik Kebal, in the main office) at least ONE HOUR before the exam begins 2. to collect the Chief Invigilator's pack * 3. to accompany the exam question papers in the faculty vehicle to the exam venue. Chief Invigilators can also assign one invigilator to accompany the exam question papers. One faculty vehicle will send the exam question papers to DSI and MSI, and another will send the exam question papers to N24 and PRZS
Chief Invigilator for other centres	<ol style="list-style-type: none"> 1. to sign out the exam question papers from the Vault Room (<i>Bilik Kebal</i>, in the main office) at least ONE HOUR before the exam begins 2. to collect the Chief Invigilator's pack 3. to bring the exam question papers to the exam venue himself/herself. The Chief Invigilator can also ask another invigilator to help him/her to carry the exam question papers
Other Invigilators	<ol style="list-style-type: none"> 1. to wait at the place that the faculty vehicle is going to drop off the exam question papers and help carry the exam question papers to the exam halls at big centres i.e. MSI, DSI, N24, and PRZS 2. to wait at the exam hall ONE HOUR before the exam begins at other centres
Assistant Invigilators (<i>Pembantu pengawas</i> from other faculties)	<ol style="list-style-type: none"> 1. to take other exam requirements (e.g. answer booklets, refreshments, etc.) from the Vault Room (Bilik Kebal, in the main office) at least ONE HOUR before the exam begins 2. to bring these requirements to the respective exam venue

CONTENT OF CHIEF INVIGILATOR'S PACK*

1. **AIMS list** of students for all the sections for all the respective exam venues and names of lecturers
2. **Exam Regulations**
3. **Stationery**
 - a. marker pens (black, blue & red)
 - b. stapler and bullet
 - c. masking tape
 - d. A4 paper
 - e. 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
6. **List of students barred from taking the final exam**
 - a. Code and Name of course
 - b. Name of student
 - c. Name of lecturer
 - d. Section number

Additional Items (to be taken by the Assistant Invigilators)

1. **Answer Booklets** (for ULAB2112/UHB2422 & ULAB3122/UHB3022)
2. **String** (for ULAB2112/UHB2422 & ULAB3122/UHB3022)
3. **Attendance Slip** (for all courses)
4. **Refreshments** (for all invigilators)

A. IN THE EXAM HALL

1. Invigilators and Assistant Invigilators report to the Chief Invigilators at the exam venue one hour before the exam starts.
2. Chief Invigilator delegates tasks to and remind both Invigilators and Assistant Invigilators of the things to do before, during, and after the exam i.e.:
 - a. To put exam papers, answer booklets and attendance slips on the exam desks **at least 15 minutes** before the exam begins (or **20 minutes** before for big venues i.e. MSI, DSI, N24 & PRZS).
 - b. To check students' **registration slips** and **student cards** to ensure that the persons sitting are the named candidates and they are at the correct exam venue.
 - c. To **collect the carbon copy** of the Attendance Slip and let the students keep the original as evidence of their presence in the exam hall. This practice **also applies to ULAB 2112/ UHB 2422 and ULAB3122/UHB3022**, where students are no longer required to tear and hand over the portion with their details at the bottom of the front cover of the answer booklet.
 - d. To **tally** the number of **Attendance Slips** and the **number of students** in the exam hall.
 - e. To **accompany the students to the toilet** to ensure that they do not communicate with anybody before the exam ends. The Invigilator/Assistant Invigilator who accompanies the student must also **ensure that the student has left his/her mobile phone in the exam hall** and **check that there is no item or document that can be used for answering the exam left in the toilet**.
 - f. To **check** 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.
 - g. To **monitor students** who are leaving the hall after the exam ends to ensure that they **do not take their answer scripts** out with them.
 - h. To tally the number of **answer scripts** and the **number of students** in the exam hall.
 - i. To **put a copy of the final exam paper in every envelope** meant to hold the answer scripts.
 - j. To put and seal the answer scripts, attendance slips, and AIMS list for one section in one envelope and to write the course code and name, section number, lecturer's name, and total number of scripts on the envelope.
3. Chief Invigilator announces that **students bring their bags into the exam hall** and leave the bags at the back/side of the hall before the students are allowed to enter the hall.
4. Chief Invigilator announces that **students have their student cards (or any equivalent photo ID) and registration slips ready** before entering the exam hall.
5. Chief Invigilator instructs students to put their **mobile phones on the floor** next to their table and NOT on the table once they are seated.
6. Chief Invigilator reads out the instructions placed in the Chief Invigilator's pack to students **10-15 minutes before** exam begins.
7. Chief Invigilator **should remind** Invigilators and Assistant Invigilators not to be chatting in the hall as this distracts students' concentration
8. Chief Invigilator **returns answer scripts** to the Vault Room (in the main office) **immediately**.

FREQUENTLY ASKED QUESTIONS

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. Mobile phones are to be left on the floor next to their desk and not to be brought to the toilet to prevent students from googling / calling friends to ask for answers. Before the student enters the toilet, the invigilator must check that there is no item or document that can assist the students with the exam is left in the toilet.

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

Call their staff to open it for you. Telephone numbers are available in the Chief Invigilator's pack.

6. *What if barred students come for the exam?*

Let them sit through the exam, jot a note on the answer script about their presence at the exam hall, and put their answer scripts in the envelope for their section.

IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE INSTRUCTORS

No.	Date	Details	Remark
1.	29/12/2014	Final Exam Briefing	Attendance is compulsory to all academic staff
2.	30/12/2014	Final Exam for ULAB/UHB courses	Attendance at the assigned centre is compulsory to all academic staff involved
3.	31/12/2014	Standardised Marking Session for ULAB2112/UHB2422, ULAB3122/UHB3022 & ULAB3142/UHB3042	Attendance is only compulsory to those teaching the course
4.	31/12/2014 – 10/1/2015	<ul style="list-style-type: none"> • Collect final exam answer scripts from the Vault Room for marking • Key in the marks in AIMS • Prepare CRR, Failed/Problematic Student Form, and relevant documents 	
5.	11/1/2015	Submission of marks and other relevant documents to the respective course committee/coordinator	<ul style="list-style-type: none"> • Digital Language Lab. A • 10 a.m. – 1 p.m.
6.	28/12/2014 – 22/1/2015	Online display of <i>Senarai Tampal</i>	
7.	28/12/2014 – 25/1/2015	Submission of appeal on exam marks by student to instructor	
8.	Latest by 26/1/2015	Submission of revised exam marks by instructor to course coordinator	

IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE COORDINATORS

No.	Date	Details	Remark
1	30/12/2014	Final Exam for ULAB/UHB courses	
2	30/12/2014	Selection of sample scripts for printing and to be used in the standardised marking session	<ul style="list-style-type: none"> • Immediately after the final exam for the course is over. • Give the sample scripts to En Baharudin (Deputy Registrar) with details on the number of copies to be made.
3	31/12/2014	Standardised Marking Session for ULAB2112/UHB2422, ULAB3122/UHB3022 & ULAB3142/UHB3042	<ul style="list-style-type: none"> • Venue: Digital Language Lab. D • 9-10 am – ULAB2112/UHB2422 • 10.15-11.45 am – ULAB3122/UHB3022 • 12-12.30 pm – ULAB3142/UHB3042
4	11/1/2015	Submission of marks and other relevant documents to the respective course committee/coordinator	<ul style="list-style-type: none"> • Digital Language Lab. A • 10 a.m. – 1 p.m.
5	13/1/2015 – 15/1/2015	3-Day Workshop for Course Committee to prepare the Overall Tally Sheets, CRR, Failed/Problematic Student Form, and relevant documents. (The report will not include changes based on appeals made)	<ul style="list-style-type: none"> • 9 a.m. – 5 p.m. on 13 & 14/1/2015 • 9 a.m. – 3.30 p.m. on 15/1/2015
6	19/1/2015	Meeting between Coordinators and Academic Manager (UG) to finalise reports i.e. P2, P3, P4, CRR overall	
7	22/1/2015**	JKA Meeting to endorse results	
8	28/12/2014 -- 26/1/2015	Submission of revised exam marks by instructor to course coordinator	
9	26/1/2015	Submission of final version of CRR	
10	22/2/2015- 5/3/2015	Special Exams	To have one special exam paper ready for ULAB2112/UHB2422, ULAB3122/UHB3022, ULAB3132/UHB3032, & ULAB3142/UHB3042

** Tentative

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