

**ULAB/UHB FINAL EXAMINATION BRIEFING  
SEMESTER II, 2015/2016  
PROCEDURES ON THE FINAL EXAM DAY**

**CONTENTS**

1. One Hour Before The Exam Starts
2. Contents of Chief Invigilator's Package
3. Exam Requirements
4. Frequently Asked Questions
5. Return of Answer Scripts
6. Collection Of Answer Scripts

## 1. ONE HOUR BEFORE THE EXAM STARTS

Person-in-charge	Task
<b>Chief Invigilators</b> for big centres i.e. <b>DSI, N24 &amp; PRZS</b>	<ol style="list-style-type: none"> <li>1. to <b>sign out</b> the <b>Exam Papers</b> from <i>Bilik Kebal</i> between <u>7.45 am - 8 am for the morning session &amp; 1.15 pm – 1.30 pm for the afternoon session</u></li> <li>2. to <b>collect</b> the <b>Chief Invigilator’s Package</b></li> <li>3. to <b>accompany</b> the <b>Exam Papers &amp; Exam Requirements</b> (e.g. answer booklets, refreshments, etc.) to the exam centre. A vehicle is provided to transport the items. The Chief Invigilator <b>may assign</b> another invigilator to accompany the Exam Papers on his/her behalf</li> </ol>
<b>Chief Invigilators</b> for <b>College Halls</b>	<ol style="list-style-type: none"> <li>1. to <b>sign out</b> the <b>Exam Papers</b> from <i>Bilik Kebal</i> between <u>7.45 am - 8 am for the morning session &amp; 1.15 pm – 1.30 pm for the afternoon session</u></li> <li>2. to <b>collect</b> the <b>Chief Invigilator’s Package &amp; Exam Requirements</b> (e.g. answer booklets, refreshments, etc.) and <b>bring</b> these requirements to the exam centre. No vehicle is provided. The Chief Invigilator <b>may ask</b> other invigilators to help him/her bring the exam question papers to the exam centre</li> </ol>
<b>Invigilators</b> for big centres i.e. <b>DSI, N24 &amp; PRZS</b>	<ol style="list-style-type: none"> <li>1. to <b>wait at the drop-off venue</b> at <u>8 am for the morning session &amp; 1.30 pm for the afternoon session</u>. It would be <u>appreciated</u> if the Chief Invigilators could inform the time of arrival to the drop off venue to the Invigilators</li> <li>2. to <b>assist carry</b> the Exam Papers into the exam hall</li> </ol>
<b>Invigilators</b> for <b>College Halls</b>	<ol style="list-style-type: none"> <li>1. to <b>wait at the exam centre</b> at <u>8 am for the morning session &amp; 1.30 pm for the afternoon session</u>.</li> <li>2. to <b>assist carry</b> the Exam Papers into the exam hall, if required</li> </ol>
<b>Assistant Invigilators</b>	<ol style="list-style-type: none"> <li>1. to <b>be at the exam centres</b> at <u>8 am for the morning session &amp; 1.30 pm for the afternoon session</u></li> </ol>

## 2. CONTENTS OF CHIEF INVIGILATOR'S PACKAGE

### a. *Sampul Kecil* (Yellow File)

- i. *Borang Pengawasan Peperiksaan Akhir* – for invigilators to sign and Chief Invigilator to fill in (refer to Attachment 1)
- ii. Announcement Scripts for Final Examination (refer to Attachment 2)
- iii. Final Examination Conduct, Misconduct, and Penalty (refer to Attachment 3)
- iv. *Senarai Laporan Kehadiran Peperiksaan* – contains three columns to be marked: Attendance slips, Attendance, Scripts (refer to Attachment 4)
- v. List of Sections and Lecturers
- vi. List of Students Barred from Final Examination (if relevant)
- vii. List of Facility Management Staff & Contact Numbers (College And Exam Hall)
- viii. Final Exam Schedule (refer to Attachment 5)
- ix. Panduan Peperiksaan Akhir – contains responsibilities of Chief Invigilator, Invigilator, and Assistant Invigilator (refer to Attachment 6)

### b. Print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students'

- i. To be **displayed** by Chief Invigilators and Invigilators at the back of a chair to indicate the designated section as students will be seated according to course and section.

### c. Brown Envelopes for Answer Scripts

- i. An A4 paper with information on **Course Code, Section Number, Lecturer's Name, & Total Number of Attendance** is pasted on each Brown Envelope
- ii. Chief Invigilators will need to **write** the **Total Number of Attendance/Scripts** over the total number of students in each section
- iii. Please **DO NOT STAPLE** the *Senarai Laporan Kehadiran Peperiksaan* **ON** the Brown Envelope. **PUT** the *Senarai Laporan Kehadiran Peperiksaan* **IN** the Brown Envelope with the Answer Scripts

### d. Stationery

- i. Marker Pen – to write the **Total Number of Attendance/Scripts** on the Brown Envelope
- ii. Stapler and Staples
  - to seal the Brown Envelope
  - to staple the Answer Booklets together if students use more than one booklet (if relevant). Strings are no longer provided
- iii. Adhesive Tape – to tape the print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students' at the back of the chairs to indicate the designated sections

### **3. EXAM REQUIREMENTS**

#### **a. Answer Booklets for**

- i. ULAB2112/UHB2422
- ii. ULAB3122/UHB3022

#### **b. Attendance Slips**

- i. for **all courses** including the ones using the Answer Booklets

#### **c. Refreshments**

- i. for all invigilators

#### 4. FREQUENTLY ASKED QUESTIONS

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

If students are caught cheating/ copying, report to the Chief Invigilator. CI will **record students' details** in *Borang Pengawasan Peperiksaan Akhir*, but allow the students to complete the exam. Do not send them out.

**b. What if students arrive late?**

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

**c. What if students turn up at the wrong test centre (eg DSI instead of KRP)?**

If there is a large group of students turning up at the wrong test centre, 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.

**d. What if students need to go to the toilet?**

I & AI will **accompany** them to the toilet. Mobile phones are to be left on the floor next to their exam table and not to be brought to the toilet to prevent students from googling / calling friends to ask for answers. Before students enter the toilet, I & AI **must check** that there is no item or document that can assist the students with the exam has been left in the toilet.

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

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

**f. 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 Brown Envelope labelled for their section.

**g. What if students do not bring a matric card?**

- i. Ask for **any photo ID** i.e. an identity card, a driver's license or a library card with photo
- ii. If all photo IDs are **lost** i.e. due to theft, students must **show a police report**. If there is no police report due to time constraint, CI can **snap a photo** of the student and send it to the respective lecturer for **verification**.
- iii. If students **left the photo** IDs at the college, ask them to go back and take the IDs. If they arrive back at the exam centre **more than 30 minutes** after the exam commences, do not let them take the exam.

## 5. RETURN OF ANSWER SCRIPTS

- a. Chief Invigilator is responsible for all answer scripts and will have to **RETURN ALL ANSWER SCRIPTS** to *Bilik Kebal* **immediately** after the exam.
- b. Chief Invigilator may allow instructors to take home the answer scripts for their own section(s), but the instructors must go to *Bilik Kebal* and **sign** in the form entitled **COLLECTION OF FINAL EXAM SCRIPTS**

## 6. COLLECTION OF ANSWER SCRIPTS

- From En Redhuwan from **8 June 2016**
- Please sign the **COLLECTION OF FINAL EXAM SCRIPTS** form for each course/section

## 7. LIST OF ATTACHMENTS

- a. Attachment 1: *Borang Pengawasan Peperiksaan Akhir*
- b. Attachment 2: Announcement Scripts for Final Examination
- c. Attachment 3: Final Examination Conduct\_Misconduct\_Penalty
- d. Attachment 4: *Contoh Senarai Laporan Kehadiran Peperiksaan*
- e. Attachment 5: Final Exam Schedule
- f. Attachment 6: *Panduan Peperiksaan Akhir*

Thank you

*Nur-At Huda Hashim*  
*Academic Manager*  
*31 May 2016*