



UNIVERSITY OF EMBU

INVIGILATION GUIDELINES ROLE OF THE CHIEF INVIGILATOR

- 1) Ensuring that enough Examination papers are printed twenty-four hours before the Examination date.
- 2) Collection of question papers and answer booklets one hour before Examination time.
- 3) Distribution of question papers and answer booklets to students and ensuring punctual start and end of Examinations. The time indicating the start and end of an Examination should be written on the board. Except in special cases, no extra time should be given in order to ensure smooth running of Examinations.
- 4) Collection of students' answer booklets in the presence of the students after each Examination.
- 5) Returning of the marked scripts and marks sheets to respective Chairmen of Department (CoD) on or before the 10th day after the last Examination.
- 6) Recording the Examination attendance of students in the Examination attendance form provided.
- 7) Ensuring that all spare answer booklets are returned to the Examinations Office immediately after the Examination.
- 8) Making sure that the Examination venue is prepared at least 30 minutes before the students get into the room.
- 9) Ensuring that students are conversant with the Examination rules and regulations before the start of the Examination, especially the consequences of cheating.
- 10) Ensuring that students do not carry unauthorized materials and electrical gadgets into the Examination room and where a student is found with one, confiscating the same and recording the incident in the Examination irregularity form.
- 11) Reporting cases of cheating and other forms of Examination irregularity.
- 12) Ensuring that the answer booklets tally with number of students present during the Examination.
- 13) Ensuring that the seats are arranged one metre apart and that the Examination room has adequate lighting and ventilation.
- 14) Confiscating any prohibited material found in the possession of a student (s) and preserving the evidence in its original form for further action.
- 15) Ensuring that the student voluntarily signs a statement after completing the Examination. Where a student refuses to hand over the evidence or destroys the same by swallowing, tearing or throwing it away, a statement from the invigilators will be deemed to be sufficient evidence of an Examination malpractice.

INVIGILATION PROCEDURE

- 1) The question papers and answer booklets can be picked from the Examinations office one hour to the Examination time. The Chief invigilator should sign the Examination issue form. The ratio of invigilators to students should be 1:50 and an Examination venue should always have at least two invigilators.
- 2) The invigilator should be at the Examination venue at least twenty minutes to the start of the Examination.
- 3) The invigilator should ensure that there are no students in the Examination venue before placing the Examination question papers and answer booklets. The question paper should be placed upside down below the answer booklet.
- 4) At ten minutes to the Examination time, the students may be allowed to enter into the Examination venue after checking that they don't have any unauthorized material including mobile phones. During entry into the Examination venue, the invigilator should check that the students have an Examination and student ID card.
- 5) Once the students are seated, the invigilator should direct the students to confirm that they do not have any unauthorized material, including any notes written on clothes or the body. He/she shall direct that any student with such material to raise

their hand. The invigilator should remind the students that if they are caught with any form of Examination irregularity, they will face severe disciplinary action.

- 6) The students are then advised to write their registration number on the answer booklet and read the instructions on the top page of the booklet.
- 7) The invigilator should then go through the Examination question paper and direct the students to confirm that they have the correct Examination paper and that all the questions are included in the paper.
- 8) The invigilator then directs the students on when to start the Examination.
- 9) The invigilator writes on the board the starting and end time of the Examination.
- 10) No students are allowed into the Examination room thirty minutes after the start of the paper. Students should not leave the Examination room within the first 30 minutes or the last 30 minutes except in cases of emergency. If a student wishes to leave the Examination venue, the invigilator should accompany the student.
- 11) The invigilator should inform the students about the time at intervals of one hour after the start, and thirty minutes to the end of the Examination.
- 12) During the Examination, the invigilator should record the Examination attendance of students in the form provided. While doing this, he/she should confirm that the name being recorded on the Examination attendance form is the same as that on the Examination and student ID card. The invigilator should give copies of the Examination attendance forms, missing document forms and invigilation forms to the respective Head of Department.
- 13) In the event of an incident, the invigilator should record it and indicate the time of the incident in the irregularity form. The student should also record the statement in the Examination irregularity form.
- 14) At the end of the Examination the invigilator shall tell the students to stop writing and submit their answer booklets.
- 15) Physical head count should be done and it should tally with the number of answer booklets collected.

PROCEDURE FOR HANDLING A BREACH OF EXAMINATION REGULATIONS BY A CANDIDATE

Where a student is suspected of committing a breach of Examination regulations, the invigilator should follow the following procedure:

- 1) The invigilator should approach the student immediately and advise him/her that she/he is believed to be contravening University regulations by committing an Examination irregularity and that she/he may continue with the Examination pending appearance before the University Examinations Disciplinary Committee as per the University Regulations.
- 2) Any suspicious materials (e.g. notes, electronic gadgets, books) must be confiscated at this point; if the writing is on a person's arm or hand, it should be photographed – this is vital as any such materials or papers are to form the basis of evidence in subsequent disciplinary proceedings.
- 3) Once the materials have been confiscated, two lines should be drawn across the student's answer booklet, top right corner, indicating the words EI or - "Exam Irregularity" and "time" during the exam at which the alleged offence occurred.
- 4) The offence must also be noted next to the student's name and number on the Examination attendance form.
- 5) The invigilator must take the details of the offender directly from his/her student ID and Examinations Card (Do not rely on the student because some may give fake identities to escape penalties).
- 6) The student should be allowed to complete the Examination but at the end of the Examination the script should be isolated and presented to the University Examination's Office for compilation of evidence. The script should then be marked alongside the rest of the scripts but marks should not be entered into the mark sheet – instead EI should be entered against the student's name.
- 7) The invigilator should note the incident in the Examination irregularity form. The student should also record his/her statement in the Examination irregularity form. This form should be completed immediately after the Examination and submitted together with the student answer booklet and any evidence to the Examinations Office (Evidence includes unauthorized materials taken from the student, photographs etc. NB: Electronic gadgets should also be submitted to the Examinations Office for evidence recording before returning to the owner).
- 8) The Examination irregularity form should be duly signed by the invigilator, the suspected student and the CoD.
- 9) Any student who disrupts an Examination, becomes violent or threatens the invigilator may be asked to leave immediately and advised that the standard procedures for investigation of a breach of regulations will be followed.