



اونيورسيتي مليسيا فهغ
UNIVERSITI MALAYSIA PAHANG

FINAL EXAMINATION INVIGILATION PROCEDURES



GENERAL INFORMATION**1. Attendance**

- (a) Staff involved as examination invigilator must be present to ensure the invigilation process runs smoothly during the examination week. If unable to be present due to official duty, a notice of absence should be provided to the Centre for Academic Management through the respective Dean/Director.
- (b) Examination Invigilator is allowed to seek replacement if unable to invigilate on the scheduled time. The change should be informed through memo/email to the Examination & Student Records Unit within a timely period.

2. Behaviour

Staff involved with examination invigilation should abide to the following:

- (a) Do not have conversation that disrupts students' concentration.
- (b) Do not wear shoes that make loud sounds.
- (c) Do not wander around students seats; disrupting students' concentration.
- (d) Do not smoke.
- (e) Do not engage in other activities such as marking assessment papers, reading newspaper/magazine/book/listening to MP3/iPod, playing video games.

CHIEF HALL RESPONSIBILITIES

1. Chief Hall is required to report to the Examination Secretariat or the representative at the Examination Secretariat Room at least **45 MINUTES** before the examination starts.
2. Chief Hall is responsible for ensuring that all Chief Invigilators for all courses involved are present at the designated time.
3. Chief Hall should instruct Chief Invigilator/Invigilator to organize question paper, answer booklet, attendance form, logarithmic book and relevant tables along with other necessities on students table and must be no later than 15 minutes before the examination starts.
4. Chief Hall will announce:
 - (a) the start of the examination;
 - (b) 30 minutes after the examination starts (students are allowed to leave the hall);
 - (c) 15 minutes before the examination ends (students are not allowed to leave the hall);
 - (d) the end of the examination.
5. Chief Hall can prohibit students from taking the examination of a course if examination rules are violated.
6. Chief Hall should report activities that violate the method and rules of examination to the Examination Secretariat or the representative immediately.
7. Chief Hall must release the order to Invigilator to collect answer booklet or/and answer sheet while the candidates are still seated in their seats. Blank answer booklets or/and blank answer sheets must be collected separately.
8. Chief Hall is responsible to ensure the examination is carried out smoothly.
9. Chief Hall shall not delay, postpone or cancel any examination without the approval of the Examination Secretariat

CHIEF INVIGILATOR RESPONSIBILITIES

1. Chief Invigilator is required to report to the Examination Secretariat or the representative at the Examination Secretariat Room at least **45 MINUTES** before the examination starts.
2. Chief Invigilator will get the sealed envelope containing the examination question papers and the list of students taking the examination from the Examination Secretariat or the representative at the Examination Secretariat Room.
3. Chief Invigilator will verify the attendance of Invigilator in the form provided.
4. Chief Invigilator should instruct Invigilator to organize question paper, answer booklet, attendance form, logarithmic book and relevant tables along with other necessities on students table and must be no later than 15 minutes before the examination starts.
5. Chief Invigilator should ensure that the student's attendance is noted and recorded carefully.
6. Chief Invigilator (Examination Room only) will announce:
 - (a) the start of the examination;
 - (b) 30 minutes after the examination starts (students are allowed to leave the hall);
 - (c) 15 minutes before the examination ends (students are not allowed to leave the hall);
 - (d) the end of the examination.
7. If a student is given the permission to leave the Examination Hall/Room for a reason and to return, Chief Invigilator must ensure that the student is under appropriate supervision while the student is outside of the Examination Hall/Room.
8. Chief Invigilator (Examination Room only) can prohibit students from taking the examination of a course if examination rules are violated.
9. Chief Invigilator (Examination Room only) should report activities that violate the method and rules of examination to the Examination Secretariat or the representative immediately.
10. In cases of cheating or attempts of cheating or giving answers, Chief Invigilator needs to conduct the following:
 - (a) Collect all evidence (Student's Matric Card, Examination Slip, Examination Question Paper, Answer Booklet, Answer Sheet, Notes, and others).
 - (b) Sign each answer sheet with answers and let the candidate continue to answer the question by giving a new answer book to the candidate (if the student wishes to continue the examination).
 - (c) Sign each answer sheet with answers and ask the student to complete the Decision Form of the Student who Decide to Leave the Examination Hall After Being Cheated / Imitate @ Attempts to Cheat / Copy In the examination (if the student does not wish to continue the examination).
 - (d) Submit all evidence to the Examination Secretariat.

11. Chief Invigilator must release the order to the Invigilator to collect answer booklet or/and answer sheet while the candidates are still seated in their seats. Blank answer booklets or/and blank answer sheets must be collected separately.
12. Chief Invigilator is responsible for the count and validation of the number of answer booklets received.
13. Chief Invigilator is responsible towards the submission of answer booklet or/and answer sheet to the Examination Secretariat or the representative at the Secretariat Examination Room. Blank answer booklets or/and blank answer sheets must also be submitted.
14. Chief Invigilator is responsible to ensure the examination is carried out smoothly.
15. Chief Invigilator (Examination Room only) must not delay, postpone or cancel any examination without the approval of the Examination Secretariat.

INVIGILATOR RESPONSIBILITIES

1. Invigilator is required to report to the Examination Secretariat or the representative at the Examination Secretariat Room at least **45 MINUTES** before the examination starts.
2. Invigilator is responsible towards the Chief Invigilator and should:
 - (a) Bring all examination necessities from the Examination Secretariat Room to the Examination Hall/Room.
 - (b) Place all needed items on students table according to Chief Invigilator's instruction.
 - (c) Return all items after the examination ends to the Examination Secretariat or the representative at the Examination Secretariat Room.
 - (d) Carry out other tasks instructed by Chief Hall/Chief Invigilator.
3. Invigilator should arrange question paper on student's tables before students are allowed to enter the Examination Hall/Room.
4. Invigilator should get additional examination utilities from the nearest Examination Secretariat Room if they are insufficient for distribution.
5. Invigilator can allow students to enter the Examination Hall/Room 15 minutes before examination starts.
6. Invigilator should ensure the information stated on the attendance form is the same with the information stated on the identification card and/or student matric card and the examination slip before collecting the second copy of student attendance form. If the student is found not to have the examination slip, the Chief Invigilator / Invigilator is asked to refer to the Examination Secretariat.
7. Invigilator should report activities that violate the method and rules of examination to the Chief Invigilator.

FINAL EXAMINATION INVIGILATION WORK PROCESS

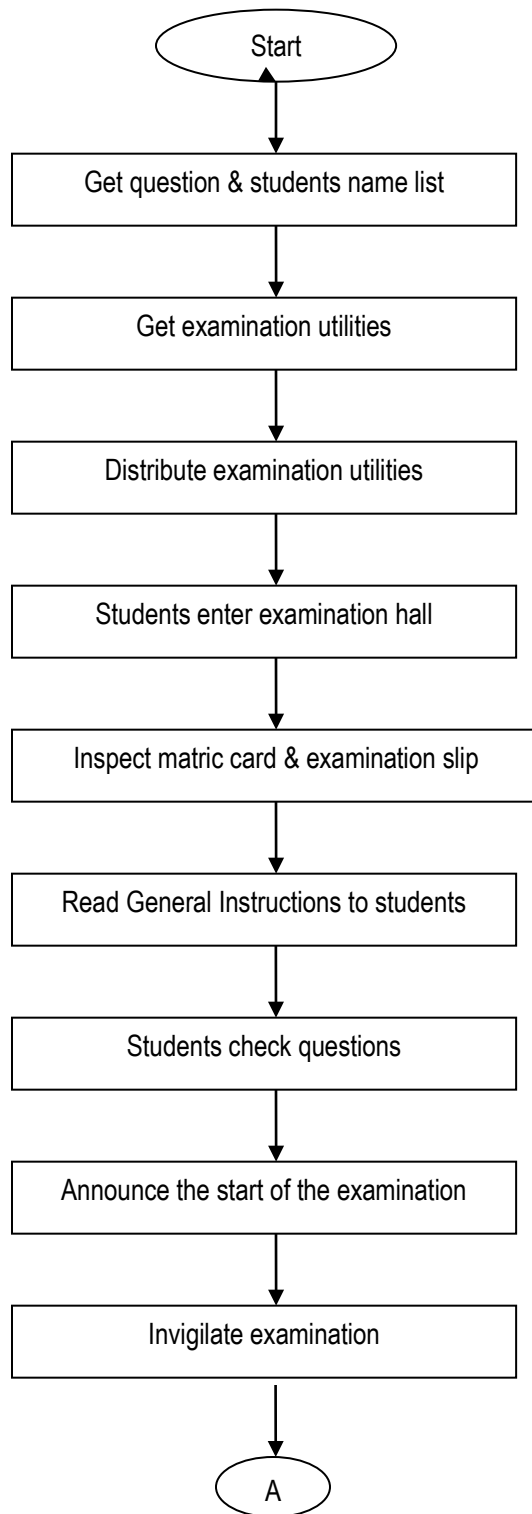
Final examination invigilation process by invigilator

Work Process	Approving/ Referred Officials	Rules/Regulation
<ol style="list-style-type: none"> 1. Chief Invigilator gets question paper and students name list at the Centre for Academic Management office 45 MINUTES before the examination starts. Chief Invigilator should sign an acknowledgement document to confirm receipt of the document in the question paper release/return file. 2. Invigilator gets examination utilities at the Centre for Academic Management office 45 MINUTES before the examination starts. Chief Invigilator should sign an acknowledgement document to confirm receipt of the document in the examination utilities release/return file. 3. Invigilator is required to place examination utilities on students table. 4. Chief Invigilator should allow students to enter the examination hall 15 minutes before the examination starts. 5. Invigilator should inspect student matric card and examination slip before students enter the examination hall. 6. Chief Invigilator reads the examination general instructions to students 10 minutes before the examination starts. 7. Students are required to check the question paper and complete particulars on the answer booklet. 8. Chief Invigilator announces the start of the examination. 9. Chief Invigilator and invigilator invigilate the examination until time ends. 	<p data-bbox="933 373 1122 436">PPA Examination Secretariat</p> <p data-bbox="933 642 1122 705">PPA Examination Secretariat</p>	
<ol style="list-style-type: none"> 10. If the examination rules are violated by the students, refer to the next process (Prosedur Pengurusan Kecurangan Akademik Berkaitan Penilaian Pelajar) 	<p data-bbox="933 1745 1122 1808">PPA Examination Secretariat</p>	<p data-bbox="1198 1745 1401 1770">Examination Rules</p>

<p>11. Chief Invigilator announces the end of examination.</p> <p>12. Examination Invigilator collects the answer booklets.</p> <p>13. Examination Invigilator is required to count the answer booklets and ensure the number is equal to the number of students.</p> <p>14. If there are not enough answers scripts, Invigilator should instruct the students to submit answer booklets to the Invigilator.</p> <p>15. Pack the answer booklets in the adhesive envelope.</p> <p>16. Allow students to leave the hall after ensuring sufficient number of answer booklets.</p> <p>17. Examination Invigilator should ensure that the hall is clean and tables and chairs well arranged.</p> <p>18. Chief Invigilator submits the envelope containing the answer booklets, examination report and instruction set to the secretariat at the Secretariat Room. Chief Invigilator should sign an acknowledgement document to confirm the return of the document in the question paper release/return file.</p> <p>19. Invigilator submits the examination utilities to the secretariat at the Secretariat Room. Invigilator should sign an acknowledgement document to confirm the return of the document in the examination utilities release/return file.</p> <p>20. End</p>	<p>PPA Examination Secretariat</p> <p>PPA Examination Secretariat</p>	
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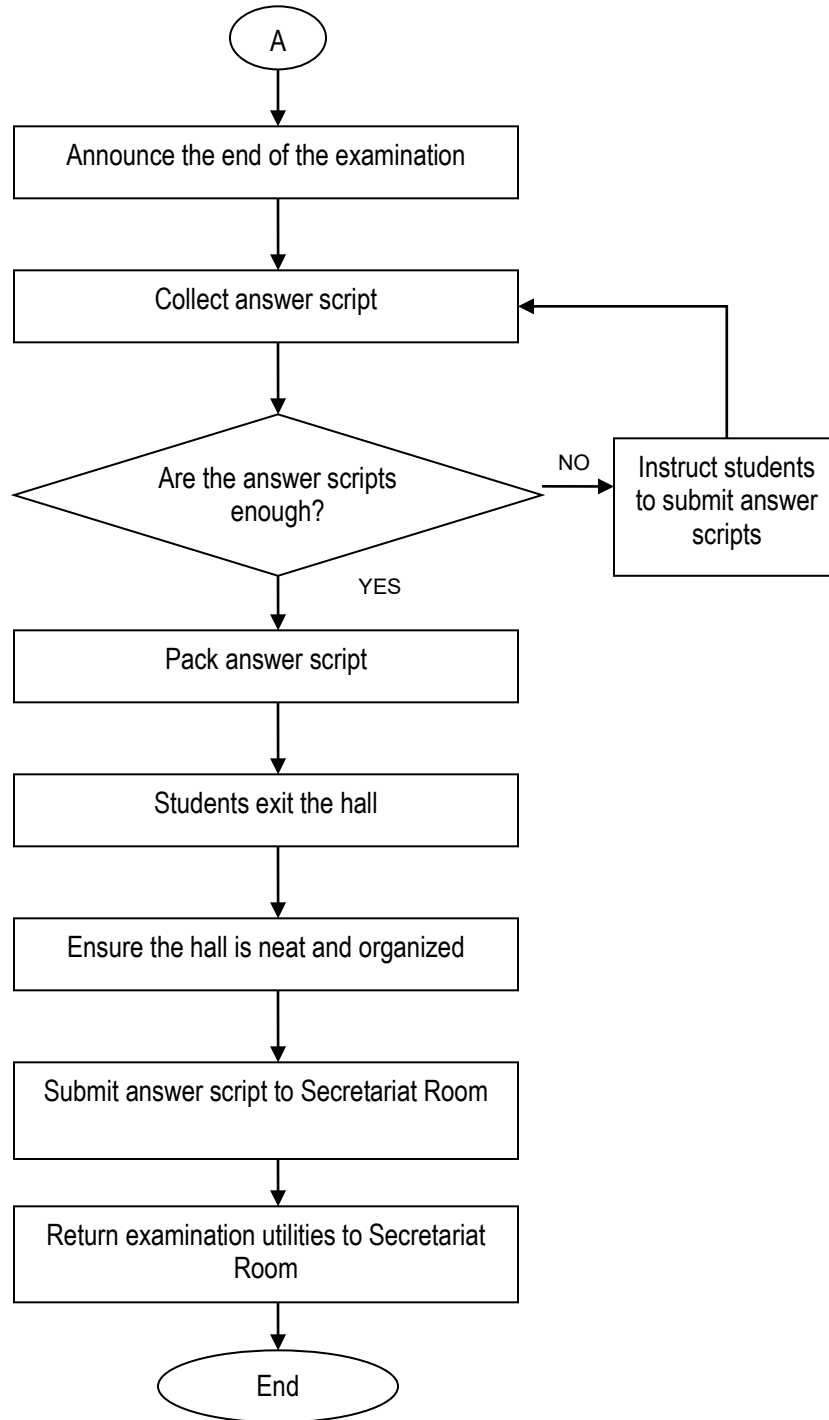
WORK FLOW CHART

Final examination invigilation process by Invigilator



WORK FLOW CHART

Final examination invigilation process by invigilator



INFORMATION DISTRIBUTION TO INVIGILATOR

1. All Faculty/Centre staff is appointed as invigilator. Examination Invigilator consists of Chief Invigilator and Invigilator.
2. Please refer to the staff examination schedule at E-Community>Admin/HR>Administration> Examination>Exam Invigilator or at IMS Lecturer> Exam Schedule> Invigilator. The duty schedule can also be reviewed at the Faculty office.
3. Examination secretariat is the Centre for Academic Management (famously known as PPA)
4. List of Examination Halls/Rooms are as follows:

PEKAN			
NO	EXAMINATION ROOM	LOCATION	QUANTITY
1	DEWAN BESAR PEPERIKSAAN PEKAN (DBPP)	MULTIPURPOSE HALL	360
2	BAP - STUDENT ACTIVITIES ROOM	FACULTY OF MECHANICAL & MANUFACTURING ENGINEERING	66
3	PBL01 - PBL 01 ROOM		35
4	PBL02 - PBL 02 ROOM		35
5	BK01 - LECTURE ROOM 01		24
6	BK02 - LECTURE ROOM 02		24
7	BK03 - LECTURE ROOM 03		24
8	BK04 - LECTURE ROOM 04		24
9	BK05 - LECTURE ROOM 05 & 06		50
10	DPM - MECHANICAL EXAMINATION HALL		89
11	FKM L1 - MECHANICAL EXAMINATION HALL LEVEL 1		42
12	BTP 1 (M) - PROJECT BRIEFING ROOM 1 (MECHANICAL)		43
13	BTP 2 (M) - PROJECT BRIEFING ROOM 2 (MECHANICAL)		43
14	BTP 3 (M) - PROJECT BRIEFING ROOM 3 (MECHANICAL)		43
15	DPE - ELECTRICAL & ELECTRONICS EXAMINATION HALL		FACULTY OF ELECTRICAL & ELECTRONICS ENGINEERING
16	BTP 1 (E) - PROJECT BRIEFING ROOM 1 (ELECTRICAL & ELECTRONICS)	45	
17	BTP 2 (E) - PROJECT BRIEFING ROOM 2 (ELECTRICAL & ELECTRONICS)	43	
18	BTP 3 (E) - PROJECT BRIEFING ROOM 3 (ELECTRICAL & ELECTRONICS)	43	
19	LAB (E) - COMPUTER LAB BLOCK 3 LEVEL 1 (ELECTRICAL & ELECTRONICS)	62	
20	F01 (E) – COMPUTER LAB FKEE	20	

GAMBANG				
NO	EXAMINATION ROOM	LOCATION	QUANTITY	
1	DBP (DEWAN BESAR PEPERIKSAAN)	UNIVERSITY SPORTS COMPLEX	1020	
2	ASTAKA	ASTAKA	355	
3	WDK02 - EXAMINATION HALL 02, BLOCK W	BLOCK W, UMP GAMBANG	35	
4	WDK03 - EXAMINATION HALL 03, BLOCK W		35	
5	WDK04 - EXAMINATION HALL 04, BLOCK W		35	
6	WDK06 - EXAMINATION HALL 06, BLOCK W		35	
7	WDK07 - EXAMINATION HALL 07, BLOCK W		35	
8	WDK08 - EXAMINATION HALL 08, BLOCK W		35	
9	WDK09 - EXAMINATION HALL 09, BLOCK W		35	
10	WDK10 - EXAMINATION HALL 10, BLOCK W		35	
11	WDK11 - EXAMINATION HALL 11, BLOCK W		35	
12	WDK15 - EXAMINATION HALL 15, BLOCK W		35	
13	WDK16 - EXAMINATION HALL 16, BLOCK W		35	
14	WDK17 - EXAMINATION HALL 17, BLOCK W		35	
15	WDK18 - EXAMINATION HALL 18, BLOCK W		35	
16	VDK01 - EXAMINATION HALL 01, BLOCK V		BLOCK V, UMP GAMBANG	75
17	VBK01 - LECTURE ROOM 01, BLOCK V			30
18	VBK02 - LECTURE ROOM 02, BLOCK V	30		
19	VBK03 - LECTURE ROOM 03, BLOCK V	30		
20	VBK04 - LECTURE ROOM 04, BLOCK V	30		
21	VBK05 - LECTURE ROOM 05, BLOCK V	30		

- The main task of Chief Invigilator is to get the question envelope and list of registered students at the Secretariat Room. Please refer to Chief Invigilator responsibilities for more information.
- The main task of Invigilator is to get the examination utilities at the Secretariat Room. For examination halls with more than one Invigilator, the first name on the invigilator list is required to take the utilities. Please refer to Invigilator responsibilities for more information.
- Secretariat room is also located in the examination hall to help invigilator carry out invigilation duties. Secretariat room location is as follows:

PLACE OF EXAMINATION	SECRETARIAT ROOM
Sports Complex (DBP)	Sports Complex Meeting Room
Pavilion (Astaka)	Pavilion (Astaka)
Block W	VIP Room (Block W)
Block V	Block V
Multipurpose Hall (DBPP)	Secretariat Room, Dewan Serbaguna, UMP Pekan

BTP 1(M), BTP 2(M), BTP 3(M), FKM Level 1 & DPM	FKM Examination Preparation Room, Level 1
BTP 1(E), BTP 2(E), BTP 3(E), LAB (E) & DPE	FKEE Examination Preparation Room , Level 1
BAP (P), BK01 (P), BK02 (P), BK03 (P), BK04 (P), BK05 (P), PBL01(P), PBL02(P)	FKP, Discussion Room 3, Ground Floor FKP, Block G

8. Functions of the Examination Secretariat are:
- (a) Help invigilator get additional examination utilities.
 - (b) Help invigilator contact course lecturer for enquiries.
 - (c) Help invigilator review the examination information.
 - (d) Help invigilator deal with emergency cases during the examination.