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<b>Document Number</b>	056	<b>Document Revision</b>	C	<b>Date Issued</b>
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<b>GENERAL INFORMATION</b>			
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		1. Changed title of document to 'Invigilation Procedure'; 2. Scope of procedure also extended to cover part time students (paragraph 1.1) 3. Updated section regarding electronic devices (paragraph 3h) 4. Transferred section 4 'Examinations Disciplinary Board' to Document 188 'College Board Procedures'. 5. Updated paragraph 4.1 to replace 'Principal' by 'Institute Director and Deputy Director Programme Management'. 6. Removed need for signing of instruction record sheet by invigilators (paragraph 3); 7. Replicated Section 3 to Doc 075 ' <i>Instructions To Candidates For Proper Conduct During Time Constrained Assessment / Examination Sessions</i> '.	
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## 1. PURPOSE AND SCOPE OF REGULATIONS

- 1.1. This document describes the procedure to be followed by the invigilator before, during and after a time constrained assessment / examination session. The terms 'time constrained assessment' and 'examinations' include any kind of formal, supervised assessment.
- 1.2. This document also describes the code of conduct that is expected from the students during the time constrained assessments / examinations session.
- 1.3. These regulations apply for both full-time courses and part-time courses time constrained assessments / examinations sessions.
- 1.4. While the Registrar has the overall responsibility for all local and foreign awarding body examinations, Institutes have to ensure strict adherence.
- 1.5. Where applicable, the invigilation regulations by foreign awarding bodies shall apply over and above the College regulations.

## 2. INVIGILATOR'S CHECKLIST

The Invigilator is to ensure that:

- a) The code of conduct/instructions provided in section 3 below (also available as Doc 075 : *Instructions to Candidates for Proper conduct During Time Constrained Assessment / Examination Sessions*) is displayed in the examination hall;
- b) Candidates are spaced apart so that no candidate can access the work of another;
- c) The identity of each candidate is checked;
- d) A record of attendance is kept of each candidate present;
- e) All blank manuscripts are duly signed before being handed out to the candidates;
- f) All answers returned on the candidate's examination manuscript are his/her work completed during the examination/assessment session.

## 3. STUDENT CODE OF CONDUCT BEFORE / DURING / AFTER ASSESSMENT / EXAMINATION

The following is the student's code of conduct to be followed before / during after assessment / examination sessions:

- a) Candidates are to be punctual for their assessment/examination sessions (at least, ten minutes prior to the commencement of the assessment/examination session), knowing exactly in which lecture room/workshop they have to report to for their assessment/examination.
- b) Candidates cannot enter the assessment/examination room more than thirty (30) minutes after an assessment/examination has started except with the permission of the Director or the Deputy Director. In such cases, extra time may be allowed if the candidate's late arrival is justified and cleared by the Director or the Deputy Director.
- c) Candidates who have special concessions must ensure that they register their entitlement in

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good time according to MCAST policy and procedures and must produce evidence that concessions have been granted. Failing this, they will not be allowed to benefit from such concessions during the assessment/examination period.

- d) All answers entered on the candidate's examination manuscript must be his/her work completed during the examination/assessment session.
- e) Candidates are not permitted to communicate or attempt to communicate with any other candidates during the assessment/examination session.
- f) Any form of copying are unacceptable and such misconduct leads to automatic disqualification from the assessment/examination session and no marks/grades will be issued.
- g) It is strictly forbidden to use any answer book, writing paper or graph paper other than that supplied in the assessment/examination room, unless there is special provision for using material authorised by the examiners. Any other material required for an assessment/examination will be provided in the assessment/examination room.
- h) Any electronic devices/items, for example, personal audio equipment, mobile phones, tablets, laptops etc, are to be switched off before the start of the examination. All electronic devices/items, bags and other material which are not related to and not permitted for use during the examination must be placed at the location as indicated by the invigilator.
- i) All material (including examination manuscripts, graph paper, information sheets, etc.) supplied during the examination session has to be returned to the invigilators at the end of the examination.
- j) Candidates are not permitted to bring with them any scrap pieces of paper.
- k) Before leaving the examination room, the candidate has to seek the invigilator's permission. Candidates are allowed to leave the examination room after the first half hour of the examination. No candidate may leave the examination hall during the last ten minutes of the examination session.
- l) A candidate who falls ill while sitting for an assessment/examination session may leave the room, with the invigilator's permission, and return while the assessment/examination is in progress, to resume the paper on one occasion only. In such cases no extra time is allowed.
- m) When a candidate cannot complete the assessment/examination work/paper because s/he is taken seriously ill, s/he should inform the invigilator so that the incomplete manuscript/work can be handed in. It is the candidate's responsibility to cover such instances with a medical certificate.
- n) It is absolutely forbidden for candidates to return part of or the whole examination manuscript/s after they leave their examination room.
- o) Candidates shall not directly and/or indirectly offer or seek to offer assistance to, or seek to obtain and/or accept assistance from, any other assessment/examination candidate. Such behaviour will disqualify the candidate from that assessment/examination and his/her script will not be corrected.
- p) Food and drinks (except water or non-alcoholic drinks) are not allowed during the examinations.

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- q) Any form of unacceptable conduct during assessment/examinations, including cheating, copying and disturbing others during assessment/examinations, will be reported to the Examinations Disciplinary Board. This could, among other disciplinary measures, lead to the annulment of the assessment/examination result.
- r) Candidates are to keep exam papers flat on the desk at all times.
- s) In case of serious uncontrolled behaviour or persistent defiance of assessment/examination regulations, the invigilator is authorised to suspend immediately the candidate from the lecture room/examination hall. Such cases will be immediately reported in writing to the Registrar's office within 24 hours of the incident.
- t) Candidates are expected to comply with any specific instructions given by the invigilator before during and after the time constrained assessment/examination session.

*NOTE : Section 3 (above) is replicated in a summary sheet for students Doc 075 'Instructions to Candidates for Proper Conduct During Time Constrained Assessment / Examination Sessions'.*

#### **4. EXAMINATIONS DISCIPLINARY BOARD**

- 4.1.** When a candidate allegedly breaches any of the above regulations, the invigilator must lodge a report in writing to the Institute Director and Deputy Director Programme Manager. Such complaints shall be referred to the Examinations Disciplinary Board.

##### ***Reference Documents***

*Doc 188 : College Board Procedures*

*Doc 075 : Students' Code Of Conduct During Time Constrained Assessments / Examination Sessions*