DUTIES OF INVIGILATOR
CENTRAL EXAMINATION OFFICE

1. Invigilators have to collect the exam papers as well as one set of seat number cards from the exam office at least 30 minutes before the start of the exam and return them back to the exam office at the end.

2. All invigilators need to be in their exam halls 20 min before the start of the exam. Make note if the room is not locked before you enter. Check that the number of desks fits the number of students.

3. Give randomly to every student entering the exam hall a seat number from the set of cards you received. The student should go to the desk with the number identical to the one which is already fixed on the desk. In few cases the students will request to change their place in the exam hall when they are surrounded by the students of other gender. The invigilators are requested to oblige and change their place.

4. Make sure that all mobiles (GSM), dictionaries, programmable calculators and any related material is taken away from the examination place. Better to keep the GSM (switched off) down on the floor near the student’s chair. Non Programmable calculators are allowed but invigilators should check in the beginning of the exam and ensure that material related to exams is not written on them.

5. Ensure that students are sitting according to their seat numbers before you start the test.

6. Make sure the students are seated in rows with maximum possible distance between the seats.

7. Remind the students about the examination rules especially cheating trails.

8. Distribute the exam papers with FACE DOWN then tell the students to write their full name, ID and any other required details.

9. If a question paper is in two different forms A and B, distribute them alternatively.

10. No student is allowed to answer using pencil. Answer must be given using pens only.

11. Circulate the attendance sheet to collect students’ signature in front of their names. While taking the attendance, check the college ID card of each student with his name written on the answer paper. Note down the absence cases (with red color) and the total number of student attended the exam. Let all invigilators write their names and sign. Attach the attendance sheet to the answer sheet envelope.

12. Students without College ID Card/Civil Card/Driving License should not be allowed to enter the exam hall. They should be sent to the Registration Department to get a temporary ID Slip.

13. Don’t allow latecomers to enter the exam hall 30 min after the start of the exam. Similarly, do not allow any student to leave the exam hall before 30 min from the start of the exam.

14. Any student who is late or confused about his/her section or exam hall, please let him calm down and allow him/her to sit in your room or a nearby room where his/her exam is there. The chief invigilator should be informed about the case/s for cross checking.

15. It is the invigilator’s discretion to decide whether there is enough reason to shift a student from one place to another inside the exam hall or even remove him from the exam hall owing to cheating or disorderly conduct. The invigilator shall always make note of the student’s name, registration number and the course of event/s as well as notify the chief invigilator (or equivalent) of the occurrence/s

16. A unit tutor should not be an invigilator or a chief invigilator for his/her unit. On the day of his/her unit exam, he/she should not go round the exam halls. In case of students’ queries, he/she has to convey clarifications through the chief invigilator.

17. Invigilators are not authorized to talk to students during the examination. They are not authorized to explain any doubts, ambiguities and questions raised by students. In case there is a query by many students, he/she can convey a message to the course tutor to do that.

18. Visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator’s instructions given on the particular occasion are followed. The invigilator should accompany the student and stipulates which bathroom shall be used. The invigilator can ask the help of the chief invigilator.

19. If a student falls ill during the exam and is unable to complete the examination, he/she should alert the invigilator so that suitable arrangement may be made to ensure he/she receives proper medical attention.

20. No student shall re-enter the exam hall after leaving it unless he/she was under approved supervision during the full period of absence.

21. Before the end of the exam collect the seat cards and arrange them in an ascending order.

22. At the end moment of the exam, do not allow any student to stand up. While they are in their seats, go round to collect the answer books from the students. Check carefully that you have the exact number of answer sheets, put them in the specified envelope and submit the envelope/s to the chief invigilator/exam officer in the exam office.
23. Unit tutors should collect the answer sheets from the exam office immediately after the exam is over. They have to sign against the number of answer sheets received.