

DUTIES AND RESPONSIBILITIES OF CHIEF INVIGILATORS AND INVIGILATORS

BY:

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Examination is an important activity in tertiary institutions. It helps to make judgment on the level of knowledge and skill acquired and it objectively aids in ranking of students according to the level of performance in the examination. It is a feedback system of assessing the depth of knowledge imparted by trainers and that received by students. It is therefore necessary that examination is properly conducted to preserve its sanctity. The proper conduct of examination is strongly influenced by the performance of the personnel involved in the conduct of examination.

Understanding the keywords “Duties” and “Responsibilities” in the above title will certainly assist personnel involved in the conduct of examination to perform according to expectation. While duty is defined as a moral commitment or legal obligation to someone or something, responsibility is a condition of being responsible or liable for an assumed or accepted role or position by a person. It involves accepting to perform one’s duty at one’s will without being supervised.

All invigilators owe the institution the moral and legal commitment to perform their duties of examination invigilation without any self-interest. Once we are entrusted with the duty of examination invigilation we must exhibit full commitment. In a similar manner, an invigilator is solely responsible for the entire assigned tasks as well as its outcome. There are some conducts expected to be displayed during invigilation by invigilators for proper invigilation. The institution has developed some sets of conducts and duties of invigilators during examinations. These sets of conducts and duties are stated for Chief invigilators and other Invigilators in the following sections.

CODE OF CONDUCT FOR CHIEF INVIGILATORS (CI)

1. Chief invigilators should be at the central examination venue not later than 40 minutes before the start of the examination.
2. Chief invigilators are not expected to leave their area of supervision during an examination without leaving a substitute.
3. Chief invigilators cannot mark examination scripts, read newspapers, novels or engage in any other activity that may be detrimental to their assignment as Chief invigilators while they are invigilating.
4. They must not do anything to either covertly or overtly aid or abet examination misconduct in any form during the conduct of their assignment as chief invigilators.
5. They must not absent themselves from invigilation duties without written approval from the Dean of School through their Head of Department.
6. They are to submit reports to the Dean of School through the Chairman, School Examination Committee at the end of every session they supervise.

DUTIES OF CHIEF INVIGILATORS

1. They shall oversee the collection by invigilators of all examination materials, question papers in sealed envelopes, answer booklets, attendance sheets and examination invigilation routine forms from the examination office not later than 35 minutes before the start of the examination.
2. They shall ensure that all such materials sent to examination halls are properly and judiciously used.
3. They shall ensure that all invigilators under them invigilate properly. Any lateness, absenteeism, careless behavior, etc., should be reported in writing to the Dean.
4. The Chief invigilator shall ensure that order and good invigilation prevail in all examination halls.
5. They shall ensure that persons who do not have anything to do with the examination in progress do not enter the examination hall(s).
6. The Chief Invigilator shall make immediate report in writing to the Dean through the chairman, School Examination Committee on any strange happenings (examination misconduct/irregularity, illness, unruly behavior etc.) in the hall during examination.
7. They should assist in verifying that students submit their answer scripts to the invigilators and sign off properly at the end of each paper.
8. They must countersign the attendance register and ensure that the number of answer scripts submitted agrees with the number of students on the attendance register.
9. They shall receive all answer scripts from invigilators at the school examinations office, cross check them against the attendance register and submit same to the examination officers.
10. They shall complete a form on the conduct of the examination at the examination's office at the end of every paper.

CODE OF CONDUCT FOR INVIGILATORS

1. Invigilators should get to the school examination office not later than 40 minutes to the start of the examination.
2. Invigilators should not leave their examination venues/halls during examinations without someone standing in as substitute.
3. Invigilators should not use the period of invigilation to mark examinations scripts, read newspapers, novels or engage themselves in any other activity detrimental to their invigilation duties.
4. Invigilators must not be involved in any activity during the conduct of examinations to either overtly or covertly aid or abet examination misconduct in any form.
5. Invigilators should not be absent from invigilation duties without written approval from the Dean of School through their Heads of Department. Any staff who is absent from invigilation on health grounds would be expected to tender a medical report to support his/her claim.

DUTIES OF INVIGILATORS

1. Invigilators should collect the examination materials (question papers in sealed envelopes, answer booklets, attendant's sheets, examination invigilation routine forms etc.) from the chief invigilators at the school examination office not later than 35 minutes before the start of the examination.
2. They should ensure that students are properly seated in the examination hall.
3. They must ensure that every student gets the materials he/she needs to write the examination smoothly.
4. They shall distribute the examination questions and answer scripts to every student.
5. Under no guise must a legitimate student be denied/refused entrance into the examination venue.
6. They shall ensure that the attendance register is properly signed in out by all students.

7. They shall register the students for the examination (sign the examinations slip, booklet, extra sheets used etc.) and ensure that students submit their answer scripts and sign off properly at the end of each paper.
8. They shall ensure that students do not engage themselves in any illegal activities during the examination, e.g., copying from any source, peeping, exchange of papers, etc.
9. They shall make immediate report to the Chief invigilator of any strange happenings (examination misconduct/irregularity, illness, unruly behavior etc.) during the examination. Examination misconduct must be booked immediately and handed over to the Chief invigilator.
10. They shall make prompt report of lateness, absenteeism, careless behavior, etc., on the part of attendants to the Chief invigilators.
11. They shall keep custody of all extra examination materials including question papers, answer booklets and other examination materials and hand same over to the Chief invigilator at the end of the examination.
12. They shall ensure that no unauthorized persons leave the examination hall with any examination paper during/after the examination.
13. They shall ensure that persons who do not have anything to do with the examination in progress do not enter the examination hall(s).
14. They shall fill and sign relevant portions of the attendance register and ensure that the number of answer scripts submitted agrees with the number of students on the attendance register.
15. They shall submit all examination materials (scripts, used envelopes, unused answer booklets, attendance sheets, examination invigilation routine form, etc.) to the Chief invigilators at the end of the paper at the school examinations office.
16. Invigilators should ensure that the students cross out all unused spaces/pages in their answer booklets before submission.
17. Invigilators should ensure that no student takes their **mobile phones and other electronic devices** into the examination hall(s).