

FEDERAL POLYTECHNIC EDE, OSUN STATE

DUTIES AND RESPONSIBILITIES OF CHIEF INVIGILATORS AND INVIGILATORS

A PAPER PRESENTED BY

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The conduct of Examinations in any Institution is a critical yardstick in measuring and determining the standard and quality of teaching, learning and imparting skills to the Students. The quality of our Examination is dependent on the sanctity of our roles in invigilation. The Invigilator and Chief Invigilator are very useful in ensuring that Examinations are conducted with the best of practices and with utmost integrity. The Interest of the Polytechnic in maintaining her time valued interest must be upheld by all Chief Invigilators and Invigilators at all time. We must play our roles objectively and sincerely with the fear of God.

We should be abreast of the trends and tricks student play these days to beat examination monitoring. Our roles are that of monitoring and supervision of the examination to ensure that everything runs smoothly without misdemeanors and malpractices from the students.

Observed lapses on the part of the students should be handled maturely and reported through laid down means. We must conduct ourselves in orderly manner during the carrying out of this essential duty of the Polytechnic.

Chief Invigilator Responsibilities:

Chief Invigilators are very senior members of the Academic within a School who are assigned the responsibility of overseeing the prompt and smooth conduct of Examination within a range of venues. Their roles and responsibilities are diverse as they are to maintain decorum and orderliness within their sphere of supervision before during and after the examination in the venues assigned to them. Chief Invigilators are expected to be at the School Examination Office at least 30minutes to the commencement of the examination and ensure that all Invigilators in their zone are available to

pick up their Examination materials. They are also to be on ground around their venues to give support to the Invigilators who man various venues.

A Chief Invigilator should have the following qualities among others:

1. He/she should have a wealth of invigilation experience;
2. He/she should be firm but flexible delegation skills;
3. He/she should have capacity to remain highly visible yet non-disruptive within the examination venues;
4. He/she should be highly organized, resolute, and diplomatic;
5. He/she should maintain integrity and uphold the long standing ethical values of the Institution.

The duties of Chief Invigilators among others include:

1. Collection of relevant forms for documentation of the examination in their venues;
2. Meeting with Invigilators ahead of each examination to assist them with issues relating to the examination;
3. Setting the tone of each examination by being available to supervise the conduct of examination in their assigned venues;
4. Occasionally noting attendance and checking students' identification at intervals when a venue is visited;
5. Taking appropriate steps and ensuring that appropriate forms are completed by the Invigilator and students on all examination-related misdemeanors and misconduct, where necessary;
6. Checking the number of exam scripts against the number of candidates who sat for the examination;
7. Resolving all salient discrepancies before leaving each examination venue during monitoring of the examination;
8. Coordinating the collection of examination scripts by the Invigilator, if needed, at the end of the examination.

INVIGILATORS

The main purpose and object of the role of Invigilators isto provide support to the examination process and ensure that the sanctity and integrity of the examination is maintained and upheld throughout the examination period.

Each Invigilator should know that they are held in trust to take up this assignment as Invigilator, hence they must be above board as Management frowns at negligence and lackadaisical attitude towards examination invigilation.

The main duties of Invigilators is to support the Chief Invigilator/ Examinations Committee with the smooth operation of examination venues. The Invigilators are to be friendly with the candidates and not intimidate them or create fear in them. They must ensure discipline and compliance with the Polytechnic rules and regulation by the Candidates sitting for the examination in their venues.

Their duties may include (but is not limited to):

1. Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures;
2. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
3. Offering advice and guidance to unregistered candidates without allocated seats;
4. Ensuring that candidates do not talk once inside the examination venue;
5. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures, by ensuring that Examination malpractices are reported with the knowledge of their Chief Invigilators;
6. Checking attendance during examinations by ensuring that all candidates present complete and endorse the attendance sheet;
7. Ensuring that the Examination Attendant escort candidates from the examination venue to the ease themselvesduring the examinations as required, and monitoring candidates whilst outside the examination venue;
8. Collecting and collating scripts at the end of the examination in accordance with strict procedures, thus ensuring that students sign out appropriately when their scripts are collected;

9. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery (in particular Examination scripts) from the venue without authorization and ensuring that candidates leave venues in an orderly and quiet manner;
10. Ensure that the number of examination scripts collected tallies with the number of students who sat for the examination;

Other duties of Invigilators

To assist the Examinations Committee with other examination processes, such as (but not limited to):

1. To be at the Venue of the Examination Committee not later than 30 minutes to the commencement of the Examination.
2. Collection of examination question papers, stationery and relevant documents such as Attendance sheets, Irregularity forms and other relevant materials prior to the commencement of the examinations and the delivery to and from venues as appropriate;
3. Preparation of seating plans and arrangement of students to the Examination venue based on the attendance Sheet. Students not assigned to the venue should be advised to go to their venue;
4. Ensure that the Students are orderly in the venue;
5. Only registered students should be allowed to sit for the Exams except there is a clearance from the authorities;
6. Endorse the Examination slips and Scripts of each Student during the Course of the Examination;
7. Ensure that each Student endorses the attendance sheets in duplicate at the appropriate places where their names appear during the Examination;
8. No student should be allowed to leave the venue with his/her Examination script;
9. Students are not to be allowed to submit their scripts and leave the examination venue earlier than 30 minutes after the commencement of the Examinations even if such student had finished.
10. Candidates are to be instructed to cross out unused spaces in their examination scripts before submission;
11. The students are not expected to write on their question papers under any guise; rough work should be done in the examination booklet;

12. Also it is better not to allow students to stand up from their seats when the examination time is up, rather the Invigilator should move round and collect their scripts and then ask them to line up in a straight line and sign out one after the other after their scripts have been collected from all of them. This is to avoid the risk of missing script.
13. The students must submit their scripts and sign out against their names after the completion of the examination;
14. Deliver scripts and other Examination routine forms to the School Examination office after the conduct of the Examination.

Wishing all of us a fruitful and God blessed period of Invigilation.

Thanks for attention.