

TISHK INTERNATIONAL UNIVERSITY

Final exam instructions for invigilators

1. Invigilators have to be present at the department's exam committee room 20 minutes before the exam starts.
2. Chief invigilator receives the sealed exam sheets and the answering booklets from the exam committee.
3. Invigilators distribute questions and answering booklets 5 minutes before the exam starts.
4. Invigilators take attendance in each exam hall. Students must sign the attendance list.
5. Invigilators make sure that students don't leave the classroom without signing the attendance sheet.
6. Invigilators are not allowed to make calls or receive calls during the exam.
7. Only chief invigilators are allowed to make announcement during the exam.
8. No student is allowed to enter the exam hall 10 minutes after the exam starts.
9. Students cannot leave the exam hall before 30 minutes.
10. If a problem arises during the exam time the exam committee must be informed immediately.
11. Invigilators cannot leave the exam hall during the exam at the same time.
12. Invigilators cannot be busy with reading, call or anything that will prevent him from monitoring.

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13. In any type of cheating like speaking, peering, whispering and etc., invigilator changes the seat/place of student; if the situation goes on with that student, invigilator put a sign on the exam booklet and prepares a report and hands it over the exam committee.
14. Cheating in examinations will not be tolerated and will result in serious penalties. If a student is suspected of cheating, the student will be asked to hand exam paper and leave the exam hall. Students should obey instructions of invigilators and they should not argue with the invigilators if they have been instructed to leave the room. Invigilators can report the incidents or cases to their head of departments (students can report the incident to their departments as well if they think they are treated unjustly). Incidences of cheating will always be reported to student's department and dealt with under the University disciplinary regulations.
15.
 15. If a student is attempting to cheat (Verbally or by looking) during the exam, the invigilator must first warn and change the student's seat. If the student continues to attempt to cheat, the formal cheating process will be initiated and the paper must be taken from the student.