

## Chapter 4.2 Guidelines Governing the Invigilation of Examinations

The following are guidelines governing the conduct and invigilation of examinations. There may be adjustments to the guidelines as decided by the Programme Coordinators and/or course lecturers if necessary. Alternative arrangements will be made for the examinations for students with special educational needs.

- 1 Students shall be given adequate advance notice regarding the date, time and venue of examinations.
- 2 The examination venue shall be made available in proper condition for the examination not later than 30 (thirty) minutes before the scheduled examination.
- 3 Blank answer scripts shall be placed on the desks prior to the entrance of the students into the venue.
- 4 Students shall only place the writing and drawing tools and stationery permitted by the Chief Invigilator for the examination on the desks. All other personal belongings and unauthorised materials, including books, notes, any printed materials, papers and electronic/communication devices (e.g. tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.) should be placed under their chairs. Students must ensure that their mobile phones (and the alarm function) and other electronic/communication devices are switched off and taken out from their pockets/their bodies or removed from their desks/the drawers of their desks before and during the examination.
- 5 The approved list of calculators to be used in examinations shall be announced to all students not later than 2 (two) weeks before the examinations are held.
- 6 An announcement shall be made 10 (ten) minutes before the start of the examination to request the students to take their seats.
- 7 Students shall be seated at least 5 (five) minutes before the start of the examination. No student shall start writing until the relevant announcement is made by the Chief Invigilator.

- 8 Students must listen to and follow the instructions announced by the Chief Invigilator in the examination.
- 9 An announcement shall be made at the start of the examination to request the students to place their Student Identity Cards on the top right hand corner of their desks for attendance checking by the Invigilators.
- 10 Students must not copy from the work of another student, or allow their work to be copied by another student, nor copy the work from any of the aforesaid electronic/communication devices during the examination.
- 11 Students who arrive late for more than 30 (thirty) minutes can only be admitted at the discretion of the Chief Invigilator.
- 12 No student shall be permitted to leave the examination venue within the first 30 (thirty) minutes after the start of the examination.
- 13 Checking of students' attendance shall be carried out after the first 15 (fifteen) minutes of the examination.
- 14 Students who wish to leave the examination venue temporarily shall ask for the permission of the Chief Invigilator and must be escorted by one Invigilator. All electronic/communication devices should not be brought along with the students. No student shall communicate, or attempt to communicate, with any person inside or outside the examination venue during an examination without the permission of the Chief Invigilator and/or Invigilator(s).
- 15 No student shall be permitted to leave the examination venue within the last 15 (fifteen) minutes of the examination.
- 16 Students must observe silence during the examination. Students who disturb the conduct of an examination may be asked to leave the venue immediately. Disturbances during the examination, to be determined by the Chief Invigilator, may include talking to another student, making unnecessary noises, and having the mobile phone or other electronic/communication devices switched on.
- 17 Students who have any queries on the legibility of the examination question papers shall by raise of hands indicate requests to consult the Chief Invigilator and/or Invigilator(s), normally within the first 15 (fifteen) minutes of the examination.

- 18 An announcement about the time shall be made 15 (fifteen) minutes before the end of the examination.
- 19 An announcement shall be made at the end of the examination to request all students to stop working.
- 20 Examination answer scripts shall be collected and packed in sealed envelopes immediately at the end of the examination and delivered to relevant Internal Examiners.
- 21 At the end of the examination, students shall remain in their seats quietly. After the examination answer scripts are collected, put in order and packed in sealed envelopes, an announcement shall be made to request the students to leave the examination venue.
- 22 Students shall not be allowed to take any items issued by the Invigilators out of the examination venue.
- 23 Students who wish to lodge complaints about the conduct of the examination shall write to the Registrar within seven calendar days after the examination concerned.
- 24 Students who violate any of the Guidelines Governing the Invigilation of Examinations shall be subject to disciplinary action by the University.