

**South Eastern University of Sri Lanka**

**Guidelines to Supervisors and Invigilators**

**01. Appointment and Responsibility**

**1.1 Appointment of the Supervisor and invigilators**

**1.1.1 Who should be appointed?**

- Professors, Associate Professors and Senior Lecturers should serve as supervisors once the Dean recommends them to be supervisors.
- Associate Professors, Senior Lecturers, Lecturers (Unconfirmed), Lecturer (Probationary) and Instructors should serve as invigilators once the Dean recommends them to be invigilators.
- No temporary staff members should be appointed as a supervisor or an invigilator. Academic staff members who are serving on full time assignment basis, on sabbatical leave can be recommended by the dean to serve as supervisors or invigilators based on the need.
- The Dean of a Faculty with the Head of the Departments should make sure that examination duty is fairly distributed among all the academic staff members of the Department. No academic staff member including instructors should be allocated with more duty hours compared to another academic staff member of the same Department.

**1.1.2 Numbers of Supervisors and invigilators**

- For each subject or examination hall, one supervisor is appointed.
- If the examination for a subject is held in many halls adjacent to each other, one academic will serve as the supervisor but if the examination halls are located far away, there could be more than one supervisor appointed with the recommendation of the Dean and approval of the vice chancellor.
- If the examinations for many subjects are held in one hall, only one supervisor will be appointed.
- An invigilator for each 30 students or a part of it will also be appointed per hall.

**1.1.3 Appointment Procedure**

- The name list of the supervisors and invigilators should be recommended by the respective deans of the faculties to the Vice Chancellor at least four (04) weeks before the commencement of the examinations.
- Appointment of the supervisors and invigilators should be done by the examination branch.

**1.1.4 Who should not serve as a Supervisor or an Invigilator?**

- If a close relative of an academic staff member is taking the examination, the respective academic staff member should declare it to the Dean with a copy to the Examination branch. Such academic staff members should not be appointed as a supervisor or invigilator to the subjects taken by the relative.

**1.1.5 Responsibility of the Supervisor**

- The Supervisor of an examination should collect the paper packet of the examination from the examination branch at least 30 minutes before the examination.
- The supervisor should make sure to collect the proper paper packet by checking the details given on the paper packet.
- The Supervisor should check whether the paper packet is damaged or opened at the time of collection. If the supervisor finds any such shortcomings, he/she should bring it to the notice of the SAR/ Examination and the Dean of the respective Faculty. If such shortcomings are noticed, the examination should not be conducted on that date and time.
- The supervisor should report to the respective examination hall at least 15 minutes before the commencement of the examination.
- The supervisor should administer the examination with the assistance of the invigilator(s) and hall attendant(s).
- The supervisor should make sure that writing papers and other relevant material distributed by the hall attendants to the tables of the candidates at least 10 minutes before the examination starts.
- The supervisor together with the invigilators should inspect the examination hall in order to remove any unwanted material, papers, notes, markings and writings on the boards, tables, chairs etc. before the students are allowed into the examination hall.
- The supervisor should make sure a properly functioning wall clock is mounted on a place which is visible to all the candidates. The clock time of the mounted wall clock should be adjusted to exact time if it is necessary. The time of the wall mounted clock should be considered to start and end the examination.
- It is the responsibility of the Supervisor to keep the name lists, equipment, marks sheets, examination papers, any other material needed for the examination, blank answer sheets, collected answer scripts, attendance sheets of the candidates etc. under his/her custody.
- The supervisor should stay in the examination hall until the examination is over.
- The supervisor should call the candidates to enter in to the examination hall 10 to 15 minutes before the examination starts.
- Once the students sit on their respective places, the supervisor should announce or make an invigilator announce the following loudly
  - keep silent in the examination hall until the examination is over
  - keep all the unwanted material such as bags, handbags, purse, mobile phone, any other electronic device, short notes, any other notes, etc. outside the examination hall.
  - keep the mobile phone switched off
  - keep only the admission card, university identity card or the university student record book, pens, pencils and other material allowed, a calculator if it is allowed to be kept for the particular subject
  - erase all the short notes, writings etc. on their body parts or dresses
  - not to peep to others tables, not to talk to another candidate
  - examination offences will be dealt appropriately

A sample announcement is as follows:

*“Good Morning/Good Afternoon. The examination for .....  
(subject code and title) is being held in this hall. Please place your bags,  
communication devices and other belongings in the designated area at the  
front of this hall.*

*Please make sure that you are sitting at the correct desk and the index number on the desk is yours. Place your admission card and university identity card (or student record book) on the desk so that an invigilator can check those.*

*Please be reminded that your mobile phones and other electronic devices shall be switched off. If such a device is in your possession during the examination, it will be considered as an examination offence. You are also reminded that no materials are with you, which are not permitted in the examination hall. Please raise your hand if you require attention at any time during examination. Please do not leave your desk and the hall without permission.*

*No candidate may leave the hall in the first 30 minutes, or during the last 30 minutes. You may not leave the hall at other times unless accompanied by an invigilator with the permission of the supervisor.*

*The examination is ..... hours long from ..... am/pm to ..... am/pm. We will follow the time of the clock at the front of the hall.*

- Five minutes before the start of examination the following could be announced by the supervisor or an invigilator
  - Complete the cover page of the answer book
- Once the time of the paper approaches, the supervisor should open the paper packets after obtaining signatures from invigilators and two candidates to certify that the paper packet is sealed at the time of opening.
- The Supervisor should take necessary steps to distribute the papers to each and every candidate. The supervisor should make the invigilator(s) to distribute papers but on no circumstances, it should be entrusted to hall attendants.
- Once the paper is distributed among all the candidates, the supervisor should announce or make an invigilator announce the following loudly
  - the clock time when the examination starts
  - the duration of the paper
  - number of pages in the paper, number of questions in the paper

A sample announcement is as follows:

*The time is now ..... am/pm. You may start answering the question paper. The duration of the paper is ..... hours. The question paper has ..... pages and ..... questions.*

- The supervisor with the assistance of the invigilators should make sure to check the identity of all the candidates and get the admission sheets signed by all the attendees after 30 minutes of the start of the examination.
- Sign all the relevant documents once those are completed by the invigilators. Make sure to mark absence for the absent candidates.
- The supervisor with the assistance of the invigilators should announce the time left to complete the writing time to time.
- A candidate may not be allowed to leave the examination hall during the examination unless accompanied by an invigilator with the permission of the supervisor.
- About 15 minutes before the end of the examination, the supervisor should announce or make an invigilator announce the following loudly

- to tie all the answer scripts, additional papers and any supporting material such as graphs etc. if any
- to check whether the index number is written in all the papers, scripts and other material attached
- When the time for the examination is over, the supervisor should announce or make an invigilator announce the following loudly
  - to stop writing
  - stay calm until the answer scripts are collected
  - keep all the un-utilized papers on the table

A sample announcement is as follows:

*Attention please. You must stop answering now. Please ensure you have written your index number and other details on the cover page of the answer book and on all the additional sheets. All the unused answer books and sheets should be kept on the table for collection. No one is allowed to remove any unused stationary provided by the University. Now we will collect the answer scripts,*

- Collect the answer scripts with the assistance of the invigilators
- Count the number of answer scripts and tally it with the number of candidates in attendance
- Instruct the hall attendant to collect all the un-utilized papers.
- Once all the answer scripts are collected and tallied with the numbers attended, the supervisor should announce the students to leave the examination hall without making noises.
- Make the examination hall attendant(s) to pack the answer scripts and paste the relevant labels on the packet of answer script.
- Handover the packets of answer scripts to the examination branch or the authorized person with proper recording.

#### **1.1.5 Responsibility of the invigilator**

- The invigilator(s) should report to the respective examination hall at least 30 minutes before the commencement of the examination.
- The invigilator(s) should assist the supervisor to administer the examination.
- The invigilator(s) under the supervision of the supervisor should make sure that writing papers and other relevant material distributed by the hall attendants to the tables of the candidates at least 10 minutes before the examination starts.
- The invigilators under the guidance of the supervisor should inspect the examination hall in order to remove any unwanted material, papers, notes, markings and writings on the boards, tables, chairs etc. before the students are allowed into the examination hall.
- The invigilator should stay in the examination hall until the examination is over. If he/she wants to leave for a short period of time, the supervisor should be informed and permission obtained. An invigilator should not be away from the examination hall more than 10 minutes.
- Invigilator(s) should place their signatures on the paper packet to certify that the paper packet is sealed at the time of opening.
- The invigilator(s) should assist the supervisor to make necessary announcements.

- The invigilator(s) under the supervision of the supervisor should distribute the papers to each and every candidate.
- Under the supervision of the supervisor, the invigilators should make sure to check the identity of all the candidates and get the admission sheets signed by all the attendees.
- Sign all the relevant documents as instructed by the supervisor.
- Collect the answer scripts once the examination is over.
- Assist the supervisor to count the number of answer scripts and tally it with the number of candidates in attendance.
- Make user to pack the answer scripts and paste the relevant labels on the packet of answer script, under the supervision of the supervisor.
- If an invigilator is unable to attend to examination duties on a particular date, it should be reported to the examination branch in writing through the relevant Dean together with a suitable replacement at least 48 hours (2 working days) before the commencement of the examination. The consent to cover duties on behalf should also be submitted together with the request letter.

## **02. Arrangement of the examination hall**

The arrangement of the examination hall is done under the supervision of the examination branch.

## **03. Record book of the Supervisor**

The record book provided to the supervisor should be used by the supervisor to record attendance of the staff and any other matter to be reported to the examination branch. The supervisor should also record in the record book if an invigilator left the examination hall for some other purposes mentioning the time left and returned.

## **04. Candidate list**

A complete list of candidates is provided to the supervisor of the relevant examination. A candidates name should be given in this list, if the candidate is to be allowed to sit for the particular examination. When a name is not given in the list, the candidate can only be allowed to sit the examination only under the conditions given in the section (d) below.

- (a) Each student who is eligible to sit the particular exam / subject is issued with an admission card. Each candidate should produce the admission card to the supervisor or invigilator together with the identification documents (university student identity card or the student record book).
- (b) If a student reports to the examination hall without the admission card,
  - I. If the name of the candidate is included in the candidate list provided by the examination branch,
  - II. If the candidate presents sufficient evidence to prove the identity of the candidate whose name is included in the candidate list, and
  - III. If the candidate provides sufficient valid reasons for not receiving the admission card or for not collecting the admission card in advance of the date of examination then by providing a letter addressed to the Vice Chancellor with sufficient evidence to prove the contents given in point II above and giving the consent of the candidate to the Vice Chancellor to decide on his candidature, the supervisor could allow the candidate to sit the examination.

- (c) When a candidate is allowed to sit the examination as stated in (b) above, the permission given to the candidate should be recorded in the supervisor's record book. The signature of the candidate should be obtained and verified accordingly.
- (d) When the name of a candidate is not given in the candidate list but the candidate appears with an admission card valid for the particular subject / examination, then
  - I. If the candidate has come to the correct examination hall / center as stated in the admission card,
  - II. If the candidate presents sufficient evidence to prove the identity of the candidate,
  - III. Candidate by providing a letter addressed to the Vice Chancellor with sufficient evidence to prove the contents given in point II above and giving the consent of the candidate to the Vice Chancellor to decide on his candidature, the supervisor could allow the candidate to sit the examination.

#### **06. Marking the attendance of the candidates**

Marking of the attendance of the candidates should be done by the supervisor or invigilator under the guidance of the supervisor, preferably 30 minutes after the commencement of the examination. In front of the candidates who are in attendance, "1" should be marked while the absentees should be marked as "0". Properly marked attendance sheets with the signature of the supervisor should be submitted to the examination branch immediately after the examination is concluded.

#### **07. Identity of candidates**

The students are informed to bring either the University Identity Card or the Student Record Book to prove their identity. Either of these documents could be considered at the examination to prove the identity of the candidate.

#### **08. Admission Card**

The admission card provides the eligible list of subjects for a candidate.

#### **09. Question papers**

Packets of question papers should be opened only in the examination hall in the presence of the candidates. The Supervisor should check whether the paper packet is damaged or opened before it is officially opened at the examination hall. If the supervisor finds any such shortcomings, he/she should bring it to the notice of the SAR/ Examination and the Dean of the respective Faculty together with a written note in the supervisor's record book. The supervisor, before opening the paper packet, should check the details given in the label pasted on the paper packet in order to make sure that the proper paper packet is brought to the examination hall. If the supervisor identifies that a wrong paper packet is brought to the examination hall, the paper packet should not be opened and the packet should be returned to the examination branch.

Once the time of the paper approaches, the supervisor should open the paper packet(s) after obtaining signatures from invigilators and two candidates to certify that the paper packet is sealed at the time of opening. Once the paper packet is opened, the supervisor and invigilators should check whether the papers included in the packet are the relevant papers for the subject(s) examination timetable. If it is found that the papers in the packet are not the relevant papers for the subject(s) according to the timetable, then the papers should not be distributed among the candidates and should be placed in the packet, sealed and returned to

the examination branch. This should also be reported to the respective Dean with a record in the supervisor's record book.

The number of papers in each paper packet is mentioned in the label. After the paper is distributed among candidates, the balance should be counted and the total should be tallied. If there are any discrepancies, that should be reported to the examination branch together with a report in the Supervisor's record book.

The supervisor and the invigilator(s) should read the paper immediately after the paper is distributed among the candidates. If they identify any mistakes, any revisions needed, or the necessity to supply any other material, it should be brought immediately to the notice of the Head of the relevant Department and either the Head or an examiner should be requested to come to the examination hall to take necessary measures.

A candidate who is reporting to the examination hall after 30 minutes from the time of commencement of the examination, the candidate should not be allowed to sit the examination. A candidate who has reported to the examination hall should not be allowed to leave within the first 30 minutes from the time of commencement of the examination and the final 30 minutes of the examination.

#### **10. Answer scripts**

When the proper and repeat papers are provided separately, the answer scripts also should be packed separately. Before packing the answer scripts, the number of scripts should be counted and tallied with the number of candidates in attendance and recorded appropriately. The answer scripts should be packed together with two papers, together with marking sheets, duplicate of the attendance sheet. The label to be affixed on the packet of answer scripts should be filled properly, signed by the supervisor and pasted on the packet. Properly sealed packets of answer scripts should be delivered to the SAR/ Examination or authorized officers with proper recording of handing over.

#### **11. Stationery**

Only one answer book should be provided to a candidate unless there is a requirement to pack the answer scripts separately for different sections of the paper. Date seal should be placed on each and every answer book and individual sheets by the examination branch. Short signature of the supervisor or invigilator(s) should be placed on each answer book and individual sheets before distributed among the candidates. Any stationery which is not used should be returned back to examination branch.