

# MY ROLE AND RESPONSIBILITY IN THE EXAMINATION HALL



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# MY IDENTITY IN THE EXAMINATION HALL

If you want to live a happy life, tie it to a goal, not to people or things.  
~Albert Einstein



ID<sub>1</sub>

**Invigilator:**

He or She is in the examination hall **throughout** the duration of the examination to enforce the integrity of the examination

ID<sub>2</sub>

**Chief Invigilator:**

He or She coordinates the execution of an examination, superintending two or more invigilators for an examination. He or She does not have to be inside the examination hall **throughout** the duration of the examination

ID<sub>3</sub>

**Student:**

The person being examined, who responds to questions in the examination.  
he or she stays in the examination hall under supervision by the invigilator during the examination



# ROLES OF THE CHIEF INVIGILATOR

## **The Chief Invigilator:**

- **Liaise with the registry and the examiner to ensure that examination papers and attendance forms are ready at most 24 hours before the date of the examination.**
- **Receives from invigilators reports of incidents of examination malpractices, and emergencies during the examination for prompt action.**
- **Verifies that the number of response sheets and identity of students on the attendance register match.**
- **Collect and submit all response sheets to the published collation office or center.**
- **Ensures that examinations commence and end on time.**
- **Ensures that no student enters the examination hall after 30 minutes, or leaves the examination hall earlier than 30 minutes after the commencement of the examination.**





# ROLES OF THE INVIGILATOR

- Ensures that the examination is conducted in accordance with published rules and regulations.
- Provides needed security to examination question papers, and completed response booklets before (with respect to question papers), during, and after the examination.
- Forestalls examination malpractices in the examination hall.
- Observe and notes incidents in the examination hall in order to provide an accurate account whenever required to.
- Prevents unwanted persons from staying in the examination hall or intruding when the examination is in progress.



# DONT'S FOR THE INVIGILATOR

**The Invigilator must not be Distracted throughout the Duration of the Examination.**

**The Invigilator must not**

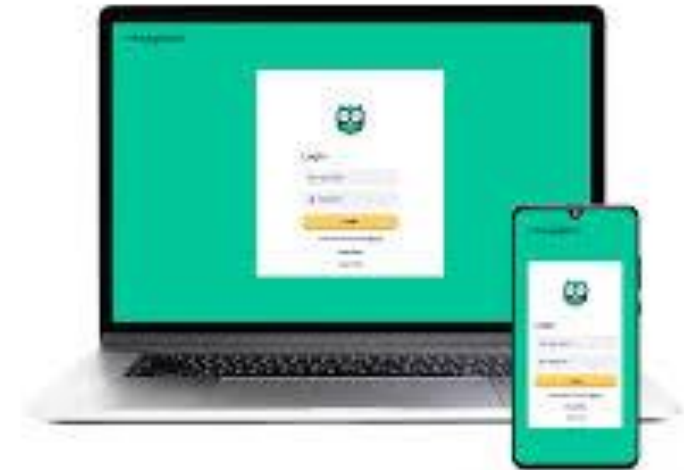
- read a Book,
- Use the Phone,
- Browse the Internet, Or Answer Calls

**(Except from the Chief Invigilator)**

**During The Examination.**

**The Invigilator Must Not Be:**

**Distracted With Food Or Drinks.**





# WHO SHOULD NOT INVIGILATE



**The Examiner** Cannot Invigilate:

The **Course Instructor** Cannot Act As Invigilator For Their Examination, And Must Not Stay In The Examination Hall, Except At The Beginning, If Required To Unseal The Package For The Question Papers, Or When Needed To Clarify An Error In The Question Paper.

It Is Unethical To Allow Someone To Invigilate An Examination That Is Being Taken By Their Close Relative (e.g. Cousin, Spouse, Niece, Or Nephew).



# PREPARATIONS OF THE INVIGILATOR

- **Ensure Sitting Arrangement does not Facilitate the Coping of other Students in the Examination by any Students.**
- **Remove any Materials that Could Illicitly Aid Students in the Examination from the Writing Board.**
- **Have Students Switch off Mobile Phones (It is Preferable if they are not allowed to bring them into the Examination Hall).**
- **Ensure that Students have the Correct Question Paper, Sign off on the Attendance Sheet, and Submit Their Completed Response Sheets before Leaving The Examination Hall.**



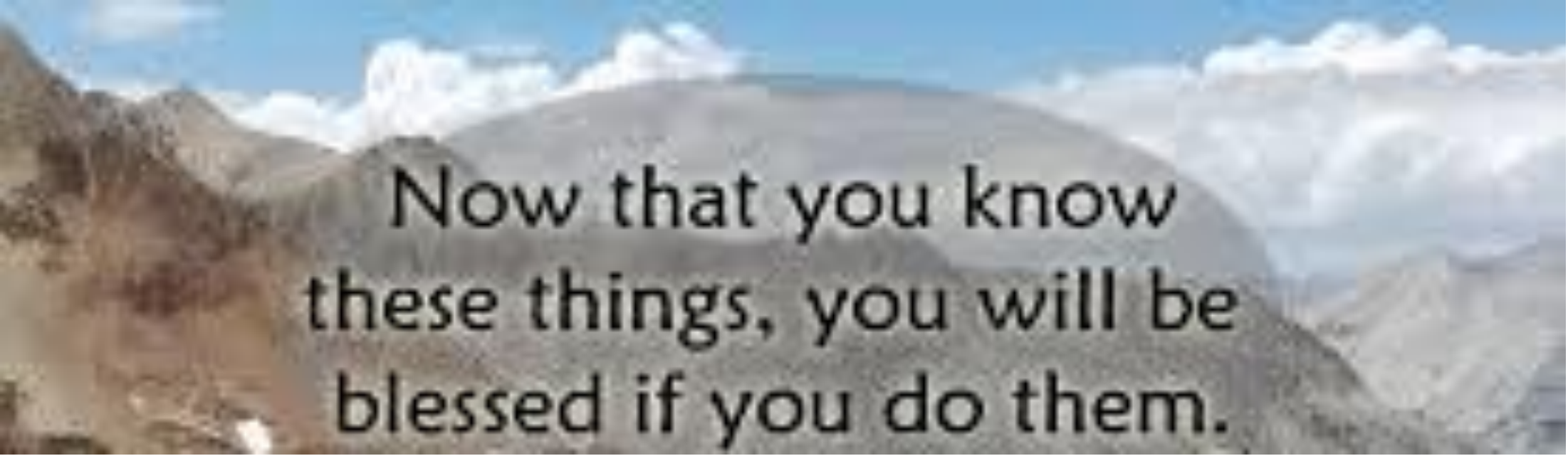


# PREPARATIONS OF THE INVIGILATOR

- **Inform Students About Emergency/Evacuation Procedures.**
- **Open the Question Paper Package in full view of the Students (if the Examiner is not required to do so Themselves).**
- **Ensure that Relevant Officials complete Appropriate Documents before the end of the Examination.**
- **Explain All Examination-related Procedures and Regulations to the Students at the Beginning of the Examination.**
- **Verify the Identification of Qualified Students for the Examination.**







Now that you know  
these things, you will be  
blessed if you do them.

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# TAU should be known for Creativity and Innovation

Home of Critical thinking & Problem-solving



*Thank you*