

DUTIES OF CHIEF INVIGILATOR

The duties of the Chief Invigilator are as follows:

- to distribute exams, with the assistance of the other invigilators, ensuring that all exams are distributed with booklets provided in all cases where required. Examinations should be placed face down on desks or tables, with answer booklets on top. As much as possible, students writing the same exams should be in alternate rows. Students should all face the front of the room. It is generally not advisable to alternate examinations one behind the others in the same row.
- to admit students into the exam room approximately 7 minutes before the starting of the exam. Students should be told as they enter the exam room to deposit books, book bags, study notes, any unauthorized aids, etc. at the front of the room prior to the commencement of the exam, and to place their student ID at the top right hand corner of their exam table. If not done by the Registrar's Office representative, please be prepared to read the announcements at the beginning of the exam.
- to ensure that every student present signs the attendance sheets that are provided. These sheets should be circulated by invigilators during the first half hour of the examination, in order to ensure that everyone present signs. Please obtain a legible signature and check the identity of the student against their Mount Allison I.D. visible on the desk.
- to ensure that no student leaves the examination room during the first half hour of writing. No student is allowed to begin writing after the first half hour has elapsed, unless you are absolutely certain that no one writing the same paper has left the room already. Please consult with the course instructor. In case of illness, if a student is unable to continue writing the exam, please remove the exam paper and inform the Registrar's Office who will consult with the instructor about a make-up exam.
- to announce the time left to complete the exam at 10 minutes before the end of the writing time and inform students that they are to remain in their seats.
- to collect exam papers and booklets from students before they leave the exam room. When students hand in papers, they should hand them to an invigilator, rather than toss them on a pile of booklets of roughly the same colour. **Please check for a signature on the booklet.** (We have had some problems in the past with lost exams and/or exams that could not be identified because the answer booklets were not signed.)

Note: Any completed examinations not picked up by instructors at the end of any writing session held in the Gymnasium are brought back to the Registrar's Office for storage until they are picked up by the instructor or Departmental secretary.

IN THE EVENT OF AN EVACUATION of the examination room, students are to be directed to exits. Students are responsible for exiting in a safe and orderly manner. Every effort should be made to secure the examination room. The Chief Invigilator will consult with instructors and the Registrar to determine whether an examination should be restarted or rescheduled in this circumstance.

October 2014