

ADMINISTRATIVE ORDER ON THE CONDUCT OF EXAMINATIONS

Interpretation

In these Administrative Order, unless otherwise stated:

“**Answer Booklet**” refers to a bound publication which commonly having less than twenty (20) pages where examination candidate writes their answers for an examination in it. The booklet has a cover page in four different colours;

“**Candidate**” refers to a registered student who is eligible to sit for an end-of-semester examination;

“**Centre of Studies**” includes Kulliyyah, Faculty, Centre, Institute, or other similar entities which may offer programmes / courses;

“**Examination Assistant**” refers to a person who works for the University in a temporary capacity at the Centre of Studies where examination related work is processed;

“**Examination Operations Room**” refers to a dedicated room or venue at a Centre of Studies where examination related work is processed;

“**Examination Supervisor**” refers to the Dean of the Centre of Studies who shall be responsible for organising and conducting all examinations, maintaining proper records and making appropriate announcements in connection with the examination;

“**Examiner**” refers to a person assigned by the Centre of Studies to set and mark examination paper to test student’s knowledge or proficiency in an area;

“**Invigilator**” refers to a person appointed by the Rector upon the recommendation of the respective Dean of the Centre of Studies to watch over students at an end-of-semester examination;

“**Reference File**” refers to a folder or file containing examination related documents arranged in a convenient order as an information source to be placed at an examination venue;

“Student Disciplinary Rules” refers to the lists of rules that students must follow to ensure a safe and supportive environment to study, learn and socialize. Breach of any of these rules will be subject to the Student Disciplinary Procedure;

“Student Dress Code” refers to the dress code determined by the University;

“Unauthorised Items” refer to the stipulated list of items which may provide assistance to an examination candidate in answering an examination. These items are not allowed to be brought into an examination venue / room. The items include books / notes, bags, pencil box, video camera, camera, mobile phone / PDA, Headphone / Walkman / MP3 and Notebook / Electronic Diary.

“Venue” refers to any areas determined for examinations;

PART I EXAMINATION GUIDELINES FOR INVIGILATORS

Venue of Examination

1. The venue for an examination shall be as stated in the examination timetable.

Invigilation Arrangements

2. (1) The ratio between invigilators and candidates is approximately 1:50.
(2) Examination assistants will be provided to help in the distribution of answer booklets, question papers, reference materials (if any) and other stationery which has been approved by the examiner prior to the examination. At the end of the examination they will help in the collection of the materials as instructed by the invigilators.
(3) Examination assistants are not given any supervisory role, except when authorised by the chief invigilator. However, they are given the authority to ensure that the invigilators fill in the relevant forms in the Reference File before collecting the answer scripts.

Identification

3. All officers and staff on duty must wear a name tag whenever they are in the examination venue.

Reference File

4. A Reference File which contains the following documents shall be made available at every examination venue: -
 - (a) Examination timetable
 - (b) Invigilation timetable
 - (c) Notes for invigilators (to be read to students)
 - (d) Seating list / plan where relevant
 - (e) Administrative order on the conduct of examination
 - (f) Attendance Sheets (with seat numbers)
 - (g) Relevant Forms on examination details

Question Papers

5. (1) Each of the invigilator in-charge-of the examination venue shall be responsible for the collection of the question papers, except for larger venues or lecture halls where the chief invigilator shall be responsible for the collection of the question papers from the Examination Supervisor at the Examination Operations Room at least forty (40) minutes before the examination is due to commence.
 - (2) On every envelope the following details shall be recorded: -
 - (a) Details of question paper (code, course title, examiner, section)
 - (b) Number of candidates, and
 - (c) Examination venue and time

Answer Booklets / Scripts

6. (1) An answer booklet shall be distributed to every candidate as specified by the examiner and subsequently an additional answer booklet or loose sheets will be issued upon request. A candidate must use only answer booklets which are of the same colour for a particular examination or as specified by the Centre of Studies.

(2) The chief invigilator / invigilator, where applicable, has to ensure that the number of answer booklets collected matches the number of candidates sitting for the paper. The respective examiner will have to officially acknowledge receiving the respective answer booklets by signing the receipt form / collection of answer booklets / scripts form. When the examiner is unable to collect the answer booklets / scripts, the dean or his authorised personnel in the Centre of Studies will officially acknowledge collecting such answer booklets / scripts from the chief invigilator.

(3) In cases where the number of collected examination scripts does not match the number of students, it is the responsibility of the chief invigilator to write a full report on the incident to the Dean of the respective Centre of studies within reasonable time.

Seating Arrangements

7. In an examination hall / room where more than one paper is being conducted at the same time, a separate seating location will be arranged. For some papers, a fixed seating arrangement will be implemented, if necessary. The relevant seating plan will be included in the Reference File. The chief invigilator shall be responsible for giving the appropriate instructions to all the candidates before the commencement of the examination.

Medical Treatment

8. In a case where a candidate is deemed to require medical attention, upon instruction by the chief invigilator, the examination assistant shall refer to the Medical officer for appropriate assessment and recommendation. If the candidate is found to be fit, he shall continue the examination at the sickbay in accordance with the prescribed examination rules and regulations.

Provision of Materials

9. The following materials / stationery will be provided by the Office of the respective Centre of Studies at every examination venue: -
- (a) Ball-points (red and blue) and pencils
 - (b) Marker Pens
 - (c) Cellophane tape
 - (d) Scissors
 - (e) Stapler
 - (f) Thread
 - (g) String, and
 - (h) Puncher

Additional Information

10. Invigilators who require additional information on conduct of an examination should refer to the authorised administrative officer of the respective Centre of Studies.

PART II RESPONSIBILITIES AND DUTIES

Responsibilities

11. (1) The chief invigilator / invigilators are appointed by and responsible to the Rector or any other person authorised by the Rector to regulate examinations that are scheduled in the University as specified in the appointment letter.
- (2) The chief invigilator may be assigned either;
- (a) to the larger venues (as chief invigilator in venue), or

- (b) to smaller, separate venues (as chief invigilator on the move).

Duties of Chief Invigilator (In Large Venues)

12. The duties of the chief invigilator are as follows:

- (a) To collect question papers from the administrative officer in- charge at least forty (40) minutes before the start of an examination;
- (b) To supervise the examination assistants in handing out the examination stationery and to give instructions to them to distribute whatever examination materials that are approved for that particular paper. Examination assistants are not given any supervisory role, except when authorised by the chief invigilator. However, they need to help ensure the relevant forms are duly filled in;
- (c) To carry out the general supervision of an examination under his/her control and to ensure that the examination runs smoothly and effectively;
- (d) To ensure that there shall be no cheating or copying by candidates, or giving away of answers by any official to any candidate during the examination, and to act immediately when a candidate is found cheating, copying or breaching the Student Disciplinary Rules pertaining to examination;
- (e) To supervise all invigilators under his control and to ensure their attendance;
- (f) To give appropriate instructions to all invigilators under him and to hand over the question papers to them;
- (g) Except in circumstances permitted by the Chief Invigilator, no candidates shall enter the examination venue after thirty (30) minutes of the commencement of the examination or leave the venue fifteen (15) minutes before the completion of the examination;
- (h) In the event of unforeseen circumstances, the chief invigilator is authorised to postpone the examination. He shall instruct the

invigilators to collect all answer scripts and report the matter to the relevant authorities;

- (i) To announce the remaining fifteen (15) minutes of the examination time;
- (j) To complete Form EX 'A-E' and ensure that all invigilators have filled in the required information (where applicable) and this shall be submitted to the respective Centre of Studies within 24 hours;
- (k) To write a full report on any irregularities during the examination, to the Dean of the respective Centre of Studies;
- (l) To be answerable in case of any irregularity arising in the conduct of the examination;
- (m) To perform any other duties as may be stipulated by the Rector.

Duties of the Chief Invigilator for Multiple Venues

13. The duties of the chief invigilator for multiple venues are as follows:

- (a) To carry out general supervision at several venues and to ensure that the examination runs smoothly and effectively;
- (b) In the absence of the assigned invigilator or when necessary, the Chief Invigilator shall collect the question papers, distribute them according to the seating list, make necessary announcements and collect all answer scripts at the end of the examination;
- (c) To supervise all Invigilators and note their attendance;
- (d) To write a full report on the misconduct of Invigilators, cheating cases and other irregularities and complete EX A and EX B1 Forms in the Reference File. (Please refer to Part VII – Provision 26 (a) and (b) on handling of cheating cases);
- (e) To control and act immediately if any incident occurs during the examination. If, in the opinion of the Chief, it is necessary to cancel or postpone the examination, he / she must instruct the respective

Invigilator(s) to collect the scripts already written and report the matter to the Dean of the respective Centre of Studies;

- (f) To ensure that all Invigilators observe the examination policies and procedures and carry out their duties as stipulated;
- (g) To ensure that the examiner of the respective paper counts and officially acknowledges receiving the answer scripts by completing and signing the Receipt Form provided by the respective Centre of Studies.

Duties of the Deputy Chief Invigilator in Large Venues

14. (1) The Deputy Chief Invigilator in large venues shall assist the Chief Invigilator in the following:
- (a) To collect question papers from the Examination Operation Room, as specified in the appointment letter, at least forty (40) minutes before the commencement of an examination;
 - (b) To supervise all Examination Assistants in handing out permissible materials for the examination;
 - (c) To supervise all other Invigilators and their attendance;
 - (d) To monitor the distribution of the question papers by the Invigilators;
 - (e) To complete the necessary forms/reports as required in the Reference File;
 - (f) To monitor the overall conduct of the examination, making appropriate announcements and giving instructions and reminders to all candidates;
 - (g) To report any incident e.g: cheating, attempting to cheat or any other irregularities during the examination. (Please refer to Part VII – Provision 26 (a) and (b) on handling of cheating cases);

- (h) To monitor the submission of answer scripts by all candidates at the end of the examination, as well as monitoring of the signing of the Ex D Form by the examiner upon collecting the answer scripts.

(2) The Deputy Chief Invigilator shall act as the Chief Invigilator in his absence.

Duties of the Invigilator in Large Examination Venues / Rooms

15. The duties of invigilators in large examination venues / rooms are as follows:-

- (a) To assist the Chief Invigilator in the conduct and supervision of the examination;
- (b) To report for duty to the Chief Invigilator at the prescribed time to receive instructions;
- (c) To collect the question papers (together with the list of candidates) from the Chief Invigilator and subsequently distribute them;
- (d) To check that the candidates, upon entering and leaving the examination venue, do not bring items other than required writing materials, and do not take out used or unused answer booklets;
- (e) To verify the identity of the candidate using the appropriate document e.g. matriculation card. For veiled female students, visual (facial) identification is necessary;
- (f) To collect the attendance slips which have been correctly filled in and check them against the attendance sheet. Any absentee has to be immediately reported to the Chief Invigilator;
- (g) To hand over the Attendance Slips to the Chief Invigilator for his / her inspection;
- (h) To supervise candidates closely in all examinations and provide services when necessary;

- (i) To supervise strictly any candidate who is given permission to leave the examination hall / room for any reasonable purpose;
- (j) To supervise candidate who is given permission to leave the examination venue for any valid reason;
- (k) To ensure and maintain a proper and conducive environment at the examination venue;
- (l) To report to the Chief Invigilator if there is any candidate who needs medical attention or is found to have breached the Student Disciplinary Rules pertaining to examination;
- (m) To help the examiner to count the examination scripts;
- (n) To perform other duties as stipulated by the Chief Invigilator.

Duties of the Invigilators in Small Examination Venues/ Rooms

16. The duties of invigilators in small examination venues / rooms) are as follows: -
- (a) To collect question papers from the Centre of Studies office respectively, and to report for duty at the examination room at the specified time;
 - (b) To be responsible for the distribution of question papers (to be placed alongside the answer books) and the collection of answer scripts;
 - (c) To collect the attendance slips and ensure that the details have been filled in correctly, and to mark the attendance of the candidates in the attendance sheets and mark sheets;
 - (d) To ensure that there shall be no cheating or copying, or attempt to cheat or copy by candidates, and to act immediately when candidates are found cheating, copying, attempting to cheat or copy, or breaching the examination regulations. If circumstances arise, in the case of cheating, which in the opinion of an Invigilator at an examination, render necessary the cancellation or postponement of the

examination, he / she must, as soon as possible, collect the scripts already written and report the matter to the Chief Invigilator on the Move. If, in the opinion of an Invigilator at an examination, circumstances arise which render the examination unfair to any candidate, he / she must report the matter to the Chief Invigilator on the Move. (Please refer to Part VII – Provision 26 (a) and (b) on handling of cheating cases);

- (e) To report to the Chief Invigilator on the Move or Dean of the respective Centre of Studies if there are any irregularities;
- (f) To announce the time fifteen (15) minutes before the examination ends;
- (g) To ensure that the number of answer books collected matches the number of candidates sitting for that paper.

PART III ARRIVAL TIME

18. The Chief Invigilator and Invigilators must report for duty at the examination venue not later than half an hour before the scheduled time for every examination.

PART IV PROCEDURES

Distribution of Question Papers

19. Invigilators shall ensure that: -
- (a) The correct question papers are distributed to the correct section and candidates;
 - (b) Each copy of the question paper shall be placed face down on top of each examination table;
 - (c) Extra copies of the question papers shall be put into the original envelope and handed over to the Chief Invigilator.

Candidates' Time of Entry

20. The Chief Invigilator shall: -

- (a) Ensure that Invigilators and Examination Attendants have taken their place as directed before the start of the examination;
- (b) Call in candidates to take their respective place in the examination venue not later than ten (10) minutes for small venue before the commencement of the examination.

Checking the Candidates Upon Entry and Exit

21. The Invigilators shall: -

- (a) Take their position at the entrance(s) to the venue not later than ten (10) minutes before the examination is due to commence;
- (b) Ensure that candidates enter one by one when the instruction is given;
- (c) Ensure that every candidate who enters has a Matriculation Card and an Examination Timetable Slip;
- (d) Ensure that every candidate who enters does not bring along with him / her any unauthorised items that could help the candidates in any manner, or any means of communication. Any candidate who has these items must leave such items outside the examination venue. Only pens, pencils, rulers, calculator, drawing instruments and other approved materials can be taken into the examination venue;
- (e) Take their position at the door of the examination venue when the instruction to stop writing is given;
- (f) Ensure that candidates, on leaving the examination venue, do not take out with them any answer books (used or unused) that are distributed during the examination.

Checking Attendance

22. Invigilators shall be responsible for the following: -

- (a) To collect all the attendance slips from candidates;
- (b) To arrange these attendance slips in ascending order of the Matriculation Numbers;
- (c) To mark the attendance sheets by using the attendance slips as reference;
- (d) To report the names of candidates who are absent to the Chief Invigilator; or to fill in the relevant forms (EX A – EX E) in the Examination Reference File (where applicable);
- (e) To hand over to the Chief Invigilator the attendance slips and attendance sheets (where applicable).

Counting the Examination Scripts

23. Invigilators shall be responsible for collecting the examination scripts from the tables, for counting them, and for recording the number of collected scripts in the Ex-D Form.

PART V INSTRUCTIONS TO EXAMINERS / AUTHORIZED CENTRE OF STUDIES PERSONNEL

24. (1) The respective examiner / coordinator of the course shall be present within the first 30 minutes of the examination to answer any queries related to the question paper or to correct any errors in the question paper. However, the respective examiner / coordinator of the course of the paper shall not act in any manner to assist candidates in answering their papers, such as explaining a word or translating a question.
- (2) The examiner or authorized Centre of Studies personnel must be present at the end of every examination to collect the examination scripts.

(3) The examiner or authorized Centre of Studies personnel will count the examination scripts and the collection will be officially acknowledged by signing the receipt form.

(4) In exceptional or emergency cases, the Invigilator may hand over the answer scripts to the staff of the respective Centre of Studies who is on duty at the respective venue, for safekeeping. However, the examiner of the paper, shall collect the scripts from the respective Centre of Studies office on the following working day.

PART VI
DISCIPLINARY ACTION FOR BREACH OF RULES
AND REGULATIONS BY CANDIDATES

25. (1) Any act of cheating or attempt to cheat, or any act of copying or attempt to copy in any examination or any act to cause or attempt to cause leakage of examination questions or a part thereof is a serious offence. The maximum penalty imposed on candidates found guilty of this offence is dismissal from the University as provided in the Student Disciplinary Rules.

(2) Any breach of examination instructions, rules and regulations or parts thereof is a serious disciplinary offence, and candidates found guilty of such an offence shall be subjected to disciplinary proceedings as provided in the Student Disciplinary Rules.

PART VII
GUIDELINES FOR ACTION TO BE TAKEN
IN THE CASE OF CHEATING OR COPYING

26. In the event that a candidate is caught or suspected of cheating or copying, the chief invigilator / invigilator(s) shall:

(a) confiscate the candidate's answer script(s) and question paper(s), together with the evidence (e.g. handwritten notes, book, calculator case). The candidate shall then be given a fresh answer booklet and question paper to continue answering;

- (b) write a full report on the incident in the Reference File and hand over the confiscated evidence to the Dean / Director of the respective Centre of Studies to be forwarded to the office in charge of legal matters.

PART VIII
RULES AND REGULATIONS FOR CANDIDATES

27. (1) Only candidates who are registered for the course and not disqualified from the examination or any part thereof are allowed to enter the examination venue.
- (2) No candidate is allowed to present himself / herself for any examination later than thirty (30) minutes after the commencement of the examination.
- (3) Candidates are not allowed to take into the examination venue unauthorized items.
- (4) Candidates shall not take out of the examination venue, any answer booklets (used or unused) or question papers in cases where answers are written on the question paper itself.
- (5) Candidates are not allowed to leave the examination venue within half an hour after the examination has commenced, or within the last fifteen minutes before the end of the examination.
- (6) In ordinary circumstances, candidates are not allowed to be given any additional time except if allowed by the Dean of the respective Centre of Studies.
- (7) Candidates must observe and obey all instructions given by the Chief Invigilator or Invigilators in the conduct of the examination.
- (8) Candidates are to observe the University Dress Code.

PART IX
INSTRUCTIONS TO CANDIDATES

28. (1) No candidate shall sit for an examination unless he / she has been duly registered for the course.
- (2) Candidates are advised to go through the examination timetable carefully. Any additional instructions or changes to the timetable will be announced through the Student Portal. Candidates who missed the examination due to negligence (not checking the changes in the timetable), will not be given a substitute examination.
- (3) Only candidates with valid Matriculation Cards will be allowed into the examination venue. Candidates without Matriculation Cards will not be allowed into the venue unless some proof of identification is produced.
- (4) Candidates are required to have their examination slips with them as proof of eligibility to sit for the examination.
- (5) Candidates will not be permitted to sit for their examination if they appear thirty (30) minutes after the commencement of the examination.
- (6) Candidates who are barred from any examination shall be deemed to have failed their examination.
- (7) Candidates who are absent without valid reasons acceptable to the University authorities will be graded based on the coursework marks of the course.
- (8) Once candidates have taken their seats, they shall -
- (a) Fill in the attendance slips and leave them on the right-hand corner of the table;
 - (b) Place their Matriculation Card and examination slip on top of the attendance slips for Invigilators' inspection. The attendance slips shall be collected by the Invigilators;

- (c) Take back their respective Matriculation Cards after they have been checked by the invigilators.
- (9) Candidates must fill in all information required (e.g. Matric no, section no, desk no, examiner's name, etc.) on the cover page of every answer booklet used. Candidates are not permitted to write their names on the answer booklets.
- (10) Candidates must follow all instructions printed on the answer booklet. Candidates are warned not to tear out pages from the answer booklets or write their answers on other pieces of paper. All answer booklets, whether used or unused, must be left behind in the examination venue.
- (11) Unauthorised items cannot be taken into the examination hall except for stationery that is permitted by the Chief Invigilator. While in the examination venue, candidates must not receive unauthorized items from anyone.
- (12) The Chief Invigilator / Invigilator shall announce the end of an examination after which all candidates must stop writing.
- (13) Candidates are responsible for placing all examination scripts on the table or as specified by the Chief Invigilator, at the end of the examination to be collected by the Invigilators. Any misplaced answer script will not be accepted for marking.

III Health / Emergencies

29. (1) Any student who misses an examination because of ill-health or unforeseen circumstances must submit official evidence from IIUM Health Centre / Medical Officer of Government Hospitals to the Dean of the respective Centre of Studies within 1 (one) week of the date of absence from the examination.
- (2) For the purpose of the end-of-semester / resit / special examination, the University will accept only medical reports issued by IIUM Health Centre / Medical Officer of Government Hospitals.

Sickbay Facilities

30. Students who need the facility should contact the respective Centre of Studies or the Supervising Medical Officer, Health Services within one day of the examination.

Students with Disabilities

31. Students with disabilities who need special arrangements or accommodation in the conduct of examination shall contact the Centre of Studies for the arrangement. Relevant supporting document(s) may be provided to support the application.