



**جامعة السلطان قابوس**  
**Sultan Qaboos University**

# **Examination Procedures and Guidelines for Invigilators**

## **Paper-Based Examination**

- 1. Collect the exam papers from the Examination office coordinator.**
- 2. All invigilators should arrive at the exam room 15 minutes before the exam.**
- 3. Make sure the student list is posted outside the exam room.**
- 4. Organize the setup of the exam venue before the admission of students. Students can only be admitted to the exam room when the invigilator is satisfied that the exam room is set up correctly.**
- 5. Allow students to enter the exam room and assign each student to a seat.**
6. Start and end the exam on time, noting the exam time is provided on the whiteboard
7. Verify the identity of students in the exam venue. Students without any identification should be reported to the course coordinator.
8. Complete the attendance record of students in the exam room. Make sure to inform the course coordinator/department coordinator of any absent student to follow up. This absence needs to be documented in the attendance sheet.
9. The student is not allowed to leave the exam before 30 minutes have passed since the start of the exam
10. Students are not allowed to enter the exam after 30 minutes has passed from the start of the exam.
11. Ensure that students do not have any unauthorized items or materials on their exam desk.
12. Please keep a record of any incidents or circumstances that may need to be considered by the college as part of the grading process and report it to the course coordinator in writing.
13. Organize the collection of completed answered question papers and OMR sheets, ensuring that the number of answered question papers and OMR sheets matches the number of students recorded on the attendance lists.
14. Ensure that all regulations and procedures are followed and that students are kept under constant supervision.
15. Manage any problems that arise calmly and effectively.
16. The course coordinator should address students' inquiries regarding exam content.
17. Minimize discussions between invigilators during the examination.
18. Ensure that all unused question papers and OMR sheets are returned to the invigilators' desk and that all answered question papers and OMR sheets are placed in the confidential exam envelopes in each venue at the end of the exam.
19. Return the confidential exam envelope to the Examination Office coordinator.

## Computer-Based Examination

1. **All invigilators should arrive at the computer lab 20 minutes before the exam.**
2. **Ask the instructor for the access code for the exam if needed**
3. Organize the setup of the computer lab before the admission of students.

### **Get in touch with the IT office in case of any issue with the computers**

4. Students can only be admitted to the computer lab when the invigilator is satisfied that the computer lab is set up correctly
5. Start the exam on time, making all announcement
6. Make sure, that each student can access the computer and access the Moodle page using the appropriate Password
7. Verify the identity of students in the computer lab. Students without any identification should be reported to the course coordinator.
8. Ensure that students do not have any unauthorized items or materials on their exam desk
9. Complete the attendance record of students in the computer lab. Make sure to inform the course coordinator of any absent student. This absence needs to be documented in the attendance sheet
10. Students are not allowed to enter the exam after 30 minutes has passed from the start of the exam.
11. The student not allowed to leave the exam before 30 minutes have passed since the start of the exam
12. Make sure that student submit the exam before leaving the room
13. Keep a record of any incidents or circumstances that may need to be taken into consideration by the college as part of the grading process and report it to the course coordinator in written.
14. Ensure that all regulations and procedures are followed and that students are kept under constant supervision
15. Manage any problems that arise calmly and effectively
16. Minimize discussions between invigilators during the exam
17. Students' inquiries regarding exam content should be addressed to the course coordinator
18. Record any suspected regulation breaches and report them to the department coordinator in written

*8<sup>th</sup> of May 2024*