INVIGILATOR'S DUTY

1. Report to educational affairs unit **40 minutes** prior the exam session for signing.
2. Arrive to exam room early and wait for candidates to come.

**Pre Exam Procedures**
1. Check the room's lighting, seating arrangement, and airconditioning. In case of any technical issue, it should immediately be reported to the supervisor.
2. Students will be admitted to the examination room five minutes before the hour appointed for the exam.
3. Only eligible should be allowed to sit for the exam. Ineligible students (Mahroom) must not be permitted to take the exam.
4. All students are required to have their ID (University ID, National ID, Driving license, Passport) during the exam.
5. The invigilator should ensure that the question paper is matching the exam subject as shown in the exam timetable. In case of difference, call the supervisor immediately.

**No student shall be allowed to sit for the exam without his ID**

**During Exam**
An invigilator should announce the instructions that the students should follow during the exam. These include:

1. Cellphones are considered unauthorized aids during the exam and therefore, they should be switched off and placed under the desks.
2. Students are not permitted to communicate in any manner with any person other than the invigilators during the course of the examination without permission.
3. A student is not permitted to leave the room during the first sixty minutes. If a student arrives more than thirty minutes after the start of the exam, he will not be...
permitted to take the exam and will need to submit a petition to the Examinations Committee.

4. During the exam, you must not read, use your cellphone or work on your own projects in any format. Try not to station in one place; you should ensure that you regularly walk around the room and attend promptly to students with raised hands.

5. Verify the identity of students by checking their ID cards and matching them with the students lists. This procedure should be done during the first 30 minutes of the exam time.

6. In exams that use the scanner answer sheet, the invigilator may need to guide the students on how to fill out their details. The invigilator should start first by distributing the answer sheets and allow the students to fill them out. After that, all the required details are provided correctly.

End of Exam

1. The invigilator should announce how much time left to the end of the exam.
2. The invigilator should ask the students to stay quiet in their places while collecting the scrips and the answer sheets.
3. The invigilator must leave directly to the assigned control room as shown on the envelopes to hand over the scripts and the answer sheets.

Remember, It is prohibited to take the scripts and the answer sheets to your office
(In case of cheating Incident)

1. Confiscate the unauthorised cheating material (slips, cellphones, calculator...etc).
2. Call the supervisors and the senior supervisors to inform them about the cheating incident. Use the Cheating Incident Form to report the case.
3. Withraw the question paper and the answer sheet from the suspected student and request him to leave the exam room quietly.
4. In case of violence, call the security to get the suspected student out.
5. Submit the cheating incident report to EC and ask the student to contact the EC as soon as possible.

**Ineligible student marked as "Mahroom" must not be permitted to enter the exam room, instead, they should be sent to EC.**

**Exam control members and administrative staff are not permitted to enter the exam rooms after the exam starts**

Examination Committee Chairman: Dr. Naif Azyabi