

RESPONSIBILITIES AND DUTIES OF ONLINE PROCTOR OR INVIGILATOR

1. RESPONSIBILITIES

The Proctor or Invigilator is responsible to supervise or invigilate the candidates during an online examination. He/she is to:

- (a) ensure that the candidates follow and adhere to the instructions on examination procedures/rules before, during and after the examination period;
- (b) understand the examination regulations of the University; and
- (c) ensure the smooth running of the examination according to procedures.

2. DUTIES

(1) Before the Examination

- (a) Conduct pre-checks by running the system in advance to ensure that the candidate's technical environment is all set to support a remotely invigilated exam (i.e laptop/PC/tablet, webcam and microphone)
- (b) Check all questions are correct as per schedule and ready to be distributed to candidates; and
- (b) Check to ensure that candidates only use items that are permitted including devices that support online examinations (e.g webcam, microphone etc).

(2) During the Examination

- (a) Proctor/Invigilator has to identify that the person sitting for the exam is the correct person by checking the individual's photographic ID (authenticating the candidate);
- (b) Once the authentication process and environment check have been completed, the candidate is permitted to sit for his/her exam;
- (c) Verify and confirm the candidates' attendance;
- (d) Ensure that all candidates remain online throughout the exam period except during the toilet break;
- (d) Ensure that the candidate who leaves the platform for toilet break, returns to his/her position according to the time given (timing of the candidate to and from toilet [breaks](#));

- (f) Receive and count all answers or scripts/files and tally with the total number of candidates sitting for the examination and instruct candidates to leave the platform after the announcement at the end of the examination; and
- (e) Write a report on candidates who were:
- (i) late or left the examination early;
 - (ii) without any proof of identification;
 - (iii) absent for the examination;
 - (iv) medically unfit during the examination;
 - (v) barred but were present for the examination (if any);
 - (vi) found to not conform or omitted fraud by breaking examination rules and regulations e.g cheating.

(3) **After the Examination**

Ensure the number of answers or scripts/files tally with the number of attendee forms.

(4) **Toilet Break**

Ensure that each student is given a maximum of five (5) minutes break throughout the period and return to their position the soonest possible.

(5) **Special Cases**

Invigilate special needs candidate as a special case accordingly.

3. EXAMINATION RULES AND REGULATIONS

The following are to be duly observed by the Proctor/Invigilator with regards to the candidates' responsibilities:

Period	Responsibilities of the Candidate
Before the Examination	<p>A candidate is required :</p> <ul style="list-style-type: none"> - to have a standard laptop or desktop or tablet and connected to a sufficient internet i.e a minimum internet connection speed to support the online environment; - to have a working webcam and microphone to enable the proctor or invigilator to view and/or listen to the candidate; - to have a quiet or conducive location/space as possible; and - join the correct examination platform (i.e correct module as per schedule) ON TIME and when the proctor or invigilator allows him/her to do so.

During the Examination	<p>Candidates are absolutely not allowed to:</p> <ul style="list-style-type: none"> - sit for the exam without showing any proof of personal identification such as Identity Cards/Passports and the Student ID Cards (authentication process); - communicate between or among candidates; - eat/drink or smoke; - refer to any form of printed and/or written materials unless permitted or instructed to do so; - use mobile phones and other electronic communication devices unless permitted or instructed to do so; and - leave the platform for any reason unless for toilet break or permitted to do so.
After the Examination	<p>Candidates are :</p> <ul style="list-style-type: none"> - to stop answering immediately after the announcement has been made at the end of the examination. Ensure no typing of any kind and altering of answers after the announcement has been made; and - not to leave the platforms until all answer scripts are received and accounted for by the proctor or invigilator.

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