Section 11 of University Regulation VII (Examination Invigilators)

ANNOUNCEMENTS BY CHIEF INVIGILATOR

Before Commencement of Examination

(1) Check and make sure that you have the right question paper and that questions are printed on each page of the question paper. Also check that there are no missing pages. Raise your hand if you find that the question paper is not in order.

(2) (a) Check your pockets, jackets, calculators, etc. to ensure you have not brought in any unauthorised materials into the examination room.

(b) Candidates are not allowed to bring in any electronic communication device, notes, papers, pencil cases, spectacle cases or any unauthorised materials into the examination room. If you have done so, surrender them to the Invigilators now or ask for permission to place them outside the examination room.

(c) Candidates are reminded that no notes, formula, etc. are to be written on the examination authorisation slips, or any part of his body, or his apparel or clothing.

(3) (a) A candidate is allowed to bring his mobile phone into his examination venue. However, the mobile phone must be switched off and be placed on the floor of the examination venue before the start of an examination.

(b) Only non-programming scientific calculators are allowed to be used for examinations as have been authorised by the examiners. Cover of calculator must be removed from the calculator and together with your personal wallet; such items must be placed on the floor before the start of an examination.

(4) Any candidate found to be dishonest or who does not comply with any instruction given by the Invigilator during the examination may be liable to disciplinary action.

(5) Fill up your attendance slips and place them on the top right hand corner of your desk together with your Authorisation Slips and Student card.

(6) Fill up the particulars on the cover of your first answer booklet. You must write your Index Number in the space provided on each answer booklet and papers used.

(7) Do not tear out any page from answer booklets. Unless otherwise specified, all answers must be written on the answer booklets. Write on one side of the page only. The other side is to be used for rough work.

(8) This is the Last reminder - Please surrender within the next two (2) minutes any unauthorised material. Please check your pockets, jackets, calculators etc. for any unauthorised material. Once again, if you have any unauthorised material, please surrender it now.

(9) A candidate who is found in possession of any unauthorised material, whether intentional or not, would be considered to have committed an offence in breach of Examination Regulations.

(10) An announcement shall be made for the commencement of examination after two (2) minutes of the Last Reminder.

[Chief Invigilator to continue with the following announcement after two (2) minutes] -

(11) You may start writing now.
Towards the End of the Examination

(1) You have fifteen minutes left.

(2) Stop writing, arrange and tie up your answer booklets and papers. Check that you have written your Index Number on every answer booklet and sheet of paper used. You must write the number of questions attempted on the cover of your first answer booklet. Tie up your answer script(s) with the thread provided, even if there is only one answer booklet.

(3) All candidates are required to remain in your seats. It is your responsibility to ensure your answer scripts are handed to the Invigilators. Do not leave the examination room until you have been told to do so. Any used or unused answer booklet, sheet of paper provided etc. cannot be taken out of the examination venue.

(4) You may leave the room QUIETLY now.