

THE CHINESE UNIVERSITY OF HONG KONG

Guidelines on Examination and Invigilation Procedures
for Centralized Course Examinations

A. Invigilation

- (1) The Chief Invigilator (CI) is in full control of the examination. Invigilators are responsible and shall report to the CI any irregularities or difficulties, and render him/her any necessary assistance.
- (2) Chief Invigilators/Invigilators must familiarize themselves with the “Rules to be Observed by Candidates at the Examination Centre” and must ensure that all the rules stated therein are strictly observed.
- (3) Strict discipline and absolute silence must be maintained throughout the examination sessions.

B. Other Administrative Procedures

(4) Delivery of Question Papers

The question papers, attendance lists and other necessary documents and stationery are delivered to the examination centres 30 minutes before the examinations begin by the Registry. CI shall check to ensure that the packets containing the question papers have not been tampered with and that the seals on them are intact.

(5) Distributing Question Papers, Answer Books and Relevant Stationery

Before admitting candidates into the examination centre, the CI shall instruct the invigilator(s) to distribute the question papers, answer books and relevant stationery to the candidates' desks for the subjects concerned.

(6) Admitting Candidates into Examination Centres

Candidates are generally permitted to enter the examination centre 5 to 10 minutes before the examination is due to begin.

(7) Making Announcements and Commencement of the Examination

After most of the candidates are seated, the CI shall make the necessary announcements and instruct candidates to start. No examination shall start earlier than the scheduled time.

(8) Checking of Student ID of the Candidates and Taking Attendance

Thirty minutes after the start of the examination, Invigilators shall check the University Student Identity (USID) card of candidates to verify the identity of the candidates. Students without USID card are instructed to comply with the necessary procedures for verification of identity. CI shall fill in the “Absentee List” for returning to the concerned course teaching staff together with the answer scripts.

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(9) Recording Irregularities

Any irregularities arising in the course of the examinations, which may affect the performance of individual/other candidate(s) are to be recorded on the Sessional Report for necessary follow up. A candidate who violates any of the rules to be observed by candidates at examination centre shall be disciplined in accordance with the nature and gravity of the offence.

(10) Collecting Answer Scripts

At the end of the examination, the Chief Invigilator shall supervise the collection and proper packing of all answer scripts (together with the Absentee List) by the Invigilators to ensure all answer scripts are properly packed and sealed and are collected by the respective Examiners-on-duty (i.e. the concerned course teaching staff) or their representatives.

C. Information to Students

(11) The DRAFT and the FINAL examination timetable (with seating arrangements) are usually released 6 weeks and 3 weeks before the examination period, respectively. Students may search for their individual examination schedule at the homepage of the Registration and Examinations Section by entering their USID and CWEM password.

(12) Changes may be made to the DRAFT examination timetable at the request of the course offering department and/or concerned teaching staff. Students must check their FINAL individual examination timetable and seat numbers before attending examinations.

(13) Students shall read the “Rules to be Observed by Candidates at Examination Centre” carefully and shall refer to the website of the Registration and Examinations Section for other information and latest announcement related to centralized course examinations.

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The University reserves the right to make changes to the above guidelines as deemed necessary.