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THE OFFICE OF THE ACADEMIC REGISTRAR

UNIVERSITY EXAMINATIONS

INSTRUCTIONS TO INVIGILATORS

(As contained in the University Examination Regulations)

1. Each Examination paper shall be under the specific direction of a Senior Member of the Academic Staff nominated by the Head of Department/Dean.

2. Invigilators shall obtain from their departmental offices lists showing the names of candidates taking the papers to be invigilated.

3. Invigilators shall be present in the examination room at least thirty minutes before the commencement of an examination after collecting examination papers from the Examinations Officer.

4. Invigilators must ensure that ONE answer-book is provided for each candidate unless the rubric on the question paper requires otherwise. This answer-book must be filled before any additional paper is provided.

5. Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination and they shall ensure that they take places assigned to them. Handbags, books and other similar articles must be deposited with the invigilator before the candidate takes his/her place except where books are permitted. During these ten minutes the senior invigilator shall:-

   a) Make announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

   b) Call attention to any rubric at the head of the paper which seems to require attention.

   c) Announce that, where this is practicable, both sides of the paper must be used.

6. He/She shall then tell students when they may begin writing.

7. In the case of a candidate whose name is not included in the list but who presents himself/herself for the examination, the invigilator should: -

   a) Ask him/her to state the precise title of the question paper he/she is to take.

b) Ask him/her if he/she has ensured that he/she should not be in another examination room. If the candidate is right, he/she should be admitted to a spare place and allowed to begin the paper.

c) Report the name of the candidate and particulars to the Examinations Officer through the Invigilator's Report Form.

8. Invigilators shall not admit candidates to the examination room after half an hour (i.e.30 minutes) from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired. Late candidates shall not be allowed extra time.

9. Normally no candidate may be admitted after the expiry of half an hour from the beginning of the examination period. A candidate may nevertheless be admitted at any time on the following conditions: -

a) the invigilator shall make it clear to the candidate that the University reserves the right to refuse acceptance of his script.

b) The invigilator shall make a full report in writing to the Academic Registrar stating: - i) the time of admission ii) whether any candidate had previously left the room iii) any special reason given by the candidate for the lateness.

10. Invigilators shall on no account give any information to a candidate who asks questions about contents of a question paper or doubts its accuracy. Any question of this nature should be referred immediately to the examiner in the subject to clarify the point to all candidates.

11. On commencement of the examination, invigilators shall check the names of the candidates against the copy of the list to ascertain who is present and who is absent, and to confirm that every candidate is where he/she should be (so that no candidate attempts the wrong paper!).

12. At the end of the first half-hour the word 'ABSENT' shall be written on the list against the appropriate names and the total numbers present and absent shall be entered in the space at the foot of the list.

Invigilators shall then collect the blank answer books from all vacant places. Spare question-papers should be returned to the Examinations Officer.

13. During the examination, invigilators shall ensure that candidates are provided with any additional requirements (e.g. supplementary sheets, log tables etc). Candidates may be permitted to do rough work on the left-hand pages of the scripts on the understanding that this is crossed out at the end of the examination.

No candidates shall be permitted to leave his/her place during the examination except to leave the examination room.

NOTE: A candidate who contravenes the regulations and instruction governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, **SHALL BE REPORTED IMMEDIATELY TO THE EXAMINATIONS OFFICER**. The candidate shall be informed that he/she has

contravened the regulations and that he/she has been reported, but shall not be prevented from continuing his/her paper. A written report must be sent to the Examinations Officer including full details of the contravention.

IT IS PART OF THE INVIGILITOR'S DUTY TO MOVE ABOUT THE EXAMINATION ROOM AS QUIETLY AS POSSIBLE AT FREQUENT INTERVALS.

14. Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand in their scripts to the invigilator before leaving the examination room. No candidates shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.

15. At the end of the examination period invigilators shall instruct the candidates to stop writing and shall then collect all the scripts in the order of the lists.

16. When all the scripts have been collected, candidates may leave the examination room.

17. Whenever separate answer-books have been used for different parts of the paper, they must be collected in separate piles and candidates should be warned at the outset not to tie separate sections together.

18. Invigilators shall hand in scripts (Arranged in the order of the lists) to the Internal Examiner who shall sign for them on the invigilator's form. Invigilators shall be responsible in all cases of loss, damage, etc., for their scripts until they are checked and accepted as correct by the internal examiner.

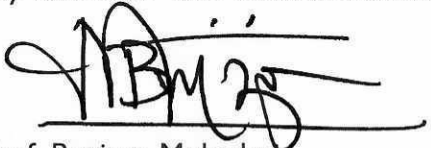
19. The invigilator must ensure that no answer-books have remained uncollected and no spare question paper or spoilt answer-book is left on the desks.

20. The attention of the Invigilators is drawn to the fact that smoking is not allowed in examination rooms and that this applies to invigilators as well as candidates.

21. Internal Examiners (or their nominees) are required to be in the examination rooms at the commencement of each period to assist the invigilators. Instructions which the Examiners (or their deputies) may wish to be given should be announced by the invigilators.

22. Cases of illness should be reported to the Examinations Officer as soon as possible.

23. Invigilators shall have the power to confiscate any unauthorized book, manuscript, or other aid brought into the examination room, and to expel from the examination room any candidate who creates disturbance.



Prof. Buyinza Mukadasi

ACADEMIC REGISTRAR

9th November, 2026