

INPSAA Examination Administration Guidelines

Rationale:

These guidelines aim to provide invigilators with clear instructions for conducting examinations in a consistent and secure manner, ensuring the integrity of the assessment process.

Invigilator Responsibilities:

Invigilators must:

- Familiarize themselves with examination instructions.
- Devote full attention to conducting the examination properly.
- Continuously observe each student in the examination room.
- Perform only non-examination related tasks in the examination room.
- Refrain from reading the question paper to students.
- Not be a teacher instructing the subject under examination or a senior staff member with overall responsibility for the subject department.

In the Examination Room:

- Students are allowed access only to items specified in the question paper instructions, the stationery list, or the subject specification.
- Technological/web-enabled devices like mobile phones, MP3/4 players, smartwatches, and wristwatches with data storage are not permitted in the exam room.
- Invigilators should not read the question paper to students.
- Remind students not to communicate, seek help, or offer assistance to another student during the examination.
- Avoid directing students to specific questions or sections.
- Refrain from commenting on the content of the exam.
- Do not rephrase questions for students.
- Do not explain subject-specific or technical terms to students.
- Avoid offering advice or commenting on a student's work.
- Invigilators must supervise students throughout the entire examination, dedicating full attention to this duty.

- Late students may be permitted to enter the examination room at the discretion of school administration staff.
- Late-arriving students must be allowed the full examination time.
- Students leaving early must submit their answers and are not allowed back into the examination room.
- In cases of malpractice or disruptive behavior, warn the student about potential removal and penalties, including disqualification.
- Record any incidents.

This Policy is issued on 3rd January 2024