

OXFORD INTERNATIONAL SCHOOL
Instructions for Teachers Regarding Invigilation in Examination Room

Please read this notice carefully, there are important instructions for you. If you do not follow these rules you might face an inconvenient situation. Once this notice is delivered to you, it is assumed that you know the rules.

1. Teachers should not be **absent or late** during the Examinations. No CL will be approved during the full duration of the exam period.
2. Preparatory Bell for Exam should ring at **9:40am** and the exam should start at **10:00am** sharp.
3. Invigilators must enter the Exam Hall by **9:35am** with the Question Papers, Answer Scripts, attendance file, staplers etc.
4. Before distributing the answer scripts, the invigilator will check that every student has taken his/her seat according to the SEAT PLAN.
5. Invigilators should not allow any student to carry any bag or book in the school. Any study material or bag, if found in the floors outside the classroom, should be confiscated.
6. **Students are to carry admit cards, pens, pencils, erasers, geometry sets, calculators, etc. in a Clear Bag. Non-transparent bags and boxes are not allowed.**
7. After checking the admit card, answer scripts must be **signed with date** by the invigilator within the first half-an-hour of the examination. Extra page(s) must be signed as well. This is to ensure that students do not take away any page home to bring back the next day.
8. If any student is found without an admit card, invigilators should inform the Section Head in writing and advise the student to collect the admit card. The student should not be allowed to sit for the next exam without the admit card.
9. Before the start of the exam, invigilators should brief students about fair exam practice, prepare their minds for exam, get them ready with pen, pencil, sharpener, calculator and to check time with wrist watch.
10. The invigilators are to strictly remind the students not to adopt any unfair means in examinations, and should also tell them about the consequences:
 - Pre-planned unfair means (hidden notes, etc.) may result in **expulsion** of the student from the examination.
 - Indirect unfair means, i.e. copying from another student's answer script will result in deduction of **10 marks**.
 - Any student found guilty of adopting grave unfair means, should be reported by the invigilator to the Section Head for necessary action.
11. The invigilators should ensure that **none of the following** actions by the students take place:
 - I. Opening examination papers before instructed
 - II. Writing before instructed to begin
 - III. Writing or erasing after being told to stop
 - IV. Using unauthorized materials
 - V. Looking at another candidate's answer sheet or examination book
 - VI. Speaking to another candidate during the examination
 - VII. Leaving the room with examination materials
12. Invigilators should not allow students **to bring cell phones** in the exam hall. It should be confiscated if found.
13. Each student should only be allowed **1 trip to the washroom** and only **after** the 1st hour of the exam.
14. Two students **cannot** be allowed to go to the washroom at the same time.

15. Exam start time and end time should be announced and written on the white board.
16. **Invigilators are not allowed to read newspapers or make/receive phone calls, or do any task inside the Exam Hall, except invigilation.**
17. Invigilators should **refrain from checking copies or gossiping** inside the exam hall.
18. If any invigilator needs to go out of the exam room, he or she needs to do so **after** informing Section Head. **Invigilators should never leave the room unattended.**
19. During the Examination, invigilators are strongly instructed **not** to stand at the doorway and speak to other teachers. This will distract the invigilator from his/her invigilation duty and will give students the opportunity to cheat.
20. If any mistake is found in the question paper, the invigilator should inform the Section Heads **as soon as possible** without making any correction themselves.
21. Invigilators should give students hourly **time-checks** and also in the final 30, 10 & 5 minutes of the exam
22. **Once the finish time is announced**, invigilator should ensure the following:
 - Do not allow candidates to continue writing or start talking
 - While collecting, quickly check that candidates have entered all required details on the answer scripts, labelled & securely fastened additional answer sheets & graph paper
 - Count Question Papers and Answer Scripts before candidates leave the room
 - Maintain silence in the exam hall even after the collection of the scripts
23. All students should remain seated for the full duration of the examination until all papers have been collected. If any student completes his exam ahead of the scheduled time, s/he should be reminded to revise his/her answer script and only be allowed to leave the room maximum **15min before the end of exam.**
24. At the end of the scheduled time of the examination, the answer scripts are to be collected, counted, matched with QP distribution sheets and organized serially according to roll no, section, and class. Then it should be bundled and submitted to the authorized Management person in the designated room.
25. All **extra** question papers and answer scripts must be returned to the designated room at the end of the examination.

THANK YOU