

Code of Conduct for Academic Integrity

SECTION A: CODE OF CONDUCT FOR INVIGILATORS

- 1.1 Invigilators are to remain vigilant at all times.
- 1.2 Invigilators are not allowed to invigilate in slippers, shorts or any other attire deemed inappropriate or too casual.
- 1.3 Invigilators are not allowed to use their handphones or other electronic devices in the examination room, during the examination.
- 1.4 Invigilators are not allowed to possess any documents or materials of any kind after the examinations have ended.
- 1.5 Invigilators are not allowed to leave the examination room before the end of all examinations. In the event, the batch of candidates that they have been assigned to invigilate has finished their examination before the stipulated examination durations, the external invigilators will be re-assigned to another examination room.
- 1.6 Invigilators are to conduct themselves in an appropriate and professional manner at all times.

CODE OF CONDUCT FOR ACADEMIC INTEGRITY

SECTION B: INVIGILATORS GUIDELINES

1. BEFORE THE CANDIDATES ARRIVE

Please arrive at the Examination Venue at least 20 minutes before the start of the Examination. This is to check the student's card and signature for attendance and verification of the test taker. Moreover, this is also to ensure that the students can access the link sent to them.

Familiarise yourself with the layout of the Examination room, emergency exit points and location of toilets.

Assist in the checking of the device used and the link of the student.

2. ADMITTING CANDIDATES TO THE EXAMINATION ROOM

15 minutes before the start of the Examination, remind candidates waiting outside the exam venue to check their Seat assigned link.

Instruct candidates to switch and increase the brightness of their mobile phones, iPad or laptop. Remind them to visit the washroom if necessary.

Admit candidates into the Examination Room 10 minutes before the start of the Examination. No candidate who has entered the Examination venue will be allowed to leave the venue.

Ensure that candidates bring only approved items to their table

During the exam, only one student can leave the exam venue for the washroom. An invigilator must always accompany candidates to the washroom.

3. BEGINNING OF THE EXAMINATION

Invigilator to announce the following instructions to candidates:/ Invigilator to read the examination rules to candidates: (refer to attached exam rules)

Ensure that you are sitting for the correct Examination timing. If you require anything during the exam or wish to leave early, please remain in your seat, raise your hand and wait for an Invigilator to come to you.

No candidate may leave the room in the first 30 minutes, or during the last 15 minutes of the Examination. At the end of your exam, remain seated until your data has been recorded in the examination platform (Speedexam).

Please read the instructions on the Speedexam carefully.

You may now begin accessing the link and start ”

4. CHECK FOR ABSENTEES

After 30 minutes into the Examination, mark “ABSENT” on the attendance sheet for candidates who are absent.

5. QUERY REGARDING EXAM PAPER QUESTIONS

If a candidate has any query on the question, it is vital that the Academic Head is notified immediately in order to log the query and agree on a solution. All candidates sitting for the exam will be alerted on the error(s) of the question. Students will not be given any extra time. An EXAMINATION INCIDENT REPORT FORM should be completed.

6. LATE ARRIVAL

The Invigilator has responsibility to authorise late-comers to sit for the Examination. Candidates who arrived at the first 30 minutes of the exam will be allowed into the exam venue but not permitted to any extra time.

Candidates who arrived after the exam has been conducted for 30 minutes will not be admitted into the exam venue. These candidates should be directed to the Academic Head. In all cases, an EXAMINATION INCIDENT REPORT FORM should be completed for submission to Academic Head.

7. STUDENTS NOT LISTED ON THE ATTENDANCE LIST

Students whose names are not listed in the Examination Attendance List are allowed to take the Examination. The Invigilator will have to add this candidate's name to the attendance list. The candidate will have to sign on the attendance list.

8. DURING THE EXAMINATION

Exercise surveillance at all times. At no time should candidates be left unsupervised in an exam hall. You are not allowed to read/work during Examinations. Do not allow a candidate to leave and return to the Examination unless supervised by an invigilator. Do not permit a candidate to communicate with anyone other than an invigilator during the Examination.

9. DEPARTURE BEFORE THE END OF THE EXAMINATION

Only in exceptional circumstances should a candidate be allowed to leave the Examination within 30 minutes of the start. Permission must be sought from an invigilator.

Candidates should not leave the Examination venue during the last 15 minutes, even if they have completed the Examination.

10. CHEATING

When dealing with cheating cases during exams,

- a) always involve two invigilators for eye-witnesses or contact the Academic Head for advice,
- b) confiscate any unauthorised material OR if the student has unauthorised writings on their body, take a picture for evidence,
- c) indicate on the candidate's script on the time of the incident and what has occurred,
- d) seek an explanation from the candidate, and submit an EXAMINATION INCIDENT REPORT FORM to the Academic Head.

11. REMINDER – 15 MINUTES BEFORE THE END

Invigilator to announce to candidates:

“Candidates taking the xxxxx Examination; you have 15 minutes remaining in which to complete the exam; you may not leave the Examination room until the Examination is over. “

12. THE END OF EXAMINATION

Invigilator to announce the following instructions to candidates:

“Candidates taking the xxx Examination, the Speedexam has officially ended. Please remain in your seat. Do not leave your table until an Invigilator has given consent to leave. Please remember to take your ID card and other items with you before leaving the venue quietly.”

13. COLLECTION OF SCRIPTS

The Exam Administrator is required to cross-check the total number of test-takers in the room and the data in the system.

14. LEAVING THE EXAMINATION ROOM

An invigilator should supervise candidates leaving the room.

Please ensure that candidates leave the Examination room/hall in a quiet and orderly manner.

15. END OF EXAM ACCESS

Once the exam is finished. The exam link will automatically be closed. The system will then prompt the total number of students that took the test. Put the Student Attendance List, Examination Incident Report Form (*if any*), Examination Invigilation and Tracking Form inside the examination file and proceed straight to the Principal. Hand the bag to the Academic Head for filing

Sign on the Examination Invigilation and Tracking Form at the Principal’s Office upon returning the examination file.