

SOP: Examination Timing and Timekeeping Protocols

This SOP details **examination timing and timekeeping protocols**, including scheduling examination sessions, clear communication of start and end times, monitoring adherence to allotted durations, procedures for handling timing discrepancies, use of official timekeeping devices, and guidelines for breaks during exams. The objective is to ensure standardized, fair, and accurate management of exam timings to uphold the integrity and smooth conduct of all examination processes.

1. Purpose

To establish standardized procedures for examination timing and timekeeping, ensuring all examinations are conducted fairly and efficiently.

2. Scope

This SOP applies to all staff, faculty, invigilators, and examinees involved in the administration of examinations within the institution.

3. Responsibilities

- **Exam Coordinator:** Oversees scheduling and communication of exam timings.
- **Invigilators:** Enforce timekeeping protocols and monitor timing adherence.
- **Examinees:** Adhere to communicated exam start and end times.

4. Examination Scheduling

- Create and distribute an official exam schedule at least two weeks prior to examination date.
- Ensure exam dates, start and end times, and room assignments are clearly indicated.
- Update all stakeholders of any schedule changes promptly.

5. Communication of Examination Timings

- Display start and end times at the entrance and inside each exam room.
- Invigilators verbally announce the official start and end times to all examinees before the exam begins.
- Post official timing information on notice boards and online portals where applicable.

6. Timekeeping Protocols

- Use institution-designated official clocks/timekeeping devices, synchronized beforehand, as reference for all timing announcements and monitoring.
- Begin and end examinations strictly according to the scheduled times.
- Announce time remaining at regular intervals: halfway, 15 minutes remaining, and 5 minutes remaining.

7. Monitoring and Adherence

- Invigilators are responsible for strict observance of start and end times and for instructing examinees when to start and stop writing.
- Document any timing discrepancies or issues using the Examination Incident Report Form.

8. Handling Timing Discrepancies

- If the exam starts late (due to unforeseen circumstances), extend the end time to ensure examinees receive their full allotted duration.
- Report and review timing discrepancies with the Exam Coordinator after the examination session.
- Log all discrepancies and the actions taken.

9. Use of Timekeeping Devices

- Only institution-approved clocks or stopwatches to be used for official timing.
- Backup timekeeping devices must be available in case of malfunction.
- Mobile phones must not be used as timekeeping devices during the examination.

10. Examination Breaks

- Pre-planned breaks must be scheduled and communicated with clear start and end times.
- If unscheduled breaks are necessary (e.g., emergencies), document the duration and reason.
- Ensure all examinees receive the approved break duration.

11. Documentation and Record Keeping

- Maintain attendance and timekeeping logs for each examination session.
- Retain Examination Incident Report Forms for quality assurance and audit purposes.

12. Review and Revision

- This SOP is to be reviewed annually or as required following any reported incident or regulatory change.
- SOP amendments must be approved by the Examination Committee and circulated to all relevant stakeholders.

13. References

- Institutional Examination Policy
- Quality Assurance Manual

SOP Effective Date: _____

Revision Number: _____