Standard Operating Procedure (SOP): Invigilation and Exam Room Setup Procedures

This SOP details the **invigilation and exam room setup procedures**, covering the preparation of examination materials, arrangement of seating to ensure fairness, verification of candidate identity, implementation of exam regulations, monitoring during the exam to prevent misconduct, and post-exam collection and secure handling of answer sheets. The goal is to maintain a controlled and fair testing environment that upholds academic integrity and ensures smooth exam administration.

1. Preparation Before the Exam

1. **Exam Materials:**
   - Collect and verify all exam papers and answer sheets from secure storage.
   - Ensure stationery (pens, pencils, calculators-if permitted) is available as required.

2. **Room Setup:**
   - Arrange desks/tables to ensure adequate spacing between candidates (as per exam regulations).
   - Assign and clearly label candidate seating as per the seating plan.
   - Display exam rules and emergency procedures in a visible location.

2. Candidate Entry and Verification

1. Admit candidates no earlier than the designated entry time.
2. Verify each candidate's identification against the attendance list.
3. Direct candidates to their assigned seats; unauthorized seat changes are not permitted.
4. Ensure all unauthorized materials/devices are surrendered or left outside the exam room.

3. Implementation of Exam Regulations

1. Brief candidates on exam rules, allowed materials, and emergency information.
2. Remind candidates to write their details (name, registration number) on answer sheets before starting.
3. Announce official start and end times of the exam; display a visible clock if possible.

4. Monitoring During the Exam

1. Maintain a quiet and supervised environment at all times.
2. Patrol the room to deter and detect any attempt at cheating or misconduct.
3. Address any candidate queries following established protocols-questions must not reveal exam content.
4. Document and report any suspected academic misconduct according to policy.

5. Conclusion of Exam and Collection of Materials

1. Announce the end of the exam clearly; instruct candidates to stop writing immediately.
2. Collect all answer sheets, ensuring none are left behind.
3. Verify all materials are accounted for against the attendance list.
4. Securely package and return examination materials to authorized personnel or designated location.

6. Post-Exam Procedures

1. Complete any incident or attendance reports as required.
2. Return the exam room to its standard setup after the session is complete.
3. Debrief with exam administration for feedback or reporting as necessary.