SOP Template: Invigilator Assignment, Briefing, and Conduct Guidelines

This SOP details the **invigilator assignment, briefing, and conduct guidelines**, covering the process of assigning invigilators to examination venues, providing comprehensive pre-exam briefings, outlining expected professional conduct during exams, managing exam materials securely, monitoring candidate behavior, and handling emergencies or irregularities. The objective is to ensure a standardized, fair, and secure examination environment through clear roles, responsibilities, and adherence to established protocols.

1. Purpose

To establish standardized procedures for the assignment, preparation, and conduct of invigilators during examinations, ensuring integrity, fairness, and security in all examination processes.

2. Scope

This SOP applies to all examinations conducted at [Institution/Organization Name] and is mandatory for all staff involved in invigilation duties.

3. Responsibilities

- **Exam Coordinator/Controller:** Assigns invigilators, conducts briefings, monitors compliance.
- **Invigilators:** Adhere to procedures, maintain exam security, monitor candidates, report incidents.
- **Support Staff:** Assist in logistical arrangements and material handling.

4. Procedure

4.1. Invigilator Assignment

1. Prepare a list of eligible staff for invigilation duties.
2. Assign invigilators based on venue requirements, staff availability, and rotation policies.
3. Communicate assigned duties at least [X] days prior to the examination date.

4.2. Pre-Exam Briefing

1. Schedule a mandatory briefing for all assigned invigilators before each exam session.
2. Briefing content must include:
    - Exam schedule and seating arrangements
    - Security procedures for exam materials
    - Candidate identification and attendance protocols
    - Permitted and prohibited items
    - Emergency procedures and reporting mechanisms

4.3. Exam Material Management

1. Secure collection and transport of exam papers/materials by authorized personnel only.
2. Verify materials against inventory checklists.
3. Store materials in a secured area until exam time.
4. Return all unused materials and completed scripts to Exam Coordinator after session.

4.4. Conduct During Examination

1. Arrive at the venue at least [XX] minutes prior to start time.
2. Ensure exam room is prepared and candidates are seated as per plan.
3. Open exam packets in presence of candidates where applicable.
4. Maintain vigilant supervision; minimize distractions and unauthorized communications.
5. Enforce rules discreetly and fairly.
6. Monitor and record incidents using the Incident Report Form.

4.5. Handling Emergencies or Irregularities

1. Identify and respond promptly to emergencies (health, fire, etc.) as per institutional protocols.
2. Document and report any exam irregularities (cheating, technical issues, etc.) to Exam Coordinator immediately.

5. Professional Conduct Guidelines

- Maintain impartiality and confidentiality at all times.
- Dress professionally and display identification badges.
- Refrain from using personal electronic devices during exams.
- Maintain respectful communication with candidates and staff.

6. Documentation and Reporting

- Attendance and incident reporting forms must be completed and submitted within [X] hours of exam conclusion.
- All suspected breaches must be documented with supporting evidence.

7. Review and Updates

This SOP shall be reviewed annually or after significant incidents to ensure ongoing relevance and effectiveness.

8. Appendices

Document/Form	Description
Invigilator Duty Roster	Schedule of invigilators assigned to each session and venue.
Pre-Exam Briefing Checklist	Topics and procedures to cover in invigilator briefings.
Incident Report Form	Template for reporting exam day incidents and irregularities.
Attendance Register	Form for marking invigilator and candidate attendance.

Prepared By: _____

Approved By: _____

Effective Date: _____

Review Date: _____