

School of Architectural Engineering, Kunming University

Regulations on Invigilation Work Management

Chapter 1: General Provisions

Article 1

In order to further strengthen examination management and ensure the seriousness of course assessments, these regulations are formulated in accordance with the actual situation of our university.

Article 2

Invigilation (including patrol invigilation, the same below) is an important part of the teaching work, and faculty and staff of the college shall attach great importance to it. During the centralized examination period organized by the university, the person in charge of the college shall conduct inspections and supervision in each examination room.

Article 3

The college is responsible for assigning invigilators and patrol invigilators, and bears the management responsibility for the invigilators.

Article 4

The college is responsible for assessing the performance of personnel qualified for invigilation.

Chapter 2: Qualification for Invigilation

Article 5

The college implements a qualification review system for invigilators. Teachers and administrative cadres currently in service are qualified for invigilation. Persons without invigilation qualification shall not be arranged to invigilate.

Article 6

Personnel qualified for invigilation must obey the examination arrangements made by the college and strictly perform the invigilation work in accordance with the provisions of the invigilation duties.

Chapter 3: Duties of Invigilators and Patrol Invigilators

Article 7

Invigilators shall perform the following duties:

1. Preside over the examination in their assigned room, strictly implement the examination procedures, truthfully record the examination situation, and ensure the normal conduct of the examination.
2. Arrive at the examination room 15 minutes before the official start of the examination, clean the room, arrange student seats, prepare for paper distribution, conduct examination discipline education for students, and announce examination precautions.
3. Distribute the examination papers to students 5 minutes before the start, require students to fill in their names, student numbers and other relevant information on the papers, carefully check the examination credentials carried by students, verify student identities, and carefully inspect whether the items brought by students comply with regulations. If any student does not meet the requirements, take immediate measures, up to disqualifying the student from the examination and ordering them to leave the examination room, and report to the patrol invigilator.
4. Maintain order in the examination room, keep the room quiet, and prevent any acts of violation or cheating.
5. Detect and handle abnormal situations during the examination. If a student is found to have violated discipline or cheated during the examination, order them to stop answering immediately, take them out of the examination room, confiscate their examination paper and evidence of cheating, write "Discipline Violation" or "Cheating" on their paper, truthfully record the details of the violation in the "Examination Room Registration Form", and immediately report the relevant materials concerning the violation/cheating to the examination authorities, assisting in the determination of the student's violation.
6. Properly manage the examination materials (papers, answer sheets, etc.) in the examination room, ensure the security and confidentiality of the relevant papers, and count them face-to-face without error when handing over the papers.
7. Observe invigilation discipline and avoid any acts of negligence in invigilation duties.
8. After the examination, inspect and clean the examination room.

Article 8

Patrol invigilators shall perform the following duties:

1. Be responsible for patrolling the examination rooms within the designated scope.
2. During the patrol, carefully inspect the order and discipline in the examination rooms and keep relevant records.
3. Focus on checking how invigilators perform their duties. If an invigilator is found to be lax or irresponsible, give criticism and correction on the spot.
4. For invigilators who are negligent in their duties, keep detailed records and report to the examination authorities for handling.
5. If, during the patrol, students are found violating the school's examination regulations, stop them immediately and cooperate with the invigilator in determining the student's violation.
6. After the examination, listen to opinions and suggestions from students and invigilators regarding the examination organization, management, discipline, and the quality of the examination papers.

Chapter 4: Handling of Invigilation Violations

Article 9

The following circumstances constitute invigilation negligence:

1. Failure to arrive at the examination room within the specified time, causing the examination to be unable to proceed normally;
2. Leaving the post without permission;
3. Engaging in activities unrelated to invigilation during the invigilation process, such as using communication devices or electronic products, reading books or newspapers, dozing, chatting, smoking in the examination room, or invigilating after drinking alcohol;
4. Neglect of duty leading to leakage of examination papers;
5. Losing or mixing up examination papers;
6. Failure to read out the examination discipline as required;
7. Failure to promptly stop a student showing intention to violate discipline;
8. Failure to promptly report a student found violating discipline to the patrol invigilator;
9. Condoning or covering up student violations;
10. Asking someone else to substitute for invigilation;
11. Allowing unrelated personnel to enter the examination room;
12. Other acts violating invigilation duties.

Article 10

The college shall, in accordance with the relevant regulations of the university, determine the nature of invigilation negligence and propose recommendations for handling.