



The Presbyterian University of East Africa

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Office of the Registrar (Academics and Students' Affairs)

Tuesday, 14th December 2021

INSTRUCTIONS TO EXAMS INVIGILATORS AND CENTRAL MARKING

The Presbyterian University of East Africa (PUEA) exam regulations demands of every invigilator to carry out the following duties to ensure that all stakeholders' interests are safeguarded and a fair environment for assessment is maintained.

1. Students are informed of the general regulations guiding the exam room. This includes an announcement that each student **MUST** display his/her exam card and Student ID.
2. The invigilator must ensure that only students with both a VALID STUDENT'S ID AND VALID EXAM CARD (which indicates the code of the specific course unit) are allowed in the exam room. Any student without this should not be allowed into the exam room but rather should be sent to the admissions department for assistance.
3. Ensure that no literature, bags or any other such material (pencil cases, bottled water etc.) that can compromise the integrity of exams are brought into the exam room by the candidates. An open area at the front of the exam room should be reserved for such materials to be kept by the students.
4. The invigilator should randomly arrange all students already seated to avoid cases of collusion or writing on examination desks beforehand.
5. The exam should start with a word of prayer.
6. The invigilator will distribute answer booklet to the students and later, distribute question papers respectively. He/she will announce the time of beginning and ending of the exam.



Signature

7. Each invigilator should ensure that the students sign in and out on the computer generated exam sheet when the exam begins and when they hand in their answer booklet respectively. Students not appearing in the computer generated list and have been cleared for exams, should use the blank form provided by the Examination Office.
8. Invigilators must remain vigilant throughout the examination and should NOT bring other work (e.g. marking papers) into the exam room or engage in activities (reading newspapers or excessive use of mobile phones, laptops) that distract them from the task at hand as this allows for cheating and is a disservice to the University and even to the very students who diligently work hard for their grades.
9. In case of exams irregularities, the Invigilator is supposed to indicate the case in the Incident Report Form. He/she must make sure that all parties involved, append their signatures accordingly.
10. In the event that the invigilator faces unforeseeable challenges during the exam, kindly contact the Examination Officer and the Chief Invigilator for the day (contacts will be available when collecting exam papers from exam office).
11. Kindly familiarize yourself with the general examinations rules and regulations which are normally posted on all noticeboards as well as all examination room doors, and enforce them in your respective examination rooms.
12. Kindly note that once the exams are through, you are supposed to return the booklets (used and unused) to the examination office immediately.
13. The University encourages central marking which is done within the University. The current end of semester exams will be marked from MONDAY 10TH JANUARY, 2022 TO FRIDAY 21ST JANUARY, 2022 AND MARKS ENTERED IN THE ERP SYSTEM. Kindly adhere to the deadlines.



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