

APPENDIX G

Instrument for Evaluating Conduct of Examinations by Academic Planning Office

1. General Information

(a) Evaluator's Name:	(b) Date:
(c) Faculty:	(d) Dept:
(e) Course Title:	(f) Course Code:
(g) Examination Type (Tick One): i. Open Book ii. Closed Book iii. Practical	

2. Management of Time at the Start of Examination

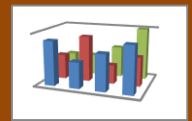
(a) Scheduled Examination Starting Time:			
i. Was examination conducted as scheduled? (Tick One): (ia) Yes	(ib) Postponed	(ic) Rescheduled to another Time	
ii. Reason for Rescheduling or Postponement (Tick One): (iia) Clash with another Exam		(iib) Absence of Invigilators	
(iic) Questions/Scripts not Ready		(iid) Other Reasons	
(Specify): _____			
(b) Actual Examination Starting Time (Tick where applicable):			
i. Started on Time	ii. Started Late (between 1-15mins)	iii. Started Late (between 16-30mins)	iv. Started Late (after 30mins)
(c) State the Reason for Late take-off of the Examination (Tick where applicable to explain 2b)			
i. Time tabling Problems	ii. Identification Process	iii. Sitting Arrangements	iv. Insufficient Exam Materials
v. Late Arrival of Students	vi. Lateness of Invigilators	vii. Exam Materials came Late	viii. Previous Exam ended Late
ix. Change of Venue	x. Few Invigilators for Large Classes	xi. No Initial Preparations (for practicals)	
xii. Other Reasons (Specify): _____			

3. Examination Venues and their Conditions

(a) General (Specify): i. Exam Room						ii. Number of Admitted Students					iii. Room Capacity				
(b) Condition of Exam Room (Tick where applicable) 1=Very Poor, 2=Poor, 3=Good, 4=Very Good, 5=Excellent											1	2	3	4	5
i. Sitting Arrangement of Students															
ii. Lighting															
iii. Chairs and Tables															
iv. Room Ventilation															
v. General Conditions of the Examination Room															

4. Information about Invigilators

(a) Particulars of Invigilators (Tick where applicable)						
S/N	Name of Invigilator	Prof/Reader	Snr. Lecturer	Others	Lab Tech.	Signature
1						
2						
3						



(b) Commitment of Invigilators			
Tick where appropriate and Indicate S/N of Invigilator	Yes	No	S/N of Invigilator
Invigilators observed examination regulations			
Invigilators found marking scripts			
Invigilators found reading projects/books/newspapers			
Invigilators found working with laptops/tablets			
Invigilators found chatting inside exam hall			
Invigilators sitting listlessly/backing students in exam hall			
Invigilators standing outside examination hall			
Others (Specify)			

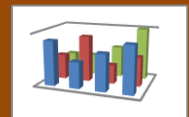
5. Admission of Students into the Exam Hall

(a) Were all students physically identified against their IDs at entry?(Tick One) Yes No		
Give the following information if no		
	Number of Students	
	At Entry	In Exam Hall
Students found without IDs		
Students found with expired IDs		
Students found with forged IDs		
Students with Police Reports of lost IDs		
Students with University/Faculty Management Letters authorizing to sit exam without IDs		

(b) Explain the action taken by Invigilators (Tick where applicable) 1=Expelled from sitting the exam, 2=Allowed to sit for exam, 3=No action taken, 4=Allowed in after getting authorization to sit for exam, 5=Others	Number of Students				
	1	2	3	4	5
	Students found without IDs				
Students found with expired IDs					
Students found with forged IDs					
Students with Police Report of Lost IDs					
Students with University/Faculty Authorization to sit for Exam					

6. Management of Unauthorized Materials

Tick against unauthorized materials found in the examination hall	Yes	No
i. Books		
ii. Manuscripts or other written materials		
iii. Bags		
iv. Mobile/Smart- phones		
v. Tablets/Ipads		



vi. Laptops		
vii. Others (Specify)		

7. Management of Examination Irregularities

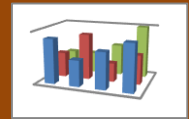
(a) Number of of students caught cheating in the exam hall		
(b) Type of Exam Irregularity (Tick as many as were found): i. Peeping/Copying from another's script ii. Copying from a sheet/book/phone etc iii. Talking to another student (iv) impersonation (v) Advanced Access to question paper (vi) Others (Specify)_____		
(c) Please Tick	Yes	No
i. Invigilators booked students found cheating to appear before the Exam Malpractice Committee		
ii. Expelled from the hall		
iii. Invigilators cautioned/warned the culprit		
iv. Invigilators asked the culprit to stop writing for a while		
v. No action was taken		

8. Management of End of Examination

Tick where applicable	Yes	No
i. Students were allowed to leave the exam hall 20mins before the end of examination		
ii. Students were allowed to drop their papers at designated points while the invigilators just observed		
iii. Students made movements toward the end of the examination		
iv. Students had discussions toward the end of examinations		
v. Invigilators announced the time toward the end of examinations		
vi. Students were reminded to write their Reg./Exam Numbers, sign attendance register toward the end of exam		
vii. Unused answer booklets were taken out of the exam hall by students		
viii. Students submitted their answer scripts in an orderly manner at the end of the examination		
ix. Others (Specify)		

9. General Conduct of Examination

Tick as appropriate	Yes	No
i. Invigilators were punctual		
ii. There were sufficient numbers of academic staff invigilating the examination		
iii. All invigilators were junior academics and technologists		
iv. The Chief invigilator is a senior academic		
v. The ratio of invigilator to student is within the stipulated 1:50 especially in large classes		



vi. Heads of units (Deans, Heads, Exam Officers, Directors) participated in the invigilation		
vii. There was good cooperation between invigilators and students		
viii. There was good cooperation between invigilators and Monitoring officers		
ix. Examination regulations were observed		
x. Examination hall was over-crowded		
xi. There was insufficient examination materilas (e.g. answer booklets, question papers)		
xii. Students did not write their names on the answer booklets		
xiii. Others (Specify)		

10. Your comments on other matters of importance

- i _____
- ii _____
- iii _____
- iv _____

