

Central Examination Committee

Guidelines for the Central Examination Committee

Central Examination Committee is the committee appointed in each academic year by the Senior Vice President for Academic Affairs to perform the duties of supervising the proctors and ensuring that the examination is managed smoothly and successfully (General Proctors/Building Supervisors).

1. Roles and Duties of the Central Examination Committee

1.1 Reporting Location

- 1.1.1. Examination Management Coordination Center, CB 1204 Room, 2nd Floor, Classroom Building 1 (N20), Phone: 02-470-8042
- 1.1.2. Examination Management Coordination Center, CB 30202 Room (Doctoral Degree Program Room), 2nd Floor, Classroom Building 3 (S13), Phone: 02-470-9436
- 1.1.3. Examination Management Coordination Center, SC 2217 Room, 2nd Floor, Department of Physics- Mathematics Building (N4)
- 1.1.4. Mini-Examination Papers Pick-up & Drop-off Point, LIB 113 Room (Escape Room), KMUTT Library Building (N10), 1st Floor, Phone: 02-470-8352

1.2 Duties during the Examination

- 1.2.1 The Central Examination Committee must arrive at the Examination Management Coordination Center, as per the assigned schedule, not less than 20 minutes before the examination starting time, otherwise, he/she will be considered **late** and will have to be reassigned to the next exam. In case of **absence**, he/she will have to be reassigned twice to the next exam.

Morning Session: Central Examination Committee are not permitted to attend to work later than 08:40 a.m.

Afternoon Session: Central Examination Committee are not permitted to attend to work later than 12:40 p.m.

- 1.2.2 Control and oversee the signing and work performance of the proctors in each examination building. The proctors must sign their name for attending work not less than 15 minutes before examination starting time, otherwise, they shall be considered **late**. If a proctor come for work late for more than 15 minutes from the examination starting time, he/she will be considered **absence from examination supervision** duties.

Morning Session: Proctors are not permitted to attend to work later than 08:45 a.m.

Afternoon Session: Proctors are not permitted to attend to work later than 12:45 p.m.

Noon Session: Proctors for overlapping examination room are not permitted to attend to work later than 11:45 a.m.

- 1.2.3 Consider proposing to deduct behavioral scores of the examinees with inappropriate attire according to University regulations before allowing them to take the exam (10 scores per time).
- 1.2.4 Consider permitting the examinees who are **15 minutes late but not more than 60 minutes** late to take the exam.
- 1.2.5 Assist in coordination, solving problems relating the examination management and oversee to ensure smooth operation of the examination.
- 1.2.6 Report issues of examination management in written document and propose to the Teaching Schedule-Exam Schedule Committee Meeting.
- 1.2.7 Other tasks assigned from the Teaching Schedule-Exam Schedule Committee Meeting.

Proctors

Guidelines for the Proctors

1. Reporting and Pick-up & Drop-off the Examination Papers

- 1.1. Proctors at Classroom Building 1 (N20) and Classroom Building 2 (N17):
Report to work and pick-up & drop-off the examination papers at **Examination Management Coordination Center, CB 1204 Room, 2nd floor, Classroom Building 1 (N20)**, phone: 02-470-8042
- 1.2. Proctors at Classroom Building 3 (S13) and Classroom Building 4 (S12):
Report and pick-up & drop off the examination papers at **Examination Management Coordination Center, CB 30202 room (Doctoral Degree Program Room), 2nd floor, Classroom Building 3 (S13)**, phone: 02-470-9436
- 1.3. Proctors at Faculty of Science Building (N4) and Science Laboratory Building (N7):
Report and pick-up & drop off the examination papers at **Examination Management Coordination Center, SC 2217 room, 2nd floor, Faculty of Science Building (N4)**
- 1.4. Proctors at KMUTT Library Building (N10) and Learning Café (Overlapping Examination Room):
Report and pick-up & drop off the examination papers at **Mini-Examination Papers Pick up & Drop-off Point, LIB 113 room (Escape Room), 1st floor, KMUTT Library (N10)**, phone: 02-470-8224 or 02-470-8352

2. Exchange of Proctors

If it is necessary to exchange the proctors due to taking sick leave, business leave, leave for training or seminar, the replacement must be completely processed. Exchanging of personnel can be done with those already listed as appointed proctors only by filling in the Proctors Exchange Form and submit to the Examination Coordinator of the Registrar's Office.

3. Attire of the Proctors

During an examination, the proctors should dress properly for performing duties and be a good example for the examinees by refraining from wearing T-shirts (no collars), sleeveless shirts, and jeans.

4. Role and Duties of the Proctors

4.1. Before an Examination

- 4.1.1. Proctors must arrive at the Examination Coordination Center as per the assigned schedule, sign the name for attending to work not less than 15 minutes before the examination starting time, otherwise, they shall be considered **late** and will have to be reassigned to the next examination.

Morning Session: Proctors are not permitted to attend to work later than 08:45 a.m.

Afternoon Session: Proctors are not permitted to attend to work later than 12:45 p.m.

Noon Session: Proctors for overlapping examination are not permitted to attend to work later than 11:45 a.m.

If the proctors are late for more than 15 minutes from the examination starting time, they shall be considered **absence from examination supervision** duties and will have to be reassigned twice to the next examination.

- 4.1.2. Receive the exam envelope and check to make sure that it matches the exam room of their supervision and that such envelope is not damaged or opened beforehand. Thereafter, completely sign for receiving the exam papers. If any problems are found, notify the Examination Administrator at the Examination Management Coordination Center.
- 4.1.3. Inspect that the examination room is in good order. If any problems are found, notify the Central Committee or the Examination Administrator immediately.
- 4.1.4. Open the exam envelope, read the instructions and make understanding thoroughly of the procedures specified on the front page. If any problems are found or there is any question, notify the Central Committee or the Examination Administrator immediately.
- 4.1.5. Distribute the exam papers on the desk according to the seating order indicated in student signature sheet attached in the examination envelope e.g. regular student group or international student group.
- 4.1.6. Post the student signature sheet on board in front of the examination room for the examinees' acknowledgement.
- 4.1.7. 5 minutes before an examination, students shall be allowed to enter the exam room with the proctor standing at the door to check for evidence of identity verification, authorized equipment for the exam e.g. calculator with sticker on according to the University regulations and the right attire according to University rules & regulations. Verification of the examinee identity may be done using either of the followings:
 - Student ID card

- Identification document with photo issued by the government office e.g. citizen ID card, passport, driver's license

- Student e-ID card on the University's Mod Link application

** The proctor must inform the examinees to turn off all communication devices or electronics equipment used for presenting student e-ID card before entering the exam room. **

- The student ID card substitute issued by the Registrar's Office

4.1.8. Before an exam start, the proctor shall inform the examinees as follows:

4.1.8.1. Read the instructions on the cover page of the exam to the examinees and inform them to check the received exam papers and the answer sheets whether they are correct for the course and study group of the examinee (if any). The examinees are strictly prohibited to open the exam papers.

4.1.8.2. Inform the examinees to sign on the cover page of the exam papers and the answer sheets (if any).

4.2. During the Examination

4.2.1. When it is time for the exam, the proctor shall announce that the examinees open the exam papers and start doing the exam and inform the examinees to check number of pages and number of questions. If any problems are found, examinees must inform the proctor to change for the new exam papers (using backup copies).

4.2.2. In case an examinee is **late for** the exam for **more than 15 minutes but not exceeding 60 minutes** from the exam starting time, the examinee must contact the nearest Examination Management Coordination Center to ask for permission to enter the exam room.

4.2.3. After 30 minutes have elapsed from the start of the exam, the examinees must sign on the student signature sheet. The proctor shall check the exam equipment to ensure no suspicious acts of cheating.

In case of absence, the proctor shall indicate "absence from exam" in the signature box of such examinee.

4.2.4. The proctor shall not permit examinees who arrive **later than 60 minutes** from the exam starting time to enter the exam room and inform the examinees to immediately contact the lecturer of the course for which they have missed the exam.

4.2.5. The proctor shall not permit the examinees to leave the exam room before 1 hour or during the first 60 minutes from the start of exam in all cases, including the course with one-hour exam.

4.2.6. The proctor shall not permit the examinees to go to the restroom all through the exam, except for an emergency case e.g. running stomach. However, this shall be at the proctor's discretion.

In case an examinee has an emergency of having to use the restroom during the exam, the proctor shall accompany the examinee and check that he/she does not

bring any stationery, other items, or electronic devices of any kind with him/her to the restroom.

- 4.2.7. The proctors walk around the aisles of the seating and the exam room area to check for good order and whether there is any fraud during the exam. If there is a suspicion of any fraud, the proctor shall inform the Examination Administrator and write the report of such fraud in the specified form. However, the proctor must allow the examinees to continue doing the exam until it is completed.
- 4.2.8. The proctor should sit at the provided spot, in front and at the back of the room, or stand at the spot where all examinees' acts can be seen clearly and shall not do any other activities that will disturb the examinees or affect the performance of the proctor's duties e.g. loud chat, talk on/use the mobile phone, using the portable computer or doing personal work.
- 4.2.9. The proctor must oversee the exam in the exam room at all times, except for necessity, there shall be at least 1 proctor in the exam room.
- 4.2.10. The proctor is prohibited to criticize and take photos of the exam papers.
In the event there is a question on the exam, the proctor shall contact the Examination Management Coordination Center. If there is any amendment to the exam papers, the Examination Management Coordination Center shall inform the examinees in all exam rooms of such course.

4.3. After the Exam is Finished

- 4.3.1. When the exam time is over, the proctor shall announce to the examinees that they must put down their pen and stop writing. The examinees will not be allowed to leave their seats until the proctor has completely inspected all the exam papers and the answer sheets (if any). Thereafter, allow them to leave the exam room. In case the examinees have finished doing the exam before the time is over, the proctor shall inspect all the exam papers and the answer sheets (if any) and allow the examinees to leave the exam room at least after 60 minutes.
- 4.3.2. The proctor shall collect the exam papers and the answer sheets (if any), put together and completely count all the exam papers and the answer sheets (if any), with an order of examination seat numbers from low to high, before packing into the exam envelope.
- 4.3.3. Pack the student signature sheet into the examination envelope, seal the envelope, sign on the front side of the envelope before submitting to the Examination Management Coordination Center within 30 minutes after the exam is finished.

Remarks: If the proctors do not perform duties as per the Guidelines for the Proctors and/or neglect their duties as a proctor, it shall be deemed the Examination Management Committee's duty to consider proposing punishment to their original work unit for further action.