

Proctors for Overlapping Examination Room
Guidelines for Proctors for Overlapping Examination Room

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

Mini-Examination Papers Pick up & Drop-off Point, LIB 113 Room, 1st Floor, KMUTT Library Building (N10), Phone: 02-470-8352

2. Examination Location

Examination room: Learning Café, 3rd Floor, KMUTT Library Building (N10)

3. Exchange of Proctors

- 3.1. If it is necessary to exchange the proctors, 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.
- 3.2. Proctors members taking sick leave, business leave, leave for training or seminar, must completely process of the replacement before the examination. However, the proctors cannot delegate authority to an unappointed person listed as proctors to act on their behalf.

4. 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.

5. Role and Duties of the Proctors

5.1. Before an Examination (Morning Session)

- 5.1.1. 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 prohibited to attend to work later than 08:45 a.m.

Afternoon Session: Proctors are prohibited to attend to work later than 12.45 p.m.

Noon Session: Proctors for overlapping examination room are prohibited 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.

- 5.1.2. Morning session proctors receive the exam envelope and check to make sure that it matches the exam room of their supervision and such envelope is not damaged or opened beforehand. Thereafter, completely sign for receiving of the exam papers. If any problems are found, notify the Examination Administrator at the Examination Management Coordination Center.
- 5.1.3. Morning session proctors receive name tags from the Examination Administrator for overlapping exams students and special overlapping exams students.
- 5.1.4. Inspect that the examination room is in good order. If any problems are found, notify the Central Committee or the Examination Administrator immediately.
- 5.1.5. Open the exam envelope, read the instructions and thoroughly make understanding of the procedures specified on the front page. If any problems are found or if there is any doubt, notify the Central Committee or the Examination Administrator immediately.
- 5.1.6. Morning session proctors assign seating arrangements to examinees as appropriate and post on the whiteboard.
- 5.1.7. Distribute the exam papers on the desk according to the seating order specified and posted on the whiteboard.
- 5.1.8. 5 minutes before an examination, the proctor shall stand at the door and proceed as indicated in Articles 5.1.8.1 – 5.1.8.3 as follows:
 - 5.1.8.1. Check for evidence of identity verification of the examinees, 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.
 - 5.1.8.1.1. Verification of the examinee identity may be done using either of the followings:
 - 5.1.8.1.1.1. Student ID card
 - 5.1.8.1.1.2. Identification document with photo issued by the government office e.g. citizen ID card, passport, driver's license
 - 5.1.8.1.1.3. Student e-ID card on the University's Mod Link application
 - ** The proctor must inform the examinees to turn off all communication device or electronics equipment used for presenting student e-ID card before entering the exam room.**
 - 5.1.8.1.1.4. The student ID card substitute issued by the Registrar's Office

- 5.1.8.2. Distribute name tag to the examinees*, for students taking overlapping exams or special overlapping exams. *The examinees having the same exam course as other examinees sharing the same overlapping examination room but different exam time shall be deemed special overlapping exam students that must be controlled to prevent meeting or talking with other overlapping exam students.
- 5.1.8.3. Inform the examinees of their seating in specified order posted on the whiteboard.
- 5.1.9. Before the exam start, the proctor shall inform the examinees as follows:
 - 5.1.9.1. Inform the examinees to check for correctness of the received exam papers and the answer sheets (if any). The examinees are strictly prohibited to open the exam papers.
 - 5.1.9.2. Inform the examinees to sign on the cover page of the exam papers and the answer sheets (if any).
 - 5.1.9.3. Inform the examinees to read the instructions on the cover page of the exam and make understanding thoroughly of the procedures indicated. If any problems are found or if there is any doubt, examinees must inform the proctor immediately.

5.2. During each Examination Session (Morning Session/Afternoon Session)

- 5.2.1. When it is time for the exam, the proctor shall announce that the examinees open the exam papers, start doing the exam and inform the examinees to check the 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 copy).
- 5.2.2. In case an examinee is **late** to the exam room for **more than 15 minutes but not exceeding 60 minutes** from the start of the exam, the student must contact the nearest Examination Management Coordination Center to ask for permission to enter the exam room.
- 5.2.3. 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.
- 5.2.4. 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.
- 5.2.5. 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 the exam in all cases.

5.2.6. The proctor shall not permit the examinees to use 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 the event that an examinee has an emergency to use the restroom during the exam, the proctor must 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.

5.2.7. The proctor shall 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 suspicious 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.

5.2.8. 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 cause damage to the exam e.g. loud chat, talk on/use the mobile phone, using the portable computer or doing personal work.

5.2.9. The proctor must oversee the exam in the exam room at all times, except for necessity, there will be at least 1 proctor in the exam room.

5.2.10. The proctor is prohibited to criticize and take photos of the exam papers.

In the event there is a question on the exam papers, 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.

5.3. After the Exam is Finished (Morning Session)

5.3.1. 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). Then, the examinees will be allowed to take lunch break while still in the examination room area and must strictly adhere to the procedures for overlapping examination rooms.

5.3.2. 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 from the lowest to the highest seat numbers before packing into the exam envelope.

5.3.3. Pack the student signature sheet into the examination envelope, seal the envelope, signing on the front side of the envelope before submitting to the Examination Management Coordination Center within 30 minutes after the exam is finished.

5.3.4. The morning session proctors shall submit student list form of the overlapping exam to the noon session proctors.

5.4. Lunch Break Session (Time 12:00 – 13:00 p.m.)

5.4.1. The 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, otherwise, they shall be considered late and will have to be reassigned to the next exam

Noon session: the proctors are prohibited to attend to work later than 11:45 a.m. If the proctors are late for more than 15 minutes from the start of the exam, they shall be considered **absence from examination supervision** duties and will have to be reassigned twice to the next examination.

5.4.2. The noon session proctors supervise students to prevent them from leaving the examination quarantine area or contacting the outside persons. Besides. The examinees are not permitted to use the mobile phone and all kinds of electronics devices throughout the quarantine period of the overlapping examination.

5.4.3. The noon session proctors submit the student name list form of overlapping exam students to the afternoon session proctors.

5.5. Before an Examination (Afternoon Session)

5.5.1. The proctor 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, otherwise, they shall be considered late and will have to be reassigned to the next exam.

Afternoon Session: the proctors are prohibited to attend work later than 12:45 p.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 exam.

5.5.2. Afternoon session proctors receive the exam envelope and check to make sure that the exam envelope matches the exam room of their supervision and that such envelope is not damaged or opened beforehand. Thereafter, completely sign for receiving of the exam papers. If any problems are found, they must notify the Examination Administrator at the Examination Management Coordination Center.

- 5.5.3. Inspect that the examination room is in good order. If any problems are found, the proctors must notify the Central Committee or the Examination Administrator immediately.
- 5.5.4. Open the exam envelope, read the instructions and thoroughly make understanding of the procedures specified on the front page. If any problems are found or if there is any doubt, notify the Central Committee or the Examination Administrator immediately.
- 5.5.5. Distribute the exam papers on the desk according to the seating order specified on the whiteboard.
- 5.5.6. 5 minutes before an examination, the proctor shall stand at the door and proceed as indicated in Articles 5.5.6.1 – 5.5.6.2 as follows:
 - 5.5.6.1. Check for evidence of identity verification of the examinees, 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.
 - 5.5.6.2. Verification of the examinee identity may be done using either of the followings:
 - 5.5.6.2.1. Student ID card
 - 5.5.6.2.2. Identification document with photo issued by the government office e.g. citizen ID card, passport, driver's license
 - 5.5.6.2.3. Student e-ID card on the University's Mod Link application
 - ** The proctor must inform the examinees to turn off all communication device or electronics equipment used for presenting student e-ID card before entering the exam room. **
 - 5.5.6.2.4. The student ID card substitute issued by the Registrar's Office
- 5.5.7. Before an exam start, the proctor shall inform the examinees as follows:
 - 5.5.7.1. Inform the examinees to check for correctness of the received exam papers and the answer sheets (if any). The examinees are strictly prohibited to open the exam papers.
 - 5.5.7.2. Inform the examinees to sign on the cover page of the exam papers and the answer sheets (if any).
 - 5.5.7.3. Inform the examinees to read the instructions on the cover page of the exam and make understanding thoroughly of the procedures indicated. If any problems are found or if there is any doubt, examinees must inform the proctor immediately.

5.6. After the Exam is finished (Afternoon Session)

- 5.6.1. 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.
- 5.6.2. 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 from the lowest to the highest seat number before packing into the exam envelope.
- 5.6.3. Pack the signature sheet into the examination envelope, seal the envelope, signing on the front side of the envelope before submitting to the Examination Management Coordination Center within 30 minutes after the exam time is over.

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.