

GUIDELINES FOR INVIGILATORS

- Every examination is an *amaanah* (Trust) and it should be conducted accordingly.
- Seat pupils in such a manner that they are unable to copy.
- Pupils of the same grade should not be seated too close to one another.
- Pupils absent for the exams should be indicated on the mark sheet with an **A**.
- Every pupil must write his / her name and the name of his / her madrasah on the exam paper.
- All textbooks and note books related to the subject being tested must be collected by the invigilator before the exam.
- All writing material should be inspected to ensure that no notes etc. are in the possession of any pupil related to the subject being examined.
- No talking or any type of communication must be allowed during the exam between the pupils.
- Pupils should be observed vigilantly and prevented from any type of misconduct or cheating.
- If any pupil is found copying or communicating with any other pupil, his / her exam paper must be confiscated and this must be indicated to on the exam paper.
- If any pupil cannot read or understand the Questions in the question paper, especially the Grade 3 or Grade 4 pupils, then one of the invigilators should read out the questions to them without giving any clues to the answers.
- Ask all the pupils to recheck their answers before giving in their exam papers.
- Exam Papers should only be collected or given in after one hour has passed from the time the exam commenced.