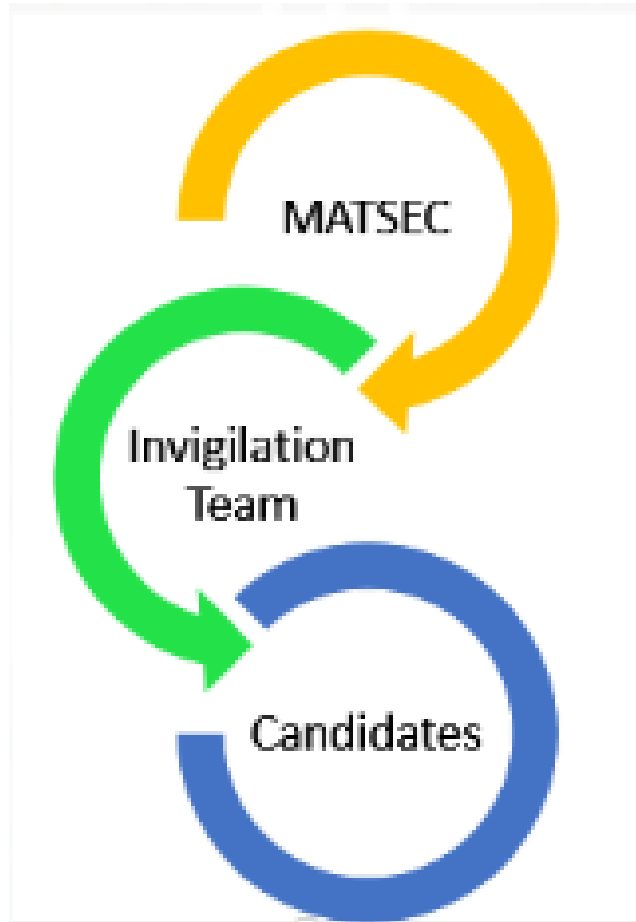


# MATSEC Exam Invigilation

EXAMINATIONS DEPARTMENT,  
PINTO BUSINESS CENTRE, LEVEL 2, MILL STREET,  
QORMI, MALTA

# Introduction:



# Public information on Exams:


[Guidelines and policies - MATSEC Examinations Board - L-Università ta' Malta \(um.edu.mt\)](#)

## L-Università ta' Malta

STUDY ▾ ABOUT ▾ RESEARCH ▾ ACADEMIC ENTITIES ▾ SERVICES ▾

### Guidelines for candidates and assessors -

[Candidates' Guidebook](#) 


[Glossary of Terms](#) 


[SEC Vocational Subjects Policy Document 2019](#) 

[SEAC Vocational Subjects Policy Document 2019](#)  

### Guidelines for examination panels -

[Paper Setting: Procedures and Good Practices](#) 


[Marking: Issues and Procedures](#) 

[Syllabus Panels: Guidelines](#) 

[Exam Centre Management and Invigilation](#) 


[Grade Awarding: Guidelines](#) 

### Checklists for examination panels -

[Chairperson: paper setting checklist](#) 

[Reviewer: paper reviewing checklist](#) 

[Chairperson: Vocational subjects examination papers and marking schemes](#) 

[Reviewer: Vocational subjects paper reviewing checklist](#) 



[Moderator: coursework moderation checklists](#)

### Guidelines and policies +

## Study at UM

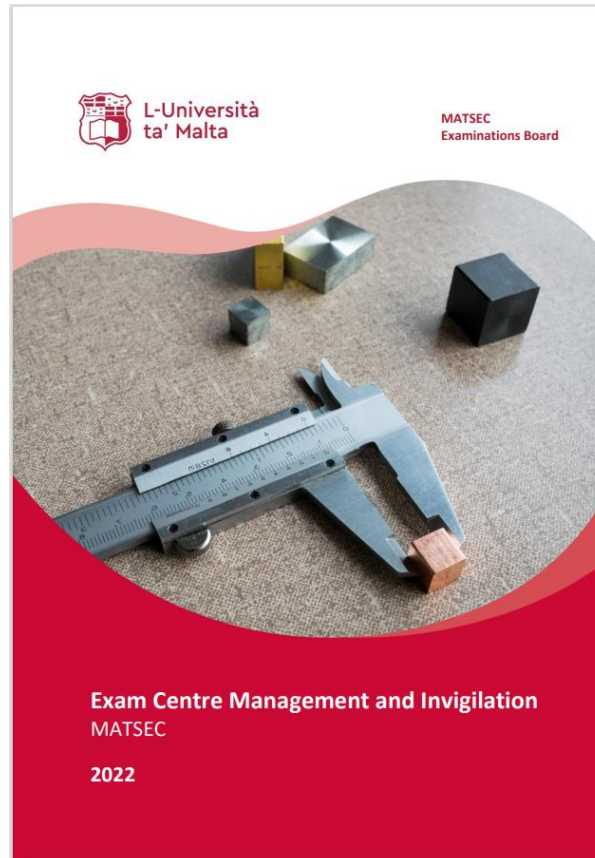
Find a course: enter keywords



- A-Z, All courses
- Undergraduate courses
- Postgraduate courses
- Doctoral Research
- Undergraduate prospectus 
- Postgraduate prospectus 

# Exam Centre Management and Invigilation MATSEC:

[https://www.um.edu.mt/\\_data/assets/pdf\\_file/0005/438620/InvigilationandCentreManagement2022.pdf](https://www.um.edu.mt/_data/assets/pdf_file/0005/438620/InvigilationandCentreManagement2022.pdf)



Assistant  
Supervisors

Corridor/floor  
invigilators

Invigilators

EAA Staff  
(Examination Access  
Arrangement Staff)

Supervisor

# Supervisor

- Communicates with MATSEC AND EXAMS Department(e.g. candidate complaints during exams)
- Briefs and assigns roles to invigilation staff
- Reports any issue with invigilation staff, including insufficient numbers, to Exams Department
- Reports candidates who are late ( > 30min), out-of-centre, and/or have no identification documents
- Is to be present if candidates are checked and is to endorse malpractice and/or irregularity reports

# Assistant Supervisors

- Assist the Supervisors in running the Centre, communicating with personnel, ensuring security of MATSEC materials, evaluating the level of management and invigilation, etc
- Consult with Supervisors on any decisive matter/s

# Corridor Invigilators

- Ensure that MATSEC regulations are adhered to in corridor areas
- Monitor corridors and bathrooms
- Do not allow multiple candidates in restrooms
- Stop and report suspicious candidates ( e.g. mobile phones visibly in pocket while going to bathrooms);
- Temporarily relieve invigilators.



# Invigilators

- Ensure security of MATSEC scripts, examination papers, and material;
- Calmly, clearly, and politely communicate information to candidates;
- Ensure all MATSEC regulations are in place;
- Pre-empt any irregular conducts;
- Report any malpractice and/or irregularities
- Contact the Supervisor when the needs arises.

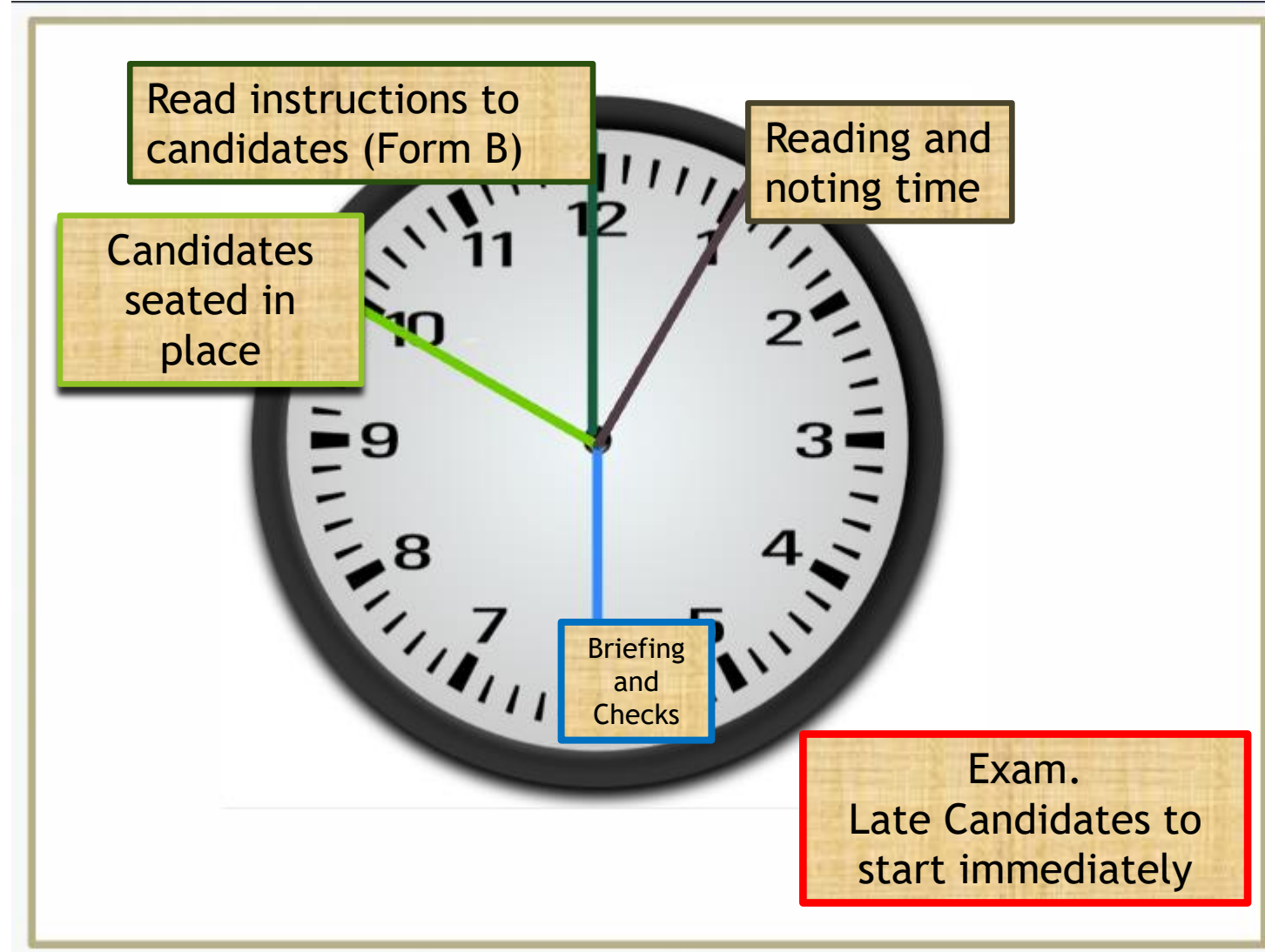
# E A A Staff

- Readers, prompters, practical assistant (wheelchair bound) communicators, scribe, etc
- Are responsible to ensure that access arrangements are fairly provided to candidates.

## Duties and Time

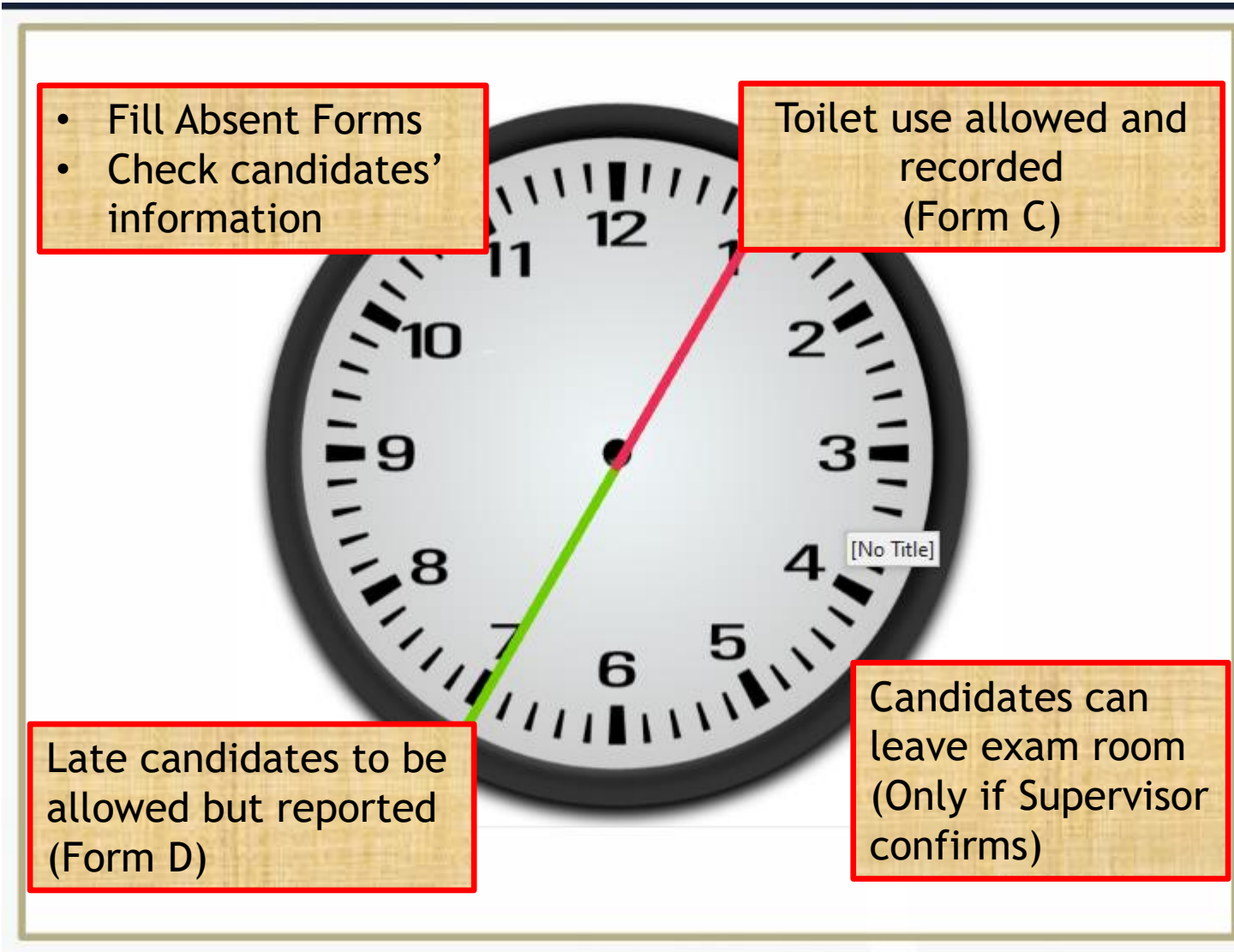


## Duties and Time



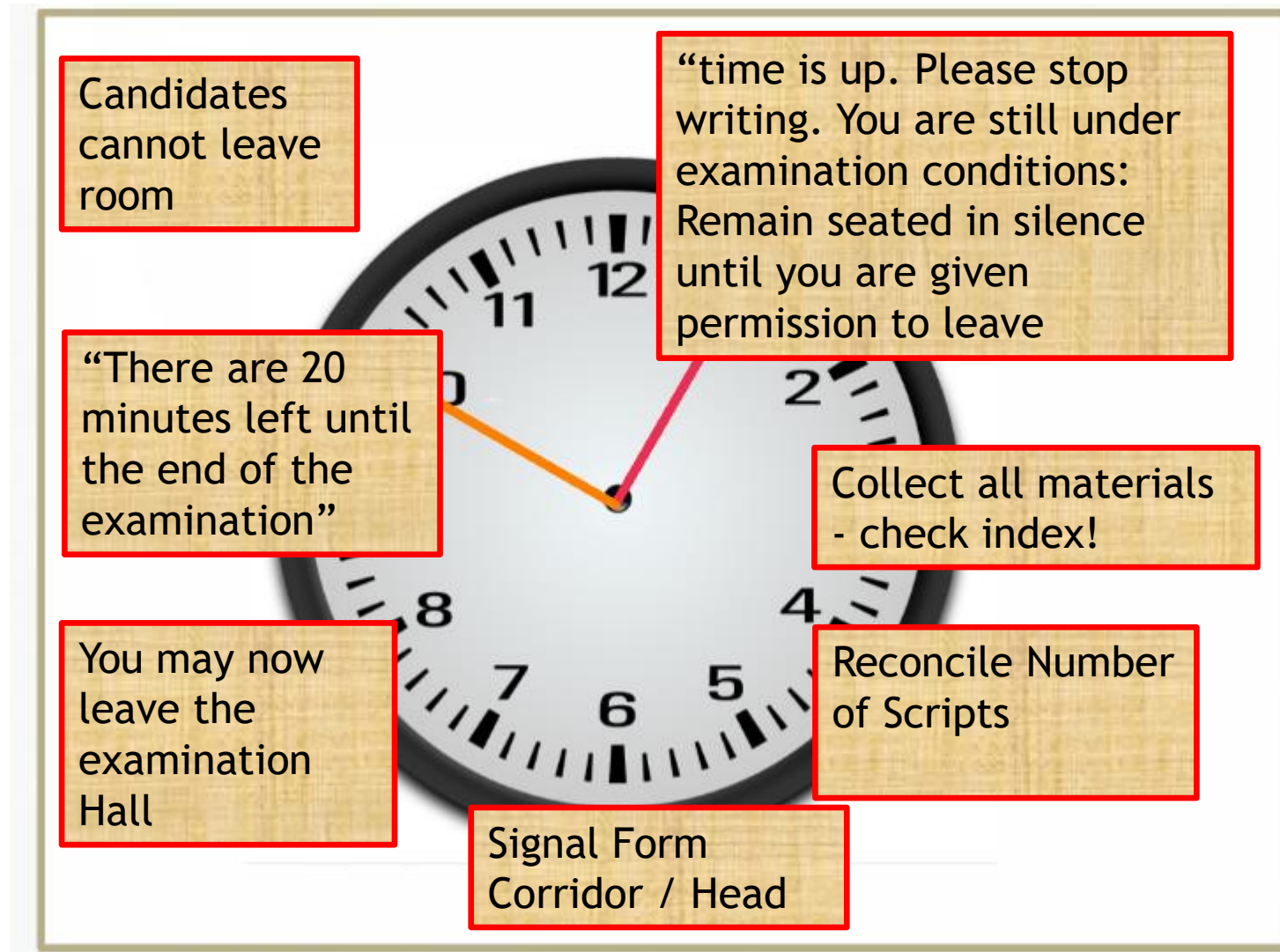
What to do during the beginning of the exam

## Duties and Time



What to do during the exam

## Duties and Time



What to do during the ending of exam



### Distribution of Exam Material

- *Examination Scripts (Pitazzi) will be distributed before the session starts.*
  - *Please speak to MATSEC if you are running low*
- *Distribution of examination papers will start **2 hours** before the examination session*
- *Examination papers will be packed in packets of 10 to 25. The Supervisor should distribute these in classes*

## SEC Listening Comprehensions

- *Before Listening comprehensions, computers and speakers are to be checked.*
- *Automatic updates, screen savers, notifications, and sleep modes must be removed from each computer*
- *The recordings are to be copied by MATSEC to each computer's desktop*
- *The recordings incorporates students' writing/ reading time. Recordings should not be stopped. At the end it will say 'THIS IS THE END OF THE EXAMINATION'.*
- *Recordings (i.e. the files) are to be deleted from computers after the examinations*
- *Disturbances are to be kept to a minimum (e.g. while taking the attendance).*



## Forms

[illegible][illegible][illegible]

**Examination Avenue Arrangement  
Invigilator's Declaration Form**

THIS FORM MUST BE COMPLETED BY INVIGILATORS ONLY.  
 JAMBORETTA MUST BE SIGNATURED BY ALL INVIGILATORS.  
 SIGNATURES MUST BE DATED AND SIGNED IN THE SPACES  
 PROVIDED.

FOR THE PURPOSES OF THIS FORM, THE INVIGILATOR MUST SIGN  
 INDICATING THEIR LEVEL OF INVIGILATION EXPERIENCE.

**NAME: \_\_\_\_\_**

Supervisory Level: \_\_\_\_\_

Level 1 and 2: \_\_\_\_\_

Level 3: \_\_\_\_\_

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Level 3

There are 4 types of Form for you to take note off

## Form B

- What to do

FORM  
B

# *MATSEC Invigilation Form*

**THIS FORM MUST BE COMPLETED AFTER EACH EXAMINATION  
AND RETURNED TOGETHER WITH THE CANDIDATES' ANSWER  
BOOKLETS AND OTHER DOCUMENTS**

- Please report any candidate irregularity and/or malpractice using Form D. Reports are to include a detailed description of the event and any action taken.
- Instructions are to be read to candidates as indicated.
- For candidates leaving the room temporarily (e.g. toilet breaks), Form C is to be completed accordingly.

**GENERAL INFORMATION**

## Form B

- What to do

taken.

- Instructions are to be read to candidates as indicated.
- For candidates leaving the room temporarily (e.g. toilet breaks), Form C is to be completed accordingly.

GENERAL INFORMATION						
Centre:			Room No:			
Subject:			Level:	<input type="checkbox"/> SEC	<input type="checkbox"/> AM <input type="checkbox"/> IM	
Head of Centre:						
Invigilator/s:						
Date:			Time:	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
All instructions were read to candidates:		<input type="checkbox"/> yes <input type="checkbox"/> no	Five minute reading & noting time was provided:			<input type="checkbox"/> yes <input type="checkbox"/> no
All scripts and data booklets were collected:		<input type="checkbox"/> yes <input type="checkbox"/> no	Candidate irregularities were noted:			<input type="checkbox"/> yes <input type="checkbox"/> no
Candidates temporarily left the exam room:		<input type="checkbox"/> yes <input type="checkbox"/> no	Changes in the seating plan were made:			<input type="checkbox"/> yes <input type="checkbox"/> no

INSTRUCTIONS TO BE READ TO CANDIDATES	
• All electronic devices should be switched off and stored in your bags. If any	

## Form B

- What to do

All scripts and data booklets were collected:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Candidate irregularities were noted:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Candidates temporarily left the exam room:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Changes in the seating plan were made:	<input type="checkbox"/> yes	<input type="checkbox"/> no

### INSTRUCTIONS TO BE READ TO CANDIDATES

- All electronic devices should be switched off and stored in your bags. If any such device, even switched off, is found on your person, this will be considered as an attempt to cheat.
- All required materials are to be taken out of your bags now. You are not to access your bags during the examination.
- Headwear and outdoor clothing is to be removed.
- No containers, including pockets, are allowed except if these are transparent.

### READING AND NOTING TIME (WHERE APPLICABLE):

- **Start:** You have 5 minutes to read the paper and take notes. During this time writing is permitted.
- **End:** The reading and noting time is over. You have \_\_\_\_ hours to complete the paper.

### END OF EXAMINATION

- **20 minutes Before:** There are 20 minutes left until the end of the examination.
- **End:** Time is up. Please stop writing. You are still under examination conditions: remain seated in silence until you are given permission to leave.

- What to do

21

## Form C

- What to do

FORM

C

### CANDIDATES LEAVING THE EXAMINATION ROOM TEMPORARILY

Index number	Time Out	Time In	Index number	Time Out	Time In

## Form D

- What to do

CANDIDATE IRREGULARITY FORM			
Index Number:			
Centre:		Room No:	
Subject:		Level:	<input type="checkbox"/> SEC <input type="checkbox"/> AM <input type="checkbox"/> IM
Date:		Time:	
Is there any other material attached with this form?		<input type="checkbox"/>	<input type="checkbox"/>
Details of irregularity and action taken:			

- What to do

## What happened?

## Where did this happen?

## When did this happen?

## What action was taken?



## Form D

- What to do

- Make sure that apart from the report you also fill in the below.
- Form needs to be endorsed by both the Supervisor & Candidate

Candidate Name:

Candidate Signature:

Invigilator Name:

Invigilator Signature:

Head of Centre Name:

Head of Centre Signature:

## Form re EAA

- What to do

**Form F**

### *Examination Access Arrangements Invigilators' Declaration Form*

THIS FORM MUST BE COMPLETED BY INVIGILATORS WITH CANDIDATES WITH EXAMINATION ACCESS ARRANGEMENTS WHEREBY THESE ARRANGEMENTS ARE LIMITED TO EXTRA TIME ONLY.

THIS FORM DOES NOT REPLACE THE ACCESS ARRANGEMENTS SUPPORT STAFF (AASS) DECLARATION FORM.

**GENERAL INFORMATION**

Examination Centre: \_\_\_\_\_

Exam Level and Title: \_\_\_\_\_

Head of Centre: \_\_\_\_\_

Invigilator/s: \_\_\_\_\_

Date: \_\_\_\_\_

Index Number	Time Out	Index Number	Time Out

I declare that I have followed all the instructions by MATSEC/ADSC as set out in the 'Guidelines to MATSEC Examinations Access Arrangements 2015'.

Invigilator Name: \_\_\_\_\_ Invigilator Signature: \_\_\_\_\_

## Form EAA

- What to do

FORM  
**F**

*Examination Access Arrangements  
Invigilators' Declaration Form*

THIS FORM MUST BE COMPLETED BY INVIGILATORS WITH CANDIDATES WITH EXAMINATION ACCESS ARRANGEMENTS WHEREBY THESE ARRANGEMENTS ARE LIMITED TO EXTRA TIME ONLY.

THIS FORM DOES NOT REPLACE THE ACCESS ARRANGEMENTS SUPPORT STAFF (AASS) DECLARATION FORM.

GENERAL INFORMATION

Examination Centre:	
Exam Level and Title:	
Head of Centre:	
Invigilator/s:	
Date:	

## Form EAA

- What to do

Index Number	Time Out	Index Number	Time Out

I declare that I have followed all the instructions by MATSEC/ADSC as set out in the 'Guidelines to MATSEC Examinations Access Arrangements 2015'.

Invigilator Name: _____	Invigilator Signature: _____
-------------------------	------------------------------

# Other points to take into consideration

- ▶ Calculators are allowed with some restrictions
- ▶ Change in seating - noted on plan
- ▶ Walk and look around
- ▶ Candidates stationery- transparent container or no else no containers
- ▶ Space under the desk - empty
- ▶ Mobile phones, smart phone/watches and cheating no second chance.
- ▶ No talking to candidates or staff.



# Other points to take into consideration

- Papers are to be sealed and the seal broken in front of candidates.
- All material is to be collected after the examination.
- No exam paper or any other material is to be given to third parties, kept by invigilation personnel, or photocopied.
- All scripts, exam papers and data booklets (if any) are to be accounted for.
- Candidates are to be given as much scripts as needed as long as all of these are collected.
- If candidates ask for another exam paper, the Head of Centre is to be informed.





### *How to deal with questions about exam content:*

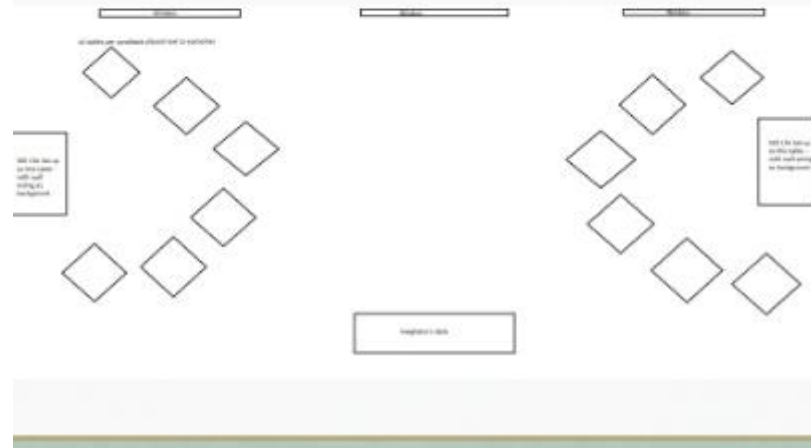
- Calmly gather all information - question number, page, what is the problem?
- Student must continue their work
- Head of Centre contacts MATSEC via phone - **23402241**
- MATSEC will provide an errata corriege (if any) through the dedicated Whatsapp group.
- If there is a real issue reported and an errata corriege is not issued, student will be compensated by MATSEC after the exam,



## *SEC Art - Object Drawing*



- Arrange the objects as explained by the plan and photo sent by MATSEC.
- Place the plan on the table and the items in their outline.
- Use the photo to arrange items as shown.
- All objects are to be returned to MATSEC.
- Set up two tables per candidate.
- Candidates must **not** be facing windows.
- Set up room as shown below.





# Typical situation examples

- ▶ Candidate 1345 has a difficulty. He cannot understand what is meant by the following:
  - ▶ Explain, using your own words, the words in *italics*” this follows a paragraph where the words ‘*reflection*’ and ‘*refraction*’ are italicised
- ▶ Advise that the question may be worked as is. There is no need to inform MATSEC.
- ▶ If other candidates have the same complaint, speak to the Supervisor such that MATSEC is informed. Advise candidates to continue their exam

# Typical situation examples

- ▶ Candidate 0157 would like to change her place as the sun is annoying her. She points at an empty desk in an unaffected part of the hall

- ▶ If the desk is unused (no index number on the table), the candidate may be allowed to move given that
  - ▶ Supervisor is informed and
  - ▶ New position is noted on the seating plan.

# Typical situation examples

- ▶ It is 35 minutes since the exam started. You are going round to check candidates' information and you find that candidate 3124 has no valid ID card or passport with him/her
- ▶ Allow candidate to continue the examination, Inform Supervisor. S/he will take note of candidate and advise to bring identification for the next exam. If candidate fails to do so, a report is compiled and forwarded to MATSEC

- ▶ Candidate 0897 has notes **written** on his eraser, covered by the eraser's cover
- ▶ Confiscate the eraser. Call the supervisor. A report must be written (**form D**). Candidate should continue with the examination.
- ▶ Do not make a big fuss out of it (no shouting, calling names, or disturbing other candidates).

# Typical situation examples

- ▶ Candidate 5457 asked permission to leave the centre permanently after 1 hours 15 minutes. After a few seconds he returns expecting to be granted access because he “forgot to check a numerical answer to a question”
- ▶ Inform candidate that he may not re-enter the classroom.

## THANK YOU

Re Invigilators:

Contact Person:

Mr. Salton Sammut

Email [salton.sammut@gov.mt](mailto:salton.sammut@gov.mt)

Phone 25982970

Re EAA:

Contact Person:

Ms. Marilyn Compagno

Email [marilyn.compagno.2@gov.mt](mailto:marilyn.compagno.2@gov.mt)

Phone 25982960