

Written Examination Invigilators' Report

Course Name :
Year /Semester :
Exam Title :
Main invigilator :
Other invigilators :

Course Code :
Date :
Place/Hall :
Signature :
Signatures :

Please rate the following areas by ticking (√)

Item	Details	1	2	3	4
Physical Facility	The rooms were satisfactory for the number of examinees. (Adequate desks, temperature, ventilation, lighting, noise level, etc.)				
Security	Test Materials were kept secured from examination venue to the examination office.				
Test Administration	1. Test Administrators followed procedures as outlined in Assessment Policy				
	2. Examinees were given appropriate instructions before exam began				
	3. Examination was administered fairly & professionally				

Key: 1. Acceptable 2. Needs Improvement 3. Unacceptable 4. Not Observed

Additional Comments or special notes by the Main Invigilator (please be specific)

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For Students Assessment Committee (SAC) use only:

Comment

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SAC Representative

Signature: