



## ST. LOUIS SCHOOL

Circular No. 004 (21-22)

25<sup>th</sup> August, 2021

Dear Teachers and Staff,

### INSTRUCTIONS TO ALL INVIGILATORS FOR OUR SCHOOL TEST/EXAM

- Teachers invigilating at the *first session* of a level on each day are requested to be present in their classrooms at or before **8:05 a.m.** (for morning session) or **1:40 p.m.** (for afternoon session) for prayers and announcements.
- Support Teachers invigilating on corridors are requested to be available for the full session concerned. This is to make sure that students being excused are well attended and invigilators are given full backup. They should maintain the order of the corridor and ensure that all students have left the corridors after the test/examination.
- Students are not allowed to wear smart watch(es) when having test/examination. They have to switch off all their electronic devices and place all other personal belongings under their chairs before the test/examination starts. Before the start of each session, invigilators should remind students that they may refer to the time on the clock in front of each classroom or the School Hall.
- Five minutes before a test / an examination starts, the invigilator should ask
  - all students to put their schoolbags under their chairs;
  - all students to switch off their mobile phones (if any) and place the mobile phones under their chairs;
  - all students to be seated according to their class numbers.(For example, a classroom with six rows and 36 students should have the seating plan arranged as shown.)

	Blackboard			Door	
31	25	19	13	7	1
32	26	20	14	8	2
33	27	21	15	9	3
34	28	22	16	10	4
35	29	23	17	11	5
36	30	24	18	12	6
- Once the test/exam papers have been distributed, remind all students to check that there are no missing questions or pages in their question papers and answer sheets (if any). Ask them to enter their names, classes and class numbers in the appropriate spaces when the tests/exams begin.  
After the students are allowed to start, write immediately on the blackboard the name of the subject/paper, the starting and the finishing time of that session.
- The invigilator may exercise his or her own discretion to handle any queries from the students. (Within the first half hour of each session, the setter of each paper is expected to visit each class concerned and answer queries.)
- Attendance is to be taken 15 minutes after the start of each session. Enter the names and the respective class-numbers of all absentees and the total number of students present on the attendance record sheet provided.

8. Invigilators should give full undivided attention on the students during invigilation, i.e. they should **not** do any marking of answer scripts, read newspapers/magazines or chat with other invigilators in the test/exam room/hall, etc.
9. Students should not be allowed to borrow any stationery from their neighbors. Electronic calculators used in any test/examination session (other than language subject tests/exams, i.e. English Language and Chinese Language) should be of the models approved by the Hong Kong Examinations and Assessment Authority. (Refer to the orange label pasted on each calculator.)
10. Students should fill in the “in-out time” on the “Toilet Usage Form” when being excused.
11. **No students are allowed to leave before the end of the test/examination** *except for the students taking tests/exams at special room(s), who have the discretion of not using the full length of extended test/exam time.*
12. Remind all students not to play at the playgrounds, as any noise may disturb other students who are still taking the test/exam.
13. At the end of each session, collect all answer scripts ***in numerical order***.  
Check the correct number of scripts before returning to the General School Office.
14. Invigilators are requested to collect the classroom keys before each session of the test/examination in the General School Office.  
Invigilators are also requested to lock the classrooms after he/she has collected all the question papers & answer scripts.  
Evacuate students from the corridor to avoid loitering without teachers’ presence.
15. Invigilators should return the classroom keys and answer scripts to the General School Office immediately after each session.
16. Teachers who are not invigilators are requested to stand by on test/examination days. This is to safeguard the proper running of all test/exam days and support other colleagues in case of emergency/test/exam irregularities. Exact details will be announced in due course.

Administrative Affairs Team  
for Principal