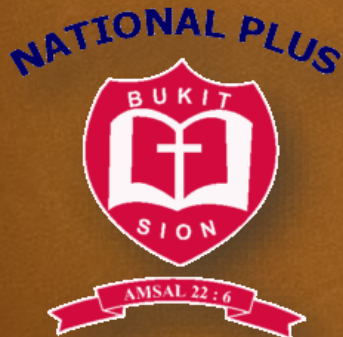


Bukit Sion Middle – High School Mid-Semester 1 Examination



An Introduction to Invigilation
Wednesday, 21 September 2016



Introduction



- ❧ Your roles
- ❧ Your responsibilities
- ❧ What you do before, during and at the end of exams



Your Role



- ❧ Give all your students the same exam experience.
- ❧ Ensure the security of each exam – before, during and at the end.
- ❧ Prevent possible malpractice.
- ❧ Help organise students at the start and end of the exam.
- ❧ Provide the correct information and material for each exam.

Your Responsibilities



- ❧ Be clear about the times and days you are working.
- ❧ Arrive on time (10 minutes before)
- ❧ Maintain the required number of invigilator (1 per room)



Before the Exam



**INVIGILATORS ATTENDANCE LIST
MID-SEMESTER 1 EXAMINATION
BUKIT SION MIDDLE SCHOOL
ACADEMIC YEAR 2016-2017**

DAY / DATE : Friday, 23 September 2016
TIME : 07.45 - 09.15
SUBJECT : B. Indonesia

NO	ROOM	INVIGILATORS	TAKE	RETURN
1	P01	Vera Amir Uta, S.S.		
2	P02	Kate P. Pangwi, B.S.Ed.		
3	P03	Kaysa Laodia Yasefin, S.Pd.		
4	P04	Liberatus Mardi		
5	P05	Lydia N. Bajao, B.S.Ed.		
6	P06	Manat Sitompul, S.Pd.		
7	P07	Marco Marciano		
8	P08	Novia Stephanie, S.Pd.		
9	P09	Raja D. Pararajan, B.S.Ed.		
10	P10	Rio Darmasetiawan, M.Pd.		
11	P11	Riva Satya Wisnu, S.Pd.		
12	P12	Rosinta Bunga P., S.Pd.		
13	P13	Samuel Senewa		

Kepala SMP Bukit Sion

Wendy Hartono, M.Pd.

Before the Exam



Please Check :

- ❧ Is the exam room is set up correctly?
- ❧ Do you have the right question papers?
- ❧ Do you have the right answer sheets?
- ❧ Do you have the attendance register?
- ❧ Do you have the seating plan?

Before the Exam



- ❧ Inspection - remove any unauthorized materials from students
- ❧ Seat according to the seating plan
- ❧ Tell them that the exam is in progress as soon as they enter the room
- ❧ **Morning prayer (morning session only)**
- ❧ Distribute the answer sheets

Once Students are Seated



- ❧ Remind students that they are under exam conditions.
- ❧ Hand out the papers according to the seating plan.
- ❧ Read out the instructions on the front of the question paper.
- ❧ Tell students : (What to say list)
 - ❧ To enter their name, grade, room number on the answer sheets.
 - ❧ How much time they have for the exam.
 - ❧ They can start writing.

Once Students are Seated



BERITA ACARA DAN DAFTAR HADIR UJIAN TENGAH SEMESTER 1 SMA BUKIT SION TAHUN PELAJARAN 2016 -2017

Pada hari ini, tanggal bulan tahun dua ribu enam belas,
telah diselenggarakan Ujian Tengah Semester 1 di:

Sekolah : SMA BUKIT SION

MUANO : A11

Mata Pelajaran :

Yang mana sampul soal Ujian Tengah Semester 1 ini telah dibuka di hadapan peserta dan berisi set lembar soal dan set buku Ajaran dan Daftar Hadir.

Adapun peserta yang hadir adalah sebagai berikut:

No.	Nama Peserta	Tanda Tangan	
1	Amanda Felicia Abigail	1	2
2	Benmadotte Cyen Sawana	3	4
3	Elton Soriana	5	6
4	Felicia Sunario	7	8
5	Fernando Jose	9	10
6	Jammi Huang Alvaro	11	12
7	Jason Lee Santoso	13	14
8	Melanie Wilma	15	16
9	Nadhaia	17	18
10	Nadhaia	19	20
11	Rafaeluthami Natasha	21	22
12	Shania Gabriella	23	24
13	Sharon Magdalene P.O.	25	26
14	Sofia Samudra MC	27	28
15	Tri Rany Wilandana	29	30
16	Timotius Mare	31	32
17	Vania Abby	33	34
18		35	36
19		37	38
20		39	40
21		41	42
22		43	44
23		45	46
24		47	48

Jumlah Peserta Sekolahnya	orang
Jumlah Peserta Tidak Hadir	orang
Jumlah Peserta Yang Hadir	orang

Catatan :

.....

Pengawas

BERITA ACARA DAN DAFTAR HADIR UJIAN TENGAH SEMESTER 1 SMA BUKIT SION TAHUN PELAJARAN 2016 -2017

Pada hari ini, tanggal bulan
telah diselenggarakan Ujian Tengah Semester 1 di:

Sekolah : SMA BUKIT SION

Mata Pelajaran :

Yang mana sampul soal Ujian Tengah Semester 1 ini telah dibuka di hadapan
.....

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Pengawas

During the Exam



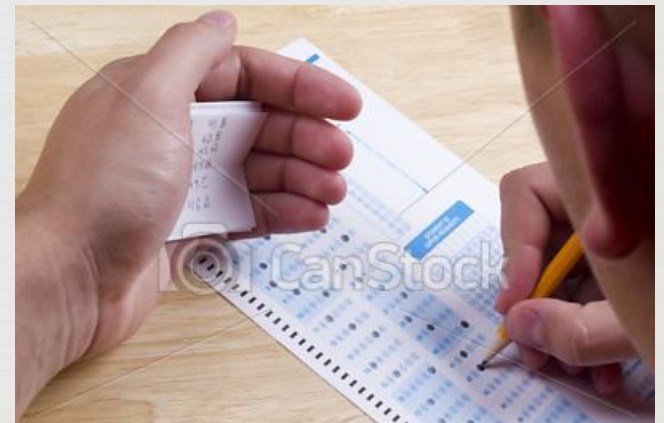
- ❧ Give your full attention to invigilating the exam
- ❧ Respond as quickly as possible when a student raises their hand for help:
 - ❧ Only answer questions about information on the front of the paper.
 - ❧ Don't give any advice to the candidate – check with the exams officer if you aren't sure.
- ❧ Look out for any cheating, malpractice or students looking unwell.
- ❧ If a student is disruptive remove them from the room while you resolve the issue. Don't forget to maintain the required number of invigilators.

Malpractice



Under exam conditions students are not allowed to:

- ❧ use any unauthorized materials
- ❧ copy or attempt to copy another person's work
- ❧ Disturb another person
- ❧ talk to other students



Malpractice



❧ Unauthorized materials include:

- ❧ dictionary or Bible
- ❧ pencil case
- ❧ any food or drink
- ❧ any correction fluid

❧ If you suspect a student of malpractice:

- ❧ Warn them that they may be excluded from the exam.
- ❧ Record what has happened and keep the evidence.
- ❧ Call for help if necessary.

At the end of the exam



- ❧ Tell students when they have five minutes left.
- ❧ Announce when the exam finishes.
- ❧ Tell them to stop writing.
- ❧ **Remind them that they remain under exam conditions until their scripts have been collected and they have left the room.**
- ❧ Ask them to check they have completed all the necessary information on the scripts/ answer sheets.

Collecting the Scripts



- ❧ Don't let students leave the room until you have collected all the scripts.
- ❧ Sort the scripts into the order shown on the attendance register
- ❧ Don't leave scripts unattended at any time.
- ❧ Don't read or allow anyone else to read any of the scripts.
- ❧ Closing prayer (afternoon session only)
- ❧ Dismiss the students in silence.
- ❧ Place the scripts and attendance registers in the folder and handover it to the exams officer immediately.

Exam Officers



☞ Mr. Wendy

☞ Mr. Agustinus

☞ Ms. Caecilia

☞ Ms. Lucia

☞ Ms. Anik

☞ Ms. Noertini E.

☞ Mr. Raditya

☞ Mr. Jefri

☞ Ms. Ribka

☞ Ms. Enik

☞ Ms. Tanti

☞ Mr. Andi Yusuf

Rules and Regulations



- ❧ On time for all examinations – 10 minutes before the exam begins
- ❧ Provide what you need – pens, pencils, rules, etc.
- ❧ Seat according to the seating plan
- ❧ Must **NOT** talk to, attempt to communicate with or disturb other students once you entered the examination room
- ❧ Question? → Talk to an invigilator & follow their instructions

Rules and Regulations



- ❧ All belongings and bags → **In front of the classroom**
- ❧ **NO FOOD** and **DRINK** inside the exam room
- ❧ **DO NOT** involve in any unfair or dishonest practice before, during or after the examination
- ❧ **MUST NOT** have any unauthorized materials
 - ❧ dictionary and Bible
 - ❧ pencil case
 - ❧ any food or drink
 - ❧ correction fluid
- ❧ **No Toilet Permission** for the first hour of the exam

Rules and Regulations



- ❧ Malpractice - Under exam conditions students are not allowed to:
 - ❧ use any unauthorized materials
 - ❧ copy or attempt to copy another person's work
 - ❧ disturb another person
 - ❧ talk to other students
- ❧ Warned → Recorded → Expelled
- ❧ Late – Enter exam room, no time extension
- ❧ No Exam participation card – Sent to Exam Officers

Examination Rooms

Middle School



Room	Class	PIC
P01	7.1	Emmanuel A. Recanel
P02	7.2	Eileen Leizel Quilo
P03	7.3	Hannah Knight
P04	7.4	Rosinta Bunga

Examination Rooms

Middle School



Room	Class	PIC
P05	8.1	Raya D. Pararuan
P06	8.2	Caecilia Supriyati
P07	8.3	Lydia N. Bajao
P08	8.4	Kate P. Pangwi

Examination Rooms

Middle School



Room	Class	PIC
P09	9.1	Enik Suharyatin
P10	9.2	Albertinus Barus
P11	9.3	Rio Darmasetiawan
P12	9.4	Ribka J.F.P.
P13	9.4	R. Jefri

Examination Rooms

High School



Room	Class	PIC
A01	10.1	Ari Wibowo
A02	10.2	Lucia Lukito
A03	10.3	Arman Villamor
A04	10.4	Heryanto

Examination Rooms

High School



Room	Class	PIC
A05	11 Science 1	Ferry Tikkos
A06	11 Science 2	Nerlan Panjaitan
A07	11 Social 1	Lois Villamor
A08	11 Social 2	Anik Kusmastutik

Examination Rooms

High School



Room	Class	PIC
A09	12 Science 1	Boy Sirait
A10	12 Science 2	A. Raditya
A11	12 Social	Noertini Effendi

**SEATING ARRANGEMENT
MID-SEMESTER 1 EXAMINATION
BUKIT SION HIGH SCHOOL
ACADEMIC YEAR 2016 - 2017**

ROOM : A10

Galvin Matthew Parulian	Jeremy Christian	Jocelin Vania Cindy	Johanna Samantha
1	2	3	4
Kezia Indrawan	Nicholas Aries	Pieter	Richard
5	6	7	8
Ruth Mary Kasan	Sharel Giovana Putri	Thanya Graceshella	Vanessa Kuswanto
9	10	11	12
Youshua Christianto	Wilfrina Gracia		
13	14	15	16
17	18	19	20

INVIGILATOR

List of Participant (1 copy)
 Door

**LIST OF PARTICIPANT
MID-SEMESTER 1 EXAMINATION
BUKIT SION HIGH SCHOOL
ACADEMIC YEAR 2016 - 2017**

ROOM : A10

GRADE : 12 IPA 2


NO	NAME	NOTES
1	Galvin Matthew Parulian	
2	Jeremy Christian	
3	Jocelin Vania Cindy	
4	Johanna Samantha	
5	Kezia Indrawan	
6	Nicholas Aries	
7	Pieter	
8	Richard	
9	Ruth Mary Kasan	
10	Sharel Giovana Putri	
11	Thanya Graceshella	
12	Vanessa Kuswanto	
13	Youshua Christianto	
14	Wilfrina Gracia	
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

High School Principal

Agustinus Siahaan, S.Si.

2 copies of Seating Plan:

1  student's table

1  invigilator's table

