

National Sun Yat-sen University Guidelines for Appointing Examination Invigilators

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Approved at the 4th Administrative affairs coordinating meeting of the 2nd semester of the 2020 Academic Year, 03/06/2020

Approved at the 10th Administrative affairs meeting of the 2nd semester of the 2020 Academic Year, 24/06/2020

- Article 1 The process of appointing chief invigilators for admission examinations at National Sun Yet-sen University (hereafter referred to as 'the University') must fully comply with the guidelines.
- Article 2 Except for special circumstances such as personal illness where prior approval is required, all full-time teaching staff and **full-time contracted employee** at the University have a duty to work as examination invigilators. Each recruitment office must appoint at least one member of staff **or full-time contracted employee** to provide support to administer the examination process. The head of the **administrative and academic** office is responsible for supervising the examination process.
- Article 3 It is mandatory for all chief examination invigilators to attend training sessions.
- Article 4 To invigilate major admission examinations of NSYSU, including academic subject examinations, advanced subject examinations and entry examinations for masters degree programs, the number of teaching staff are nominated for the role of chief invigilators proportionally depending on the intake target of individual departments. For other departments, one third of the total number of full-time teaching staff are required to provide assistance. Support from a set percentage of staff is required from academic research sections or administrative offices depending on their total number of personnel.
- Article 5 To invigilate examinations taking place in Taipei, full-time teaching staff of local education institutes are invited to offer support. To invigilate examinations taking place in Kaohsiung, as a result of a growing number of examination venues involved, full-time teaching staff of other local education institutes are invited to offer support when there is an insufficient number of invigilators available from NSYSU.
- Article 6 A list of nominated chief invigilators must be submitted to the head of each unit for review. After obtaining a signature/stamp from the head of the unit, the list is then submitted to the Office of Academic Affairs.
- Article 7 If an appointed chief invigilator is unable to fulfil the role for any reason, a replacement invigilator cannot be arranged privately. The chief invigilator must inform the Office of Academic Affairs by phone, followed by submitting a report to state the reason for absence. After receiving the approval from the head of the unit and returning the original appointment letter and the ID badge back to the Office of Academic Affairs, other chief invigilators will be re-arranged to take up the task. If there is still a shortage of invigilators, the head of the unit that the absent invigilator belongs to must appoint other suitable members of staff for the role.
- Article 8 The role of the chief invigilator is open to full-time teaching staff, PhD students and full-time contracted employees at the HR department.
- Article 9 Anyone who is related to any examinee of the academic year including close family members, relatives, or spouses are considered ineligible to perform the role of examination invigilators.
- Article 10 Any chief invigilator who fails to comply with the examination regulations will receive an official reprimand governed by the rules and regulations of NSYSU.
- Article 11 The guidelines were enacted after being approved at the administrative meeting, and so were the amendments.