

# MORALE FOUNDATION FOR EDUCATION & TRAINING - MOFET



## INVIGILATION RULES FOR STANDARD FOUR PRE NECTA - 2018.

1. Make sure the examination room is properly arranged before giving examination papers to pupils, Wall charts and all teaching materials should be covered or removed during the examination. Please **don't** tear up the charts, ask the teachers available to help you cover up or remove them safely.
2. The distance from one pupil to another should be **at least 1 metre** from all directions. Right, left, back and front.
3. The pupils should sit in Alphabetical order
4. Make sure you have the timetable prepared by **MOFET** for the purpose of this examination.
5. Allow pupils to visit the toilets before the kick off of the examination, after that, they should be allowed to go out of the examination room after they have finished their examination and under any circumstance no candidate should be allowed to go out before 30 minutes elapse.
6. No one should be allowed to enter the examination room other than the invigilator(s) and the examinees, except in circumstances that are beyond the invigilator's control. The invigilator must write in his/her report in case of such circumstances.
7. **BEFORE** the exam kick off, Read and explain the following instructions to the pupils
  - i. That, they should write their names, school names, district and region in the spaces provided.
  - ii. They should keep the sheets as clean as possible.
8. It is strictly prohibited to punish pupils before, during or after the examination; any indisciplinary behaviour by the pupils should be reported to the school administration and written in the invigilator's report to the **MOFET**.
9. If the instructions in the examination **sections** contradict with those of the question(s), the questions' instructions are the ones to be followed.
10. Do not make any corrections in the examinations, please seek clarifications from the MOFET authority even for the seen obvious corrections.
11. If the time allocated in the MOFET timetable takes longer than the school timetable ending, the adjustment can be done to shorten the time for tea and lunch breaks. Such a request for adjusting the time should come from the school not from the invigilator. However such arrangements should not disturb the sequence of the examination.
12. Cross check if pupils have written all the necessary information in the examination paper such as his/her name/examination number, school name and subject's name etc, before you collect the papers.
13. Collect all the papers including the extra papers to the route centre where you collected the exams. Do NOT leave any question paper at school
14. Pick the papers from each pupil to avoid leaving some of them.

MOFET wishes you all the best during the invigilation.

For any problem please call; 0714414282 or your zonal representative.

[www.mofet-education.com](http://www.mofet-education.com)