UPNM
National Defence University of Malaysia
Kewajipan ● Maruah ● Integriti

Chief Invigilator	
Date of Examination	
Time of Examination	
Examination Venue	

Final Examination, Semester I / II

Academic Session: _____

CHIEF INVIGILATOR REPORT FORM

Examination Hall	Name of Invigilator	Clock-in time	Examination Course Code	Number of Registered Candidates	Number of Absentee(s)	Index No. of the Absent / Barred Candidates	Number of Answer Scripts	Answer Scripts' Collector

2. Report on Assistant Invigilator

(a) No. of Assistant Invigilator who reported : _____	Comment/Suggestion [if any] :
(b) Names of Assistant Invigilator who did not report. (i)	Comment/Suggestion [if any] :
(ii)	
(iii)	
(iv)	
(c) Assessment of the overall service. ☐ Highly Satisfactory ☐ Unsatisfactory ☐ Satisfactory ☐ Highly Unsatisfactory	Comment/Suggestion (if any] :

4. Other reports (e.g. Sick Candidate, Candidate Without Examination Slip)
For cheating/academic misconduct cases, please use the UP/BLKM FORM (YELLOW IN COLOUR)

Index No.	Remarks

5. Errors in question paper and details of correction done by Examiner(s)

Course Code	Question No.	Error(s)	Correction(s)

6. Report on Examination Hall

Item	Satisfactory (√)	Average (√)	Unsatisfactory (√)
(a) Hall Condition			
(b) Cleanliness			
(c) Air-conditioning			
(d) Lights			
(e) Comment/Suggestion [if any]			

Chief Invigilator's Signature		**Date**	