

ព្រះរាជាណាចក្រកម្ពុជា

Date: 01<sup>st</sup> September 2025

## Invigilation Policy

**Policy owner:** Registrar's Office

### 1. Purpose

To ensure examinations are conducted under strict and consistent supervision to maintain academic integrity.

### 2. Scope

Applies to all invigilators, faculty, and students involved in PSBU examinations.

### 3. Principles

- Invigilators must act impartially and professionally.

- They are responsible for ensuring compliance with examination rules and reporting irregularities.

- Adequate invigilator-to-student ratios must be maintained.

### 4. Duties

- Distribute and collect examination materials securely.

- Verify student identification.

- Monitor conduct and timekeeping.

- Record incidents and report to the Registrar.

### 5. Training

All invigilators will receive induction and annual refresher training.

Next review date: 20<sup>th</sup> August 2028