

ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជា

Date: 01st 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: 20th August 2028