

(Translation)

Announcement of Faculty of Liberal Arts, Prince of Songkla University on
Examination Proctoring Guidelines

In order to make the examinations proceed in an orderly manner, the Faculty of Liberal Arts requests cooperation from all lecturers and personnel who proctor examinations to follow these guidelines:

1. Arrive at the examination center at least 30 minutes before the examination starts to obtain the examination papers and equipment, and let the students in the examination room about 5 minutes before the examination starts or when hearing the bell ring.

2. Ensure that you understand the instructions thoroughly on the examination paper envelop before distributing them.

3. Do not allow students who do not dress according to the university dress code to enter the examination room. Remind students that communication gadgets are not allowed in the examination room; only their wallets are allowed in and they should be placed under their chairs.

4. Do not allow students who are 15 minutes late to sit the examination. Instead, advise them to file a request required by the university, and not to directly contact the lecturer who teaches the course. Do not allow students to go out of the examination room during the first 30 minutes of the examination.

5. After the first 15 minutes of the examination, check the students' identity cards and have them sign their names. If any students do not have their students' identity cards with them, they can use any other cards issued by a government organization that have their names and photos on them such as their Thai national ID cards. If they do not have any identity card with them at all, ask them to fill in the "Student forgetting student identity card" form and inform them to present their student's identity cards later at the Academic Affairs Section on the second floor of the Faculty of Liberal Arts Administration Building.

6. If any students are absent, write their names, family names, and student numbers on the envelope of the examination papers. Write the word "Absent" on the space provided for their signatures.

7. When the examination time is over, collect the examination papers and answer sheets and put them in the order of their seat numbers. Count the examination

papers and the answer sheets to ensure that all of them are collected. All the proctors must sign their names on the envelopes of the examination papers.

8. When discovering any students cheating, at least two proctors should report the incident by filling the Cheating Attempt Report Form, and have the student/s writing an explanation on the form. (The form can be found in the examination equipment bag.) As soon as that examination is finished, submit the form along with the student's examination papers and answer sheet to the Chair of the Examination Committee.

9. The proctors are required to dress properly the same way as they do on normal workdays. During the examination time, the proctors must not do other work, and must stay proctoring until the end of that examination.

10. Proctors who cannot proctor on the assigned schedule must exchange it with another proctor or ask another proctor to do it for them. This can be done by filling in the form Request for a change of proctor that is signed by the Head of department and submitting it to the Examination Section at least two days before the assigned schedule that they cannot proctor. The proctor who will proctor the exam must be one of those proctors from the Faculty of Liberal Arts who are assigned by Prince of Songkla University.

11. Proctors who do not show up not only have to give reasons and explanation in writing to Chair of the examination committee (through the Head of department) but also to proctor twice as many times they have not shown up in compensation in the next examination,

Except the following force majeure events:

11.1 A sudden severe illness/accident of the proctors themselves, their father, mother, spouse, or child (a health certificate signed by the physician attending the case is required).

11.2 A death of their father, mother, or child.

11.3 An urgent official business assignment received one day before the proctoring assignment day. The proctors must inform the Examination Section in order for the Exam Section to change the proctoring date for them or to arrange for another proctor to do it.

11.4 Other force majeure events are to be at the discretion of the Dean of the Faculty of Liberal Arts or Chair of the examination committee.

12. If any problem occurs during the examination time, the proctors must immediately report it to the Examination Section at the Examination Center room or telephone one of these numbers: 6710, 6711, 9504, 074-286710, 074-286711 or 074-289504.

This announcement supersedes any other announcements in contrary to it.

Announced on the 1 of October 2014.

(Assoc. Prof. Adisa Teo, Ph.D.)

Dean, Faculty of Liberal Arts