



Exam Supervision Policy

Please include a
digital passport size
picture and
send by email

Mark where applicable.

- I understand that supervising an exam means I am responsible for the procedure of the exam taking procedure.
- I am not a close relative of the student, and or live in the same address.
- If student is using paper and pencil exam (Scranton answer sheet), I affirm that I will not in any way make any duplication of the exam sheet with any form of copying devices.
- I understand that the computer on which the student is taking the exam is:
 - Connected with uninterrupted internet.
 - Good working order.
- I confirm that the student will use a computer/laptop/tablet that is not his own.
- The venue is appropriate for taking the exam.
- I understand that the student do not browse the Internet during taking the exam and supervise him or her during the examination.
- I read the examination procedures found here: <http://iqa.git.edu.mt/exam-procedures.htm>.

I also understand that:

- 1. The person taking the exam is the same person who applied for the class and confirm his or her identity if not known to me personally.
- 2. GIT has a standard to maintain and a quality assurance covenant with Maltese National Commission for Further and Higher Education to which I am committed to observe, including all the instructions concerning supervising GIT exams that are available with every exam.

Kindly inform the student/s to fill the survey form
which is included with the exam if available

Date: _____

Proctor's Name: _____

Surname _____

Signature _____

Office Use

Recommender _____

GU approval

Director signature: _____

Date: _____