

# **The analysis and estimation of the activity of the examination invigilators taking part in the examinations held by the State Examination Center**

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An examination invigilator is a person whose activity is regulated and estimated according to the instruction of the invigilator and who is responsible for the document control of the examinees in the examination room, sitting them in the right row and place, distributing and gathering answer sheets (answer lists) and question books, starting, managing and ending the examination according to the time-limit, supervising directly the rules of conduct of the examinees and managing the examination room according to the rules.

## **The ways of creating database of invigilators**

There are two ways of creating database of invigilators and involving new invigilators into the database:

- Involving voluntarily invigilators from the general education institutions, higher and specialized secondary education institutions, Institutions of Azerbaijan National Academy of Sciences (ANAS) and from different government agencies,
- Involving the invigilators who got “An examination invigilator certificate”

## **Selection criteria and steps of the invigilators into the database**

1. The process of creating the database of the invigilators coming from the corresponding education institutions and government agencies is carried out as follows:
  - The database of the invigilators who successfully took part in the examinations of the current year is sent to the corresponding education institutions and organisations via internet. The database is renewed by the mediator of the institution or the one of organisation taking into account the consent of the invigilator.
  - If there are new ones who want to participate in the examinations held by the State Examination Center as examination invigilators, the information is included in the electronic database as follows:
    - taking into consideration the recommendation letter of the head of the organization which shows administrative capacity, probation period and pedagogic qualities of the person who is willing to be an examination invigilator
    - taking into consideration the age limit 25-55 and the pedagogues of psychology, pedagogy and management specialities.
  - Reincluding the invigilator in the database who has been excluded for any reason is allowed if his/her previous activity is satisfactory.
  - The invigilators who are new, or doesn't have enough practice or have been underestimated are involved in the trainings and trial examinations in the pre-examination period.
  - Those who participate successfully in the trainings and trial examinations are included in the database.
2. Different examination varying in model, technology and content are held by the State Examination Center. This variety helps to improve the activity of examination invigilators

and their professionalism. Certification of the activity of the examination invigilator, first of all, serves to these goals. Besides, certification serves to increase competition which leads to a more qualitative management, and great mass of the public is involved in the examinations and this provides transparency in the management. Those who want to get an examination invigilator certificate should meet the following requirements:

- highly educated
- regardless of the subordinacy or type of the property currently working in any organisation (or regardless of the workplace those who got bachelor's degree on the profile of pedagogy)
- the age limit 25-45 (but for the current examination invigilators the age limit is 25-55)
- who are physically healthy and don't have any conviction

First, the candidate applies for the electronic registration, then is invited to an interview and to pass psychometric test and intellectual ability is assessed, later the candidate is intensively involved in the trainings called effective communication techniques and technology of the examinations and in the end, takes final examination on the technology of the examinations.

Those who successfully go through the stages get certificate of A or B category. The invigilators are assigned to the examinations taking into consideration technical requirements of the examinations.

Service contract is signed with all invigilators. Workshops related to the technology of the examinations are also carried out several days before the examination with the aim of training and reminding.

### **The composition of the current database of the invigilators on the basis of the certain parameters**

#### **The distribution of the invigilators over the regions**

The current database consists of 14701 invigilators.

<b>Regional branch</b>	Baki	Lankaran	Ganja	Barda	Goychay	Shirvan	Shamkir	Shaki	Khachmaz	Nakhchivan
invigilator	5267	1372	1311	1225	1178	1074	991	913	755	615
percent	35.8	9.3	8.9	8.3	8.0	7.3	6.7	6.2	5.1	4.2

#### **Distribution of the invigilators over the work places**

<b>Work place</b>	Secondary school	Higher and secondary specialised education institutions, scientific-research institutions	State Examination Center	State institutions	None	Private institutions
invigilator	14351	225	62	26	25	12
percent	97.6	1.5	0.4	0.2	0.2	0.1

#### **Distribution of the invigilators over the level of education**

<b>Level of education</b>	Bachelor's degree	Secondary specialised	Master's degree	Doctorate
Invigilator	12348	1613	690	50
Percent	84.0	11.0	4.7	0.3

## **The requirements to meet while assigning invigilators to the examination**

The mechanism of assigning of invigilators to the examinations is based on the unbiased criteria, which are regulated by technical task, vary in the degree of difficulty while administering examination and provides unbiased management:

- Limitation in speciality or in subject
- Limit on probation
- Final assessment
- Conformity between the average age of the examinees (contingent) and an invigilators' age limit
- The quantity of the examinees that one invigilator is able to supervise
- The invigilator and examinees shouldn't represent the same education institution
- The invigilators assigned to the same examination room shouldn't represent the same education institution
- The invigilator assigned to the examination room should know the language of the examinees that they were taught at school

These criteria are applied differently to different examinations. The practice shows that taking into consideration the above-mentioned criteria and requirements when applying **multivariant** and placement of the examinees of the same contingent (such as school, grade, group) not in the same examination room as much as possible makes easy to provide unbiased management.

### **The assessment criteria of invigilators by examination managers during examination**

The assessment consists two directions: documentation and managing examination room, and is carried out on each sub-criteria of these directions which gives one point, but in general gives 5 points on scale.

#### **1. Work with examination papers**

- 1.1 To control documents of the examinees and their placement
- 1.2 To introduce the examinees with the examination rules
- 1.3 To distribute examination materials
- 1.4 To fill up correctly examination forms and obey the time-limit rules
- 1.5 To gather and pack the examination materials.

#### **2. Managing examination room**

- 1.1. To keep silence in the examination room
- 1.2. To obey code of ethics
- 1.3. To supervise examination room
- 1.4. Physical options and pedagogical characteristics
- 1.5. To prevent rule violation and to take measures.

In case if the invigilator helps the examinee to solve the questions or gives chance to cheating case, his/her activity is considered unsatisfactory regardless of his/her qualities on other criteria and is excluded from the examination.

### **Investigation of the activity of the invigilators**

After each examination the review about the activity of examination invigilators and points are included in the database. This assessment is carried out in 3 directions:

1. The remarks in the examination papers such as (the protocol of examination manager, **the protocol of examination process**, act forms), the reviews of the examination managers and those of the employees of State Examination Center, the information gained as a result of the applications of the examinees are included in the database. As a result of this investigation and assessment the below-mentioned invigilators are excluded from the current database:
  - The invigilator who didn't participate in the examination unreasonably
  - The invigilator who has poor knowledge on the technology of an examination and rules of procedure
  - The invigilator whose supervision is not satisfactory
  - The invigilator whose work with examination papers is not satisfactory
  - The invigilator who violates instruction rules when communicating with examinees or examination manager
  - The invigilator who creates an opportunity for cheating cases on purpose
2. In the second direction the investigation is carried out by computer programme which realizes the real cheating cases that have been unnoticed by examination managers. By including the parameters like contingent, the number of subjects that have been cheated, the percent of the cheating case, the number of the examinees took part in the cheating case and number of the examinees in the examination room in the investigation, we can define if the invigilator made an opportunity for cheating cases. The rule violation is estimated as severe, medium and light and included in the database.
3. In the end, alongside with above-mentioned parameters the points given to the activity of the invigilators in the questionnaires by the examinees gathered more than 600 scores in the admission examinations are considered as well.

### **Combination of the investigations**

After the examinations the estimation carried out in 3 directions for each examination is generalized.

- The final annual investigation of the activity of invigilators is carried out (average point, generalization of the cheating cases)
- The invigilators whose activity is estimated as unsatisfactory is excluded from database either temporary or permanently
- The best are chosen and a number of measures are taken in order to stimulate their activity.

### **Final annual analysis of the activity of the invigilators**

After all examinations final report-reference on the estimation of the activity of the invigilators and definition of the quality indicators is prepared. The results of the above-mentioned investigations are comparatively analysed on the basis of the parameters like the region the invigilator involved in, the subject, age of the examinees and the examination practice. In comparison with best invigilators of the previous year the invigilators whose activity is fair, their activity is investigated and reviewed in the current year examination. The activity of those who got an examination invigilator certificate and the activity of those who participate in the examination of disabled examinees is analysed as a different direction.

The following statistics is taken into consideration for the current examinations except of the latest year's one:

- Involvement over the regions (organisations) and percent of participation
- Statistics of the estimation of invigilators over the regions by examination managers, especially definition of the regions chosen because of the fair and unsatisfactory activity of the invigilators
- Dynamics of the valuation scale over the years
- Comparison of the conformity of invigilators' estimation defined by examination managers and the estimation got as a result of the special investigation
- Conformity between the ratio of the number of invigilators of corresponding region (organisation) or subject to the whole number of the invigilators and the ratio of the number of the invigilators of the corresponding region who violated examination rules to the whole number of those who violated examination rules
- Rule violation as per the age content of the examinees
- Rule violation as per the number of participation of the invigilators in the examination and their practice

### **Selection of the best invigilators and motivation of the activity of examination invigilators**

**In the first stage**, an exemplary database is created on the basis of the following selection criteria:

Within the last 10 years:

- Who didn't have rule violation in the examination rooms
- Who didn't get unsatisfactory point and whose **final point** is more than 4
- Who improves his/her final point in the current year
- Who took part at least in 15 examinations up to and as a rule who didn't refuse but participated in all examination he/she involved in
- Whose activity is estimated 4 or 5 points in the current year's examination protocols
- Whose activity is estimated 4 or 5 points by the examinees gathered more than 600 scores in the admission examinations of the current year

**In the second stage**, considering the following criteria the invigilators who will get honorary decrees are selected among those who are included in the exemplary database:

- Those who are selected to the exemplary database during the last 5 years
- Those who took part at least in 25 examinations
- Those who are estimated 4 or 5 points (mainly 5 points) by examination managers or by the examinees gathered more than 600 scores in the admission examinations

The invigilators selected to the exemplary database and got honorary decree are firstly involved in all year round examinations.

## **Consideration of the results of the investigations, influence of the results of the investigations on the quality indicators related to the organisation and administration of the examinations**

- The current database of the invigilators should meet the number of the best invigilators selection. In case of the lackness, several measures are taken in the corresponding regions in the beginning of the current year.
- The participation of the invigilators in the workshops and examinations who got destination is administrated by the mediators of the school or the region. If the administration in this process is weak, the process is analyzed, insufficiency is solved, and new mediators are assigned if needed.
- The dynamics of the estimation of the invigilators over the years is analyzed. If needed the number of the invigilators' contingent is increased up to the selection of the best, the training methods for the invigilators who performed unsatisfactorily are changed, stimulating measures are taken, and examination managers are trained with aim of applying estimation criteria.
- The dynamics of the rule violation over the years are analyzed on the basis of the parameters like speciality and practice of the invigilator and the age of the examinees in examination room the invigilator assigned to. The results gained from this analysis are considered in the technical requirements applied during the assignment of the invigilators. For example, in the examinations of the contingent which is complicated from the technological and administrative point of view and have a higher education (master's degree, residency, civil service), the invigilators who have more practice or activity estimation is high are assigned to. Those invigilators who have more probation as examination invigilators and have more pedagogical practice, who are middle-aged and whose points are high are assigned to the examination rooms where the average age of the contingent is higher.