

INVIGILATOR RULES

What rules should an Invigilator adhere to and apply BEFORE the exam?

1. The invigilator should not invigilate more than 10 students.
2. An invigilator must be able to summon help without disturbing learners taking an exam.
3. The seating arrangements should be in such a manner that the students should be seated with a distinct distance from one another of 1.5 meters.
4. Mobile telephones and other electronic equipment are not permitted to be used inside the examination venue, other than to print the exam paper from 08:50 to 09:00 and upload the answer sheet from 12:00 to 12:30.
5. Students are only allowed to take pens and a calculator into the examination venue or use transparent pencil cases.
6. Learners should be seated 30 minutes prior to the scheduled time of the examination.
7. Invigilators must inform the students prior to the commencement of the exam that they may not ask questions about the exam.
8. A clock must be visible to students at all times throughout the Exam to ensure that the start and finish times of an exam are clearly visible for all students.
9. Students who are more than 15 minutes late will not be able to enter the exam room or undertake the exam. In such cases, a NP (Not Permitted to write the exam) will be recorded.

What rules should an Invigilator adhere to and apply DURING the exam?

1. Once the exam has started students may not ask questions about the exam. In exceptional circumstances they may seek the attention of the invigilator, for example if they need to go to the restroom.
2. Invigilators are not allowed to talk or distract students during the exam.
3. If a student wishes to leave the room for any reason and intends to return to continue their exam, they must be accompanied. The invigilator must remain with them at all times. The students remaining in the exam room must continue to be invigilated.
4. Students arriving late for an exam (by less than 15 minutes) must be seated near to the door and the disturbance to other students kept to a minimum.
5. Invigilators must remind students when there are ten minutes of the exam remaining.

What rules should an Invigilator adhere to and apply AFTER the exam?

1. Students must immediately cease to write when the time is over.
2. At the end of the exam students must be told to stop writing and ensure that their student number is on the exam answer sheet.
3. Invigilator should assist the learner to upload the answer sheet on SAIBA Academy's platform between 12:00 and 12:30. No late submissions will be accepted.
4. Invigilators should destroy the printed exam questions immediately after the examination.
5. The Invigilator should complete the Invigilator section/comments/report on Addendum C – Cover sheet.

What actions should an Invigilator take in an Emergency such as a fire alarm?

1. Stop students from writing
2. Evacuate the examination venue
3. Advise learners to leave all exam papers in the examination room,
4. Ensure all learners are supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the exam,
5. Make a note of the time of the interruption and how long it lasted,
6. Allow learners the full working time set for the examination. If there are only a few learners, consider the possibility of taking the learners (with question papers and scripts) to another place to finish the examination,
7. Make a full report of the incident and of the action taken on the invigilation report and upload it with the student answer sheet.